

3 DECEMBER 2003



Command Policy

**LOGISTICS QUALITY ASSESSMENT/
LOGISTICS READINESS SQUADRON FUELS
MANAGEMENT FLIGHT**

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Certified by: HQ PACAF/LGR
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Pages: 8
Distribution: F

This Logistics Quality Assessment PACAF Directory and attached Mission Performance Checklist implement AFD 90-2, *Inspector General-The Inspection System*. It applies to wing level Logistics Readiness Squadron operations. This directory supports guidance in AF policy directives, AF manuals, AF instructions, and PACAF Instructions. This directory does not apply to Air National Guard (ANG) or US Air Force Reserve Command (AFRC) units and members.

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this directory in conjunction with their annual unit self assessment. The objective is to identify deficiencies, which preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. This directory may be used in whole or in part by higher headquarters during visits or exercises.

The attached mission performance checklist represents key processes, procedures, and requirements that must be accomplished to ensure successful mission accomplishment by wing Logistics Readiness Squadron operations. Items critical to the proper operation of the subfunctional areas and require special vigilance are identified by a pound sign (#). The HQ PACAF Inspector General will grade these items during unit compliance inspection (UCI) visits.

SUMMARY OF REVISIONS

Updated references. A bar (|) indicates revision from the previous edition.

1. Authorized release of Word (.doc) file can only be acquired by contacting the appropriate OPR directly.

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Director of Logistics

Attachment 1**LOGISTICS READINESS SQUADRON FUELS MANAGEMENT FLIGHT
MISSION PERFORMANCE CHECKLIST****A1.1. FUELS OPERATIONS**

A1.1.1. Has the squadron commander appointed an officer, civilian, or SNCO, when applicable, as the responsible account officer? (AFI 23-201, paragraph 1.2)

A1.1.1.1. Are annual reviews conducted of fuels operating instructions and locally developed checklists? (AFI 23-201, paragraph 1.20)

A1.1.1.2. Is the organizational fuel tank program effectively managed? (AFI 23-204 and 23-201, paragraph 1.16)

A1.1.1.3. Is the base fuels management office reviewing all uncorrected vehicle and facility discrepancies at least monthly and is appropriate action taken to correct discrepancies? (AFI 23-201, paragraph 1.9.1)

A1.1.1.4. Are specific operating instructions and local checklists available for each pump house, bulk storage area, hydrant area, service station, or local product handling operation? (T.O. 37-1-1, paragraph 2-2)

A1.1.1.5. Are fuels related mishaps reported through proper channels and within required time frame? (AFI 23-201, paragraph 1.8)

A1.1.1.6. Are organizational issue tanks authorized fuel delivery service? (AFI 23-204, chapter 8, 13, and attachment 2)

A1.1.1.7. Has the fuels management team (FMT) appointed a security monitor in writing? (AFI 23-201, paragraph 4.1)

A1.1.1.8. Has adequate resource protection been provided for fuel servicing equipment and facilities to prevent contamination, pilferage, sabotage, and accidental damage? (AFI 23-201, paragraph 4.2)

A1.1.1.9. Are all fuels personnel provided security training? (AFI 23-201, paragraph 4.1.2)

A1.1.1.10. Has key control been established? (AFI 23-201, paragraph 7.7)

A1.1.1.11. Are equipment, facilities and refueling vehicles inspected each day prior to use? Are weekly, monthly, quarterly, and semi-annual checks performed? (AFI 23-201, paragraph 6.6.1 and T.O. 37-1-1, chapter 4)

A1.1.1.12. Is an AFTO Form 39 accomplished and maintained for each fuel system? (T.O. 37-1-1, paragraph 4-4)

A1.1.1.13. Are the FMT and liquid fuels manager (LFM) supervisor conducting a monthly inspection of each storage system?(T.O. 37-1-1, paragraph 4-9)

A1.1.1.14. Is the single-point nozzle-to-spring locking mechanism visually inspected for serviceability prior to each servicing operation? (T.O. 00-25-172, paragraph 5-7g)

A1.1.1.15. Are hydrant low and high-level shutoffs checked at required intervals?

(T.O. 37-1-1, paragraphs 4-11s, 6.2)

A1.1.1.16. Are hydrant system static pressure tests conducted weekly on all constant pressure systems? (T.O. 37-1-1, paragraph 4-12g)

A1.1.1.17. Do liquid fuels maintenance personnel notify the fuels management flight, through the RCC, before removal of any system component or when the system is opened in a manner that would permit a fuel spill? (T.O. 37-1-1, paragraph 3-1c)

A1.1.1.18. Are fuel transport tank trucks/cars inspected for hazardous conditions before off-loading? (AFI 23-201, paragraph 6.9.1)

A1.1.1.19. Are truck fill stands equipped with the appropriate servicing controls to prevent issue of the wrong grade of fuel? (T.O. 37-1-1, paragraph 3-16)

A1.1.1.20. Are emergency switches properly identified and tested monthly while circuit/control is energized? (T.O. 37-1-1, paragraph 4-13b)

A1.1.1.21. Are flight line servicing restrictions followed during fueling operations?

(T.O. 00-25-172, paragraph 4-16)

A1.1.1.22. Are product-settling times observed? (T.O. 42B-1-1, paragraph 3-7)

A1.1.1.23. Does the fuels management flight and/or refueling maintenance have at a minimum the following equipment?

A1.1.1.23.1. A vehicle wash rack equipped with an oil/water separator and located within or near the refueling unit parking area.

A1.1.1.23.2. A liquid degreasing machine capable of cleaning engines on mobile fueling equipment.

A1.1.1.23.3. A compressed air source.

A1.1.1.23.4. Two 10-ton capacity hydraulic jacks.

A1.1.1.23.5. Pneumatic impact wrench.

A1.1.1.23.6. Two 10-ton capacity jack stands.

A1.1.1.23.7. Approved static grounding post installed for grounding refueling equipment during product movement.

A1.1.1.23.8. A multimeter? (AFI 23-201, paragraph 1.14.1)

A1.1.1.24. Are procedures in place to prevent overfilling of tanks? (T.O. 37-1-1, paragraph 3-1e)

A1.1.1.25. Are danger/warning signs appropriately placed in fuels and cryogenic areas? (T.O. 37-1-1, paragraph 3-2 and AFOSH 91-38, paragraph 3.2.5)

A1.1.1.26. Are serviceable emergency showers and eye baths available in all fuels handling areas?

(AFOSH Standard 91-501, paragraph 19.1-4, 6)

A1.1.1.27. Is water allowed to accumulate in pits and outlets? (T.O. 37-1-1, paragraph 4-11.g.2)

A1.1.2. COMPLIANCE AND ENVIRONMENTAL

- A1.1.2.1. Has the FMT appointed a safety monitor in writing? (AFI 23-201, paragraph 3.3)
- A1.1.2.2. Has the FMT ensured the two-person policy is utilized? (AFI 23-201, paragraph 3.4)
- A1.1.2.3. Are all fuels management activities inspected for safety semiannually? (AFI 23-201, paragraph 3.3.4)
- A1.1.2.4. Has the FMT established controls over the wearing of rings, watches, bracelets, necklaces, and other items of jewelry? (AFOSH Standard 91-38, paragraph 2.9)
- A1.1.2.5. Has the FMT ensured personnel are provided with and use protective equipment? (AFI 23-201, paragraph 3.2)
- A1.1.2.6. Are all fuels personnel briefed at least semi-annually on safety matters to include hazards, safety precautions, first-aid measures, and off-duty seasonal hazards and precautions? (AFI 23-201, paragraph 3.3.3)
- A1.1.2.7. Is confined space safety compliance enforced? (AFOSH Standard 91-25)
- A1.1.2.8. Are identified evaluation guidelines utilized during inspections? (AFI 23-201, paragraph 8.2)
- A1.1.2.9. Are inspection reports properly prepared and routed? (AFI 23-201, paragraph 8.6)
- A1.1.2.10. Is the minimum amount of spot checks performed each week? (AFI 23-201, paragraph 8.3.1.3)
- A1.1.2.11. Does the FMT adhere to all environmental guidelines? (AFI 23-201, section 8C)
- A1.1.2.12. Has the FMT coordinated with the base civil engineer in establishing local procedures for environmental compliance in areas under the FMT control? (AFI 23-201, paragraph 8.7-9)
- A1.1.2.13. Has the FMFC ensured personnel are aware of leak detection, corrosion control and overfill protection for storage tanks and related piping? (AFI 23-201, paragraph 1.5 and Section 8C)
- A1.1.2.14. Do fuels personnel understand their responsibilities as outlined in the Hazardous Material Emergency Planning and Response Compliance, Spill Prevention Countermeasures and Contingency (SPCC) Plan and the base's HAZMAT Plan? (AFI 23-201, paragraphs 8.7.8 and 8.9.1)
- A1.1.2.15. Are functional managers, supervisors, or facility managers conducting monthly/annual fire extinguisher inspections as applicable? (AFOSH Standard 91-501, paragraph 6.2.4.7)
- A1.1.2.16. Is spill containment and clean-up equipment/materials available to control spills and prevent spilled materials from reaching surrounding waters? (AFI 23-201, paragraph 8.7.10)
- A1.1.2.17. Have local procedures been developed for recoverable and waste fuel disposition? (AFI 23-201, paragraph 8.7.7)

A1.1.3. FUELS INFORMATION SERVICE CENTER

- A1.1.3.1. Does the RCC meet minimum facility standards? (AFI 23-201, paragraph 7.2.6)

- A1.1.3.2. Does the RCC notify the appropriate individuals of severe weather warnings? If automatic weather warning equipment is not available, is there a formalized agreement for weather warning notification? (AFI 23-201, paragraph 7.6)
- A1.1.3.3. Is a list of qualified personnel maintained in the FAS? (AFI 23-201, paragraph 7.13.7)
- A1.1.3.4. Were any inviolate inventory level violations lasting longer than 72 hours fully justified and reported to the applicable defense fuels region and MAJCOM? (AFI 23-201, paragraph 5.9.3)
- A1.1.3.5. Is RCC staffed with at least two graduates of the AETC formal accounting school and at least one graduate of the DESC FAS Training Course? (AFI 23-201, Chapter 7, paragraph 7.1.1)
- A1.1.3.6. Is the RCC supervisor effectively utilizing the FAS program? (AFI 23-201, paragraph 7.3.1)
- A1.1.3.7. Are procedures established to ensure transfer of pertinent information to RCC and management personnel? (AFI 23-201, paragraph 7.3.4.)
- A1.1.3.8. Are controllers capable of performing actions required for disaster response? (AFI 23-201, paragraph 7.4)
- A1.1.3.9. Does the RCC have a spare key for all locks used to secure fuels equipment, facilities, and refueler ignitions? (AFI 23-201, paragraph 7.7)
- A1.1.3.10. Are personnel responsible for REPOL reporting knowledgeable of correct procedures? (AFI 23-201, paragraph 5.5.2)
- A1.1.3.11. Are minimum/maximum inventories maintained IAW the inventory management plan? (AFI 23-201, paragraph 5.9)
- A1.1.3.12. Are emergency generators available to support emergency power requirements identified in the base supplement to AFI 23-201 and the base support plan? (AFI 23-201, paragraph 5.11)
- A1.1.3.13. Are adequate procedures in effect to prevent the use of vehicles, equipment, and facilities that are out of service or in maintenance status? (AFI 23-201, paragraph 7.3.4-5)
- A1.1.3.14. Has the FMT established a base fuels laboratory, equipped for limited tests to evaluate the cleanliness of fuel and fuel handling systems? (AFI 23-201, paragraph 7.15.1)
- A1.1.3.15. Is contaminated or off-specification product or equipment identified, removed from service, caution tagged, and locked to prevent use? (AFI 23-201, paragraph 7.19)
- A1.1.3.16. Has an aircraft crash kit been assembled and is it inventoried annually? (AFI 23-201, paragraph 7.20.2)
- A1.1.3.17. Is there an effective correlation program established? (T.O. 42B-1-1, paragraph 7-18)
- A1.1.3.18. Are all laboratory test results recorded and maintained using the FAS system? (AFI 23-201, paragraph 7.16.1, 7.17.2)
- A1.1.3.19. Are on-base pipelines (hydrant loop, constant pressure line, filter meter pipe, flow-through, fill stands, hydrant laterals) flushed prior to use if they have been idle in excess of 30 days? (T.O. 37-1-1, paragraph 5-1, and 42B-1-1, paragraph 3-11)

- A1.1.3.20. Are no more than 10 gallons of flammable liquid stored in the laboratory and only in approved containers? (AFOSH Standard 91-38, paragraph 5.3.1.4)
- A1.1.3.21. Are new hoses sampled at the nozzle(s)? (T.O. 42B-1-1, paragraph 5.18a & b)
- A1.1.3.22. Are positive controls in effect to ensure samples are taken and analyzed for sediment and water prior to placing equipment/facilities back in service? (T.O. 42B-1-1, table 5-1)
- A1.1.3.23. Is all data pertaining to fuels operations, fuels accounts, and laboratory data collected in the RCC? (AFI 23-201, paragraphs 7.1, 7.16.1, and 7.17.1-2)
- A1.1.3.24. Have 2F0X1 personnel who perform exceptional fuel servicing procedures, such as hot refueling/defuel, received required certification? (T.O. 00-25-172, paragraphs 6.4d (hot refueling) and 6.16.1b (hot defueling))
- A1.1.3.25. Has a training program, to include lesson plans, been developed for all assigned equipment and systems and fire prevention training? (AFI 23-201, paragraph 7.13.3)
- A1.1.3.26. Are training records reviewed at least semi-annually? (AFI 23-201, paragraph 7.13.6)
- A1.1.3.27. Have primary and alternate tank custodians been appointed and trained? (AFI 23-201, paragraph 7.13.9)
- A1.1.3.28. Is the fuels mobility support kit maintained with all required items? (AFI 23-201, paragraph 5.4.2.2.1)
- A1.1.3.29. Does management review the number of authorized fueling vehicles biennially or when mission changes dictate to determine if overages or shortages exist? (AFI 23-201, paragraph 5.14.2)
- A1.1.3.30. Are AF Form 1995 or DD Form 1898 used to record sales to non-DoD aircraft and are the applicable blocks marked? (AFMAN 23-110, Vol 1, Pt 3, Ch 1, Para 1.70.1)
- A1.1.3.31. Is the non-DoD sales report reconciled at the end of each month and received by DESC-RRF by the 5th working day of the next month with all supporting documents? (DESC-CM-G-6)
- A1.1.3.32. Have procedures been established for the collection, safekeeping, and deposit of funds received for sales of fuel and oil? (AFMAN 23-110, Vol I, Pt 3, Ch 1, Para 1.71.1)
- A1.1.3.33. Are cash sales processed to the correct T-DoDAAC and the DD 1131 and AF Form 1995 properly filled out? (DESC-CM-G-7)
- A1.1.3.34. Are cash sales made to authorized customers only? (DESC-CM-G-7)
- A1.1.3.35. Are all sales of fuel processed to the FES hub within two days of the sale? (DESC-CM-P-3)
- A1.1.3.36. Are all rejects cleared from the FES hub within two days? (DESC-CM-P-3)
- A1.1.3.37. Is the FCC accounting ledger reconciled with FES hub ledger and a physical inventory posted for each grade of fuel within 48 hours of the last day of the month? (DESC-CM-P-3; DESC-CM-G-4)
- A1.1.3.38. Are out of tolerance gains/losses for the month investigated and reported to DESC-FI? (DESC-CM-G-4)

A1.1.3.39. Are physical inventories being conducted daily? Are the pipeline inventory, trucks, and all tanks included in total inventory calculations? (AFMAN 23-110, Vol I, Pt 3, Ch 1, Para 1.94.)

A1.1.3.40. Are inventories corrected to 60 degrees Fahrenheit? (DESC-CM-G-4)

A1.1.3.41. Is an 1884 report submitted each Friday for products with inventories over 500 barrels? (DESC-CM-G-2)

A1.1.3.42. Is a physical inventory of all product under the missile fuels management category conducted the first day of each month as of 0800 hours? (AFMAN 23-110, Vol I, Pt 3, Ch 4, Para 4.75)

A1.1.3.43. Is there an inspection of all active inventory under the missile fuels management category daily, Monday through Friday, to ensure all tanks and property in storage are secure and safe? (AFMAN 23-110, Vol I, Pt 3, Ch 4, Para 4.75)

A1.1.4. CRYOGENICS

A1.1.4.1. Is LOX compatible joint sealer used on the LOX storage/servicing pad? (AFOSH STANDARD 91-67, paragraph 2.2.2.4)

A1.1.4.2. Have personnel authorized to clear "RED X" conditions been designated by the FMT? (AFI 23-201, paragraph 6.15.1.5)

A1.1.4.3. Are at least two personnel, fully knowledgeable in Air Force safety criteria and operational procedures, within normal voice or eye contact when generating or transferring cryogenic fluids, when performing maintenance actions on cryotainers or plants when cryogenic fluids are present in the system? (AFOSH Standard 91-67, paragraph 2.8.2)

A1.1.4.4. Are cryogenic carts that are defective and/or have a "RED X" condition refused from servicing until cleared? (AFI 23-201, paragraph 6.17.2)

A1.1.4.5. Is cryogenic handling equipment clean, dry, and free of oil or grease? (AFOSH 91-67, paragraph 2.4.5.2)

A1.1.4.6. Has an effective cryogenic conservation program been established? (AFI 23-201, paragraph 6.18)

A1.1.4.7. Are cryogenic tank vacuum readings maintained within the proper range? (T.O. 37C2-8-1-116WC-1, 1-004, item 19)

A1.1.4.8. Are LOX servicing carts sampled for odor after the first filling from each storage tank each day and results recorded on the AFTO Form 134 and in the FAS system? (T.O. 42B6-1-1, paragraph 3-16a)

A1.1.4.9. Does LOX meet procurement/use limits? (T.O. 42B6-1-1, paragraphs 3-9, 3-10, and 3-11)

A1.1.4.10. Are contractor receipts of cryogenic products accompanied by a DD Form 250 signed by a QAR? (T.O. 42B6-1-1, paragraph 3-19)

A1.1.4.11. When product fails use limit, are the contents of the tank drained and the tank purged? (T.O. 42B6-1-1, paragraphs 3-21c (tanks) and 3-26a(4) (carts))

A1.1.4.12. Are cryogenic tanks adequately protected from rust and corrosion?

(AFI 23-201, paragraphs 2.6.12 and 6.17.1.2)

A1.1.4.13. Are LOX storage tanks grounded to an approved static ground? (AFOSH Standard 91-67, paragraph 2.6)

A1.1.4.14. Are AFTO Forms 244 and 95 maintained on cryogenic tanks and equipment?

(T.O. 00-20-5, Chapter 7)

A1.1.4.15. Are only trained and certified personnel performing fuels and cryogenic handling operations? (AFI 23-201, paragraphs 1.12.1 and 6.17.1.1)

A1.1.4.16. Is safety equipment available, serviceable, and in use when handling cryogenic products i.e., hat, face shield asbestos or leather gloves, apron? (AFOSH Standard 91-501, chapter 14)