BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

AIR FORCE INSTRUCTION 23-201

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FUELS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 23-201, *Fuels Management*, 7 July 2004 is supplemented as follows. This supplement applies to Air National Guard (ANG) units that receive, store, issue, quality control, and account for aviation fuels, ground fuels, cryogenic fluids, deicing fluids, and missile propellants. When ANG units are mobilized or federally activated by their respective Major Command (MAJCOM), the gaining MAJCOM supplements apply.

SUMMARY OF REVISIONS

The changes reflect recommendations submitted by the ANG Fuels Policy and Procedures Office, ANG Fuels Management Advisory Group (FMAG), and individual ANG units. All ANG Fuels Management Flights need to review this document. This supplement contains notable changes to spill reporting, FMT designations, alternate receipt mode exercising, and compliance inspection report disposition timelines along with other minor updates.

1.1. **Objectives.** See Attachment 4.

1.2. **Assigning the Responsible Officer.** Each unit will maintain the documentation officially designating the Fuels Superintendent as the Responsible Officer. PLMC must be attended within two years of being appointed the Responsible Officer. The appointing office will promptly advise Defense Energy Supply Center-Facilities and Distribution Management Inventory Division (DESC-FI) of the name, rank/grade, and phone number of the Fuels Superintendent appointed as the Responsible Officer.

1.5.1.1.1. (Added) Report fuel spills over 25 gallons, Class III fuel spills involving an area over ten feet in any plane dimension (direction) or over 50 square feet in total area or of a continuing nature, and all mishaps to ANG, Fuels Management Office (ANG/LGSF) by e-mail or message traffic no later than two hours after the event. Use the suggested format in Attachment 11.

1.11.2.1. ANG facilities should conform to ANG Handbook 32-1084, *ANG Facility Requirements*. This handbook supplements AF Handbook 32-1084.

1.18.3. Not Applicable to the ANG.

2.6.2. The Tab G-7 (Liquid Fuel System Drawings) is simply the blueprints, schematics, or drawings depicting the fuels system (e.g., transfer lines, tanks, buildings, pits, etc.).

2.6.6. Provides emergency power for fuels facilities according to AFI 32-1063. When emergency generators are not pre-positioned at fuels facilities, a Memorandum of Agreement between BCE and Fuels Management will be written detailing how emergency power will be provided to fuels facilities, when required.

5.1. **Fuels Management Team (FMT).** The ANG does not have FMFC, therefore, the Logistics Readiness Squadron (LRS) Commander (or his designated representative) and the Fuels Superintendent will comprise the FMT.

5.1.6. (Added) Position titles and duties referred to in AFI 23-201 will be assumed during Unit Training Assemblies (UTAs). The flight's fulltime staff will conduct required inspections, spot checks, and reviews.

5.2.1. The ANG is not authorized a fulltime Administrative Supervisor, these duties will be performed by the fulltime staff or the traditional FISC Supervisor during UTAs and Annual Field Training (AFT) periods.

5.2.2. Workgroup Manager (WGM) for the Fuel Flight will be assigned by Base Communications. The WGM may delegate the following responsibilities:

5.11.4. The BCE and Fuels Management will jointly determine emergency generator requirements, positioning, training, and operations for fuels facilities. When emergency generators are not pre-positioned at fuels facilities, a Memorandum of Agreement between BCE and Fuels Management will be written detailing how emergency power will be provided to fuels facilities, when required.

5.13. **Facility Requirements.** Also reference ANG Handbook 32-1084.

5.16. **Understanding the Management Engineering Program (MEP).** Paragraph **5.16.** and all sub-paragraphs are not applicable to the ANG.

6.1.10. Alternate re-supply/receipt modes will only be exercised annually at those locations having two modes of receipt (pipeline, barge, tank car, or tank truck). Locations having only one receipt mode are exempt from this requirement. Base fuels personnel will coordinate with ANG/LGSF and DESC to exercise their alternate receipt mode capability. When alternate receipt capability cannot be accomplished, base fuels personnel will explain reason for non-compliance in their request for a waiver from ANG/LGSF.

6.2.6. Change Spot Check to Monitor.

6.2.8. These duties will be performed by individual performing daily closeout.

6.6.11. Daily vehicle team checkpoint cannot be accomplished due to manning. Special purpose vehicle operator pre-check inspections will be performed and annotated on applicable forms (AF IMT 1807, *Operator's Inspection Guide and Trouble Report {Fuel Servicing}*). Perform a complete team checkpoint operation on all assigned vehicles each UTA day regardless of projected flying schedule.

6.13. **Duties of the NCOIC Cryogenic Production and Cryogenic Production Supervisor.** Paragraph **6.13.** and all sub-paragraphs are not applicable to the ANG.

6.14. **Equipment and Facilities Used in Cryogenic Production.** .Paragraph **6.14.** and all sub-paragraphs are not applicable to the ANG.

6.15. **Inspecting and Operating Cryogenic Plants.** Paragraph **6.15.** and all sub-paragraphs are not applicable to the ANG.

7.1.1. Each ANG flight will have a minimum of one individual assigned with the 040 SEI.

7.1.2. Each ANG flight will have a minimum of one individual assigned with the 039 SEI.

7.3.7. Maintenance Operations Control Center or Base Operations will contact the Fuels Superintendent or Fuels Recall List when the RCC is not manned or during other than normal duty hours.

7.3.8. Not applicable to ANG units running a single shift. Units running multiple shifts must adhere to this requirement.

7.3.11. Communicate using radios and telephones. Radios are primary means of communication between the RCC and fuels operating activities. ANG units must have a Fuels Radio net. A secondary crash net is recommended, however, it is not mandatory. The RCC requires immediate contact with the MOCC and positive control over all fuels facilities and flight line operations. ANG units shall equip the RCC with at least two telephone lines to include a direct line to the MOCC.

7.8. **Selling Aviation Products to Contract, Charter and Civil Aircraft.** Not applicable to ANG.

7.13.5. Not applicable to the ANG.

7.13.13.2. A formal rotational training program is not required but rotating personnel to acquire core task training is highly recommended.

7.15.1.2. Also reference ANG Handbook 32-1084.

7.15.1.4. (Added) Every effort must be made to ensure that the fuels flight has a fuels laboratory to perform fuel testing IAW TO 42-B series. Units that do not have a lab should initiate a Memorandum of Agreement (MOA) with the host fuels flight to allow ANG personnel with the 039 SEI to perform normal laboratory technician duties to maintain proficiency.

8.1.3.4. Element supervisors are present in ANG fuels sections only during UTA. The Fuels Safety Monitor or designated representative will conduct a safety briefing during each UTA. Topics will include, but are not limited to: mishaps, accidents, regulations/technical order updates, and any safety hazards that have occurred since the previous UTA. This briefing will be recorded in a log, signed by all personnel within the fuels flight, and maintained for a minimum of six months.

8.3.1.1. Evaluate each element, except its own function, at least annually. Maintain annual compliance inspection reports for a minimum of one year or until after the next inspection, whichever is longer.

8.4.1. Perform a minimum of four spot checks per month. Two of which will be conducted on scheduled UTAs. Element supervisors may accomplish spot checks.

8.5.1. (Added) ANG will use the following assessment criteria:

8.5.1.1. (Added) An internal evaluation will be rated as “satisfactory” if the evaluated area, facility, vehicle, equipment, or personnel meet or exceed the requirements of Air Force Publications, Code of Federal Regulation, or Technical Guidance.

8.5.1.2. (Added) An “unsatisfactory” rating will be given when the area, facility, vehicle, equipment or personnel actions do not meet the minimum standards in Air Force Publications, Code of Federal Regulation, or Technical Guidance.

8.5.1.3. (Added) Major safety violations will be given an “unsatisfactory” rating.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

ANGH 32-1084, *ANG Facility Requirements*.

TO 00-20-5, *Aerospace Vehicle/Equipment Inspection and Documentation*.

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*.

Abbreviations and Acronyms

AFT—Annual Field Training

ANG—Air National Guard

DESC-FI— Defense Energy Support Center-Facilities and Distribution Management Inventory Division

DoD— Department of Defense

FMAG— Fuels Management Advisory Group

IAW—In Accordance With

LRS— Logistics Readiness Squadron

MAJCOM—Major Command

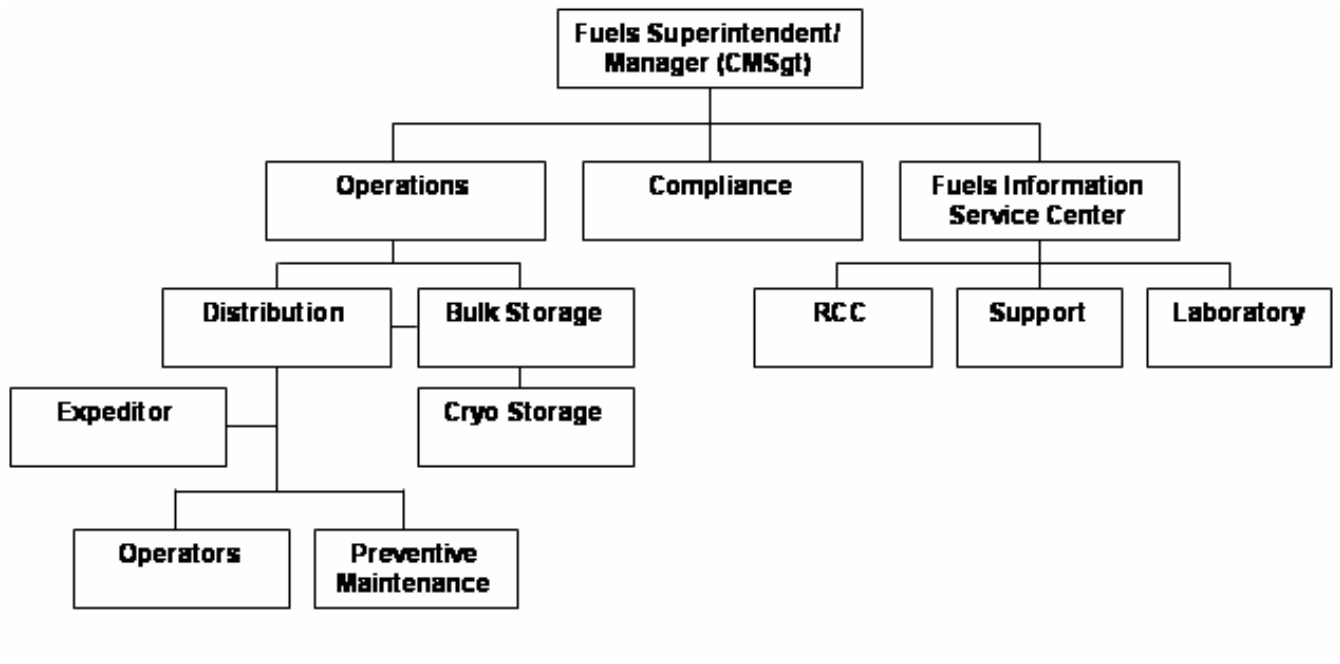
MEP—Management Engineering Program

MOA— Memorandum of Agreement

UTA— Unit Training Assemblies

WGM—Workgroup Manager

Table A4.3. (Added) ANG Fuels Management Structure.



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