

**101-FR8-9003**  
**Account for Petroleum Products**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Fort Lee, VA foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are a Petroleum and Water Officer responsible for the accountability of petroleum products. You have access to physical inventory management data, the most current Department of the Army (DA) or Department of Defense (DD) accountability forms and documents, a computer/ laptop with access to current tools for petroleum accountability, unit standing operating procedure (SOP), and full access to all reference materials to include AR 710-2, DA Pamphlet 710-2-1, and DOD 4140.25-M. This task should not be trained in MOPP 4.

**Standard:** Ensure inventories are conducted in accordance with AR 710-2, DA Pamphlet 710-2-1, and DOD 4140.25-M. Maximum allowable loss or gain for gasoline is + or - 1-percent of the opening inventory plus receipts. The maximum allowable loss or gain for other petroleum products to include JP-8 is one half of 1-percent of the opening inventory plus receipts for the month.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

### Performance Steps

1. IF Army owned petroleum proceed to Step 2. IF DLA-E owned THEN proceed to Step 3.
  
2. Verify that proper procedures are used in accounting for Army owned bulk petroleum.
  - a. Ensure bulk petroleum tanks are gauged daily (if receipt or issues has occurred), weekly (if no activity) and monthly (for all tanks).
  
  - b. Ensure accounting forms and reports are completed properly.
  
  - c. Monitor gaging of bulk petroleum products to ensure proper procedures are being followed.
  
  - d. Ensure the bottom sediment and water is measured and subtracted from the total measured volume in all petroleum products.
  
  - e. Ensure inventory results are recorded on DA Form 3853-1 for monthly inventories and DA Form 5831-R for all other inventories.
  
  - f. Ensure quantities of product that equal or exceed 3500 gallons are volume corrected.
  
  - g. Ensure loss of fuel over 25 gallons due to spillage or contamination are documented (may be less if local procedures or unit SOP dictate).
  
  - h. Verify all receipts, issues, transfers, losses, adjustments, and physical inventories of petroleum products are correctly documented.
  
3. If DLA-E owned petroleum, ensure procedures in DOD 4140.25-M are followed.
  - a. Ensure Responsible Officer has been appointed.
  
  - b. Ensure accountable records/reports are maintained.
  
  - c. Ensure all receipts, issues, transfers, losses, adjustments, and physical inventories are properly conducted, documented and reported on time using the most current DLA-E program.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the soldier GO if all steps are passed. Score the soldier NO GO if any steps are failed. If the soldier scores a NO GO, show what was done wrong and how to do it correctly.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. IF Army owned petroleum proceeded to Step 2. IF DLA-E owned proceeded to Step 3.			
2. Verified that proper procedures were used in accounting for Army owned bulk petroleum.			
3. Ensured procedures in DOD 4140.25-M were followed for DLA-E owned petroleum.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 710-2	SUPPLY POLICY BELOW THE NATIONAL LEVEL	Yes	No
	ATP 4-43	Petroleum Supply Operations	Yes	No
	DA PAM 710-2-1	Using Unit Supply System (Manual Procedures)(Standalone Pub)	Yes	No
	DOD 4140.25-M	DOD Management of Bulk Petroleum Products, Natural Gas and Coal Volumes I - IV	Yes	No

**TADSS :** None

**Equipment Items (LIN):**

LIN	Name
70209N	Computer, Personal Workstation
FJ252B	Color Printer

**Materiel Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
Petroleum and Water Officer ICTL (CMDT Appr 6 Mar 2014)	Officer	AOC: 90A, Rank: CPT, SI: R8, LIC: YY