

101-92F-4320
Manage Accountability of Petroleum Products
Status: Approved

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.

Conditions: In an operational environment (OE) given the requirement to perform inventory management and accountability for petroleum products. Personnel and materials required to perform task: four military occupational specialty (MOS)-qualified (92F) Soldiers; physical inventory management data, receipt and issue documents, pencil, paper, DA Form 3643 (Daily Issues of Petroleum Products), DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies), DA Form 3853-1 (Innage Gage and Sheet (Using Innage Tape and Bob)), DA Form 4702-R (Monthly Bulk Petroleum Accounting Summary) or DA Form 4702-R-E (Monthly Bulk Petroleum Accounting Summary (EGA)), or DD Form 2921 (Physical Inventories Petroleum Products), DD Form 1348-8 (DFSP Inventory and End-of-Month Report) for capitalized sites; DA Form 5831-R (Petroleum Product Inventory Control Sheet), and full access to all reference materials. This task should not be trained in MOPP 4.

Standards: Perform inventory management and accountability for petroleum products ensuring authorized quantity of fuel are on hand for each organization.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Verify that all receipts, issues, transfers, losses, adjustments, and physical inventories of petroleum products are correctly documented.
2. Verify that proper procedures are used in accounting for bulk petroleum.
 - a. Bulk petroleum tanks are gauged daily (if receipt or issues has occurred), weekly (if no activity) and monthly (for all tanks) according to task 101-92F-1408.
 - b. Record inventory results on DA Form 3853-1 or DD Form 2921 for monthly inventories and DA Form 5831-R for all other inventories.
 - c. Ensure quantities of product that equal or exceed 3500 gallons are volume corrected.
 - d. Ensure loss of fuel over 25 gallons due to spillage or contamination are documented, along with issues, receipts, and inventory documents.
3. Verify that the allowable loss for petroleum products is correctly calculated as the following.
 - a. Allowable loss for jet fuels (other than JP-8), aviation gasoline (AVGAS), and other gasolines = + or -1 percent of the total opening inventory plus receipts for the month.
 - b. Allowable loss for all fuels (including JP-8) = + or - one half of 1 percent of the total opening inventory plus receipts for the month.
4. Analyze and resolve any abnormal accounting problems. Initiate the appropriate property accountability actions. When the loss exceeds the allowable loss and the entire loss exceeds a value of \$500, initiate a report of survey. When a loss exceeds the allowable loss, but has a value of less than \$500, initiate causative research. Attach a copy of the causative research to the monthly inventory.
5. Fill out appropriate forms for petroleum accounting records and reports.
 - a. DA Form 3644 summarized information from DA Form 3643.
 - b. DA Form 4702-R, DA Form 4702-R-E, or DD Form 1348-8 report all losses or gains revealed by the inventories.
 - c. Check accounting records and fill out appropriate forms or reports.
6. Develop a unit tactical standing operating procedure (TSOP) on Management and Accountability for POL products which incorporates inventory, accountability, and pilferage control procedures.
 - a. Ensure bulk petroleum product accountable officer is appointed and appointment orders are maintained.
 - b. Ensure all required forms are on hand and required information is annotated.
 - c. Ensure seal custodians are appointed in writing and knowledgeable.
 - d. Ensure all personnel performing issue and receipt operations are knowledgeable on inventory management and accountability procedures.
7. Ensure that seal custodians are appointed in writing.
8. Maintain accountability and inventory records and reports according to unit SOP.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier Go if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier scores NO-GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: See Task Conditions and Standards.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified that all receipts, issues, transfers, losses, adjustments, and physical inventories of petroleum products were correctly documented in accordance with lower skill level task.			
2. Verified that proper procedures were used in accounting for bulk petroleum.			
3. Verified that allowable loss for petroleum products was correctly calculated.			
4. Analyzed and resolved any abnormal accounting problems.			
5. Filled out appropriate forms for petroleum accounting records and reports.			
6. Developed a unit tactical standing operating procedure (TSOP) on Management and Accountability which incorporated inventory, accountability, and pilferage control procedures.			
7. Ensured that seal custodians were appointed in writing.			
8. Maintained accountability and inventory records and reports according to unit SOP.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 200-1	ENVIRONMENTAL PROTECTION AND ENHANCEMENT	No	No
	AR 710-2	SUPPLY POLICY BELOW THE NATIONAL LEVEL	Yes	No
	ATP 3-34.5	Environmental Considerations	No	No
	ATP 3-39.32	Physical Security https://armypubs.us.army.mil/doctrine/DR_pubs/dr_d/pdf/atp3_39x32.pdf	No	No
	ATP 4-43	Petroleum Supply Operations	No	No
	ATP 5-19 (Change 001 09/08/2014 78 Pages)	RISK MANAGEMENT	No	No
	DA FORM 3643	DAILY ISSUES OF PETROLEUM PRODUCTS	Yes	No
	DA FORM 3644	MONTHLY ABSTRACT OF ISSUES OF PETROLEUM PRODUCTS AND OPERATING SUPPLIES	Yes	No
	DA FORM 3853-1	INNAGE GAGE SHEET (USING INNAGE TAPE AND BOB)	Yes	No
	DA FORM 4702-R	MONTHLY BULK PETROLEUM ACCOUNTING SUMMARY (LRA)	Yes	No
	DA FORM 4702-R-E	MONTHLY BULK PETROLEUM ACCOUNTING SUMMARY (EGA)	Yes	No
	DA FORM 5831-R	PETROLEUM PRODUCT INVENTORY CONTROL SHEET (LRA)	Yes	No
	DA PAM 710-2-1 (Please don't use, link to the one in ATSC domain, the official one)	Using Unit Supply System (Manual Procedures)(Standalone Pub)	Yes	No
	DD FORM 1348-8	DOD MILSPETS DFSP INVENTORY ACCOUNTING DOCUMENT	No	No
	DD FORM 2921	PHYSICAL INVENTORY PETROLEUM PRODUCTS	No	No
	MIL-STD-3004D w/change 1	Department of Defense Standard Practice Quality Assurance/Surveillance For Fuels, Lubricants and Related Products	No	No

TADSS : None

Equipment Items (LIN): None

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. Ensure spills are cleaned up, reported as required by unit policies, procedures, and applicable

environmental laws

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. 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 current CBRN doctrine. Apply risk management programs, Verify that applicable Material Safety Data Sheets (MSDS) are maintained, Check the appropriate personal protective equipment (PPE) is being worn and maintained.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks :

Task Number	Title	Proponent	Status
101-92F-4265	Manage Liquid Logistics Operations	101 - Quartermaster (Individual)	Approved

Supported Collective Tasks : None

Knowledges :

Knowledge ID	Knowledge Name
K707	Know how to gauge petroleum tank vehicles
K706	Know how to gauge petroleum fixed facility storage tanks
K709	Knowledge of terminology used in gauging petroleum fix facility storage tanks
K708	Know how to gauge petroleum collapsible storage tanks
K23399	Know how to verify reference points for gauging collapsible tanks
101-K-P10017	Know how to read and interpret appropriate Field Manuals and Technical Manuals
K710	Knowledge of petroleum automated accountability systems
101-K-P30010	Know how to prepare DA Form 4702-R (Monthly Bulk Petroleum Accounting Summary)
101-K-P30008	Know how to verify the accuracy of DA Form 3643, DA Form 3644, and DA Form 3851-1,2, or 3
K-551-H-0035	Knowledge of how to add, subtract, and multiply
K-551-H-0036	Knowledge of how to use a calculator
K7913	Recognize Inhalation Hazards
101-K-P30012	Knowledge of unit's SOP requirements for maintaining records and reports
K641	Know how to prepare petroleum accountability forms (DA Form 3643, 2765-1, and DD Form 1898)
101-K-P10030	Know how to prepare the required sampling and gauging forms (DD Form 2927, DA form 3853-1, 2, & 3)
K22419	Know how to verify the accuracy of accountability forms (DA 3643, DA 3644, DA 2765-1, DD 1348-1, DD 1898, DD 250, DA 3853-1, DD 2921, DA 5831-R)
K22420	Know how to verify allowable loss of petroleum products
101-K1078	Knowledge of how to establish a physical security program
K599	Know how to perform personal protective measures when handling petroleum products
K22417	Know how to read and interpret appropriate Army Technical Publications, Field Manuals, and Technical Manuals
K301	Know petroleum laboratory test equipment and test procedures
K22418	Know how to prepare petroleum accountability form DA Form 4702-R, DA Form 4702-R-E, and DD Form 1348-8
K596	Knowledge of petroleum products fire hazards and sources of ignition
K598	Know how to identify petroleum products health hazards
K597	Know how to perform first aid for petroleum products related injuries
K23337	Know how to develop a SOP and local policy requirements for inventory of product, accounting, quality surveillance, and pilferage control procedures
K438	Know how to determine reference points for gauging collapsible tanks
031-K-627-021	Knowledge of Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120 requirements
101-K-1127	Knowledge of Inventory Procedures IAW DA Pam 710-2-1.
101-K-P40005	Know how to evaluate Risk Management procedures and control measures
101-K-P40000	Know how to identify the required personnel, equipment, and resources need for a mission

Skills :

Skill ID	Skill Name
101-S-P10018	Ability to read and interpret appropriate Field Manuals and Technical Manuals
S2564	Ability to prepare petroleum accountability form DA Form 4702-R, DA Form 4702-R-E, and DD Form 1348-8

S2928	Ability to interpret and prepare petroleum accountability forms (DA Form 3643, 3644,4702-R)
S-551-E-0012	Ability to gauge fuel level on a tank semitrailer
101-S-P40014	Ability to verify all accountability documents for accuracy
101-S-1065	Ability to conduct an Inventory IAW DA Pam 710-2-1.
S1678	Ability to operate petroleum automated accountability systems
805A-S-0002	Operate a Calculator
101-S-1059	Ability to store Class III POL products
101-S-P10031	Ability to prepare the required sampling and gauging forms (DD Form 2927, DA form 3853-1, 2, & 3)
S1580	Ability to perform API measurements on selected samples using density meter
101-S-1052	Ability to Interpret inventory results
S1578	Ability to perform first aid for petroleum products related injuries
S2566	Ability to verify allowable loss of petroleum products
S2565	Ability to verify the accuracy of accountability forms (DA 3643, DA 3644, DA 2765-1, DD 1348-1, DD 1898, DD 250, DA 3853-1, DD 2921, DA 5831-R)
551-S-0152	Ability to communicate effectively
101-S-M009	Ability to assign duties based on levels of proficiency.
101-S-1097	Ability to process receipt documents.
101-S-0002	Ability to compare data
S1003	Identify petroleum laboratory test equipment and test procedures
101-S-P30011	Ability to keep accurate records and reports in accordance with unit's SOP
S1611	Ability to prepare petroleum accountability forms (DA Form 3643, 2765-1, and DD Form 1898)
S1577	Ability to identify petroleum products fire hazards and sources of ignition
101-S-P40005	Ability to evaluate Risk Management procedures and control measures
101-S-P40008	Ability to develop unit level standard operating procedures (SOP) IAW local policies and guidanc
S1579	Ability to identify petroleum products health hazards
S1677	Ability to gauge petroleum collapsible storage tanks
551-S-0150	Ability to keep accurate records
551-S-0153	Ability to analyze data
S1109	Ability to determine reference points for gauging collapsible tanks
101-S-P40000	Ability to identify the required personnel, equipment, and resources needed for a mission
S1675	Ability to gauge petroleum fixed facility storage tanks

ICTL Data :

ICTL Title	Personnel Type	MOS Data
92F Petroleum Supply Specialist SL 40	Enlisted	MOS: 92F, Skill Level: SL4, Duty Pos: QFF, LIC: EN, SQI: 0