Training and Evaluation Outline Report

Status: Approved 20 Apr 2017 Effective Date: 07 Oct 2020

Task Number: 10-EAC-5604

Task Title: Provide Sub-Area Petroleum Office Support

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 CASCOM, Fort Lee, Virginia foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	AR 200-1	ENVIRONMENTAL PROTECTION AND ENHANCEMENT	Yes	No	
	AR 70-12	FUELS AND LUBRICANTS STANDARDIZATION POLICY FOR EQUIPMENT DESIGN, OPERATION, AND LOGISTICS SUPPORT	Yes	No	
	ATP 4-43	Petroleum Supply Operations	Yes	Yes	
	ATP 4-94	THEATER SUSTAINMENT COMMAND	Yes	No	
	ATP 5-19	RISK MANAGEMENT, with change 1 dated 8 Sep 2014	Yes	No	
	FM 4-40 (Change 001, May 08, 2014)	QUARTERMASTER OPERATIONS http://armypubs.army.mil/doctrine/DR_pubs/ dr_a/pdf/fm4_40.pdf	Yes	No	
	PAM 710-7	HAZARDOUS MATERIAL MANAGEMENT PROGRAM	Yes	No	

Conditions: The Theater Petroleum Center (TPC) has received an operations order (OPORD) from higher headquarters (HQ) to provide Sub-Area Petroleum Office (SAPO) support as directed by the Joint Petroleum Office (JPO). The TPC is established in support of a higher HQ operational mission. The TPC has primary access to main supply routes, external logistical support, and it is accessible to all supported and supporting customers/units. Continuous digital and analog communications have been established with higher headquarters. All applicable regulations, internal and external tactical standard operating procedures (TSOP), technical manuals (TMs), and field manuals (FMs) are on-hand as reference material. The TPC has been provided guidance on rules of engagement for this mission. Threat capabilities include opposing forces which have the ability to gather information, interact with hostile force sympathizers, coordinate suicide bombings, set up improvised explosive devices, coordinate air support, and execute reinforced platoon/squad operations in a chemical, biological, radiological, and nuclear (CBRN) environment. Mission, enemy, terrain and weather, troops and support available-time available and civil considerations (METT-TC) identified constraints must be considered. The unit is not likely to be attacked with hostile enemy fire or chemical agents. This task will be performed under either/or a combination of a static, dynamic, complex, single, or hybrid operational environment as outlined in the training evaluation matrix. All authorized equipment is on hand and operational. All unit personnel are available to provide support during all day and night operations. External dependent units have been contacted and coordinations have been made to support TPC operational mission. Specified time constraints are identified in the operations order. The unit has adequate time to prepare. Unit leaders are present in the area of operations. This task should not be trained in MOPP 4.

Standards: The Theater Petroleum Center (TPC) provides Sub-Area Petroleum Office (SAPO) support with the use of all available equipment and personnel within the specified time constraints in the mission OPORD and in accordance with (IAW) the approved Army standards identified in the Task Evaluation Criteria Matrix which is included in this task below, commanders guidance, applicable internal and external TSOPs, and approved Army regulations.

LEADER STATEMENT: An Army leader is anyone who by virtue of assumed role or assigned responsibility inspires and influences people to accomplish organizational goals. Leadership is not limited to or synonymous with an assigned duty, position, or given rank as it also manifests itself in both informal and collective forms. Informal leadership provides knowledge, experience, and technical expertise while collective leadership results through the combined effects and synergies of leaders at different levels and experience collaborating to achieve a common purpose. Informal and collective leadership can include positions with an expanded scope of responsibility, significance and operational / mission implications. Therefore, for the purpose of training this task, Leaders are not only defined as officers, warrant officers, noncommissioned officers, and Army civilians but also include individuals who are Subject Matter Experts (SME) which possess the requisite knowledge and skill set to perform a particular task (For example,

conduct an operation, provide logistics, or operate specific equipment, etc.) at the tactical through strategic level as the situation and/or mission(s) dictates.

Live Fire: No

Objective Task Evaluation Criteria Matrix:

Plan	an	d Prepare	Execute						Assess	
Operation Environme	al ent	Training Environment (L/v/C)	Leaders Present at Training/Required	Present at Training/Required	External Eva	Performance Measures	Critical Performance Measures	Leader Performance Measures	Evaluator's Observed Task Proficiency Rating	Commander's Assessment
Above		#	ired	ired	al	Ф	Ö	Ö	erved	t δ΄
Dynamic and Complex	Or constructive tr. STT, STX, F progression to s Training Strate and Complex	Commander(s) or to constructive transition or constructive transition or STT, STX, FT progression to suraining Strateg	>=85%	0004	Yes	>=91%		>=90%	Т	т
Complex (All OE Variables and Hybrid Threat)	Night	nmander(s) or Unit Key Leader(s) will determine if constructive training environmental conditions usin STT, STX, FTX, etc.) in order to facilitate the Cra gression to support Unit Training Management (Unit Training Strategy (CATS). All external environmen	75-84%	>=80%	es	80- 90%	All		T-	T-
Dynamic and Complex (All OE		Commander(s) or Unit Key Leader(s) will determine if training will be conducted under live, virtual, or constructive training environmental conditions using corresponding event types (for example, STT, STX, FTX, etc.) in order to facilitate the Crawi, Walk, Run methodology of training progression to support Unit Training Management (UTM) and recommended Combined Arms Training Strategy (CATS). All external evaluations (EXEVAL's) must be conducted in a live environment.	65-74%	75-79%		65- 79%		89%	Р	P
Variables and Single Threat)	Day	training will be conducted under live, virt g corresponding event types (for examp wl, Walk, Run methodology of training JTM) and recommended Combined Arm (EXEVAL's) must be conducted in a live t.	60-64%	60-74%	No	51- 64%	A.I.	700/	P-	P-
Dynamic and Complex (<all oe<br="">Variables and Single Threat)</all>	ау	d under live, virtual, pes (for example, ogy of training Combined Arms nducted in a live	<=59%	<=59%		<=50%	<all< td=""><td><=79%</td><td>U</td><td>U</td></all<>	<=79%	U	U

Remarks:

Task steps and performance measures are arranged in a logical order and are not intended to be interpreted as a "required order" for performance. These task steps and/or performance measures of collective task may not always be applicable to every unit. Prior to evaluation, coordination should be made between the evaluator, the unit itself, and the evaluated units' higher headquarters (if required) to determine the task step(s) and/or performance measure(s) that may be omitted and/or must be performed. Training begins with the execution of pre-combat checks and inspections. Training ends when designated training objectives for the particular training events or exercises are performed to Army standard. Unit leadership should conduct an after action report (AAR) to determine future training requirements for the unit.

Task Evaluation Criteria Matrix Definitions:

Static: Aspects of operational variables (PMESII-PT) needed to stimulate mission variables (METT-TC) are fixed throughout the unit's execution of the task.

Dynamic: Operational variables and Threat TTPs for assigned counter- tasks change in response to the execution of BLUFOR's task.

Complex: Requires a minimum of four (Terrain, Time, Military [Threat], and Social [Population]) or more operational variables; brigade and higher units require all eight operational variables (PMESII-PT) to be replicated in varying degrees based on the task being trained.

Single Threat: Regular, irregular, criminal, or terrorist.

Hybrid Threat: The diverse and dynamic combination of regular forces, irregular forces, terrorist forces, and/or criminal elements unified to achieve mutually benefitting effects.

To obtain a T or T- this task must be conducted in a dynamic and complex environment with 4 plus OE variables and a hybrid threat at night with 75% or more leaders present, greater than 80% of Soldiers present, receive a "GO" on 80% or more of the performance measures, ALL of the critical performance measures and at least 80% "GO" on the leader performance measures. Must be conducted during an external evaluation.

Task steps and measures were developed using the Plan, Prepare, Execute and Assess (PPEA) construct to reinforce the operations process and is implied throughout the T&EO as applicable.

Notes:

REPORTING ERRORS AND RECOMMENDING IMPROVEMENTS: You can help improve this collective task. If you find any errors, or if you would like to recommend any improvements to the procedures in this collective task, please let us know. The preferred method is to submit a DA Form 2028 (Recommended Changes to Publications and Blank Forms) with your recommended changes via email to usarmy.lee.tradoc.mbx.cascom-g3-collective@mail.mil. Your recommended changes will be reviewed, validated to ensure approved Army or joint doctrine supports your recommendation(s), implemented as applicable, and a reply will be furnished to you.

Safety Risk: Low

Task Statements

Cue: The Theater Petroleum Center (TPC) has received an operations order (OPORD) from higher headquarters (HQ) to provide Sub-Area Petroleum Office (SAPO) support.

DANGER

Soldiers must constantly be alert for and avoid situations that may result in injury or death. At the training site, leaders must establish training safety overview procedures.

WARNING

Soldiers must be alert to human error and know the capabilities and limitations of the equipment and vehicles they use. Following the proper safety procedures preserves troop strength by preventing personnel losses through accidents.

CAUTION

The possibility of personal injury or damage to equipment that may result from long-term failure to follow correct procedures.

Performance Steps and Measures

NOTE: Assess task proficiency using the task evaluation criteria matrix.

NOTE: Asterisks (*) indicate leader steps; plus signs (+) indicate critical steps.

Asterisks () indicate reader steps, plus signs (+) indicate critical steps.		1	
STEP/MEASURE	GO	NO-GO	N/A
+ 1. Commander supervises Sub-Area Petroleum Office (SAPO) operations.			
a. Serve as senior theater Army petroleum advisor to the Combatant Command (CCDR), with strategic through operational planning support as required for the Theater Support Command (TSC) Fuel & Water Branch, Expeditionary Sustainment Command (ESC), or Army Service Component Command (ASCC) Petroleum (POL) Branch staffs.			
 b. Advise the Joint Force Commander (JFC) and staff on petroleum logistic planning and policy, and provide Service components and commands with the JFC's petroleum logistic plans and policy. 			
c. Assign JFC priorities and advise the Combatant Command (CCMD) Joint Petroleum Office (JPO) and Defense Logistics Agency-Energy (DLA-E) for Military Construction (MILCON) and Sustainment, Restoration, and Modernization (S/RM) projects for petroleum facilities.			
 d. Advise the JFC, under emergency conditions, on the allocation of bulk petroleum and facilities, and coordinate with component control points. 			
e. Notify the J-4 and CCMD JPO when Pre-Positioned War Reserve Stock (PWRS) will be penetrated and provide a plan for reconstitution of levels including a time frame when levels will be covered.			
f. Provide broad guidance and supervision to the SAPO members/staff to support mission requirements.			
g. Implement TPC operating procedures IAW with OPORD's, TSOP, and directives received from higher HQ.			
h. Direct staff to coordinate, manage, and plan SAPO operational mission(s).			
i. Maintain communications with higher HQ.			
j. Approve TPC internal and external TSOP.			
k. Provide higher HQ operational status reports as required.			
I. Serve as SAPO in the theater where determined appropriate or as required.			
+ 2. Theater Petroleum Center staff manages Sub-Area Petroleum Office (SAPO) support.			
a. Conform to the administrative and technical procedures established by the CCDR and current petroleum Department of Defense (DOD) Military Standard (MIL-STD).			
b. State bulk petroleum requirements through the CCMD JPO to DLA-E to obtain sourcing from DOD stocks, local commercial, or host government resources using DLA-E contractual coverage or service/country fuel agreements.			
c. Validate existing quantity and quality of local inventories, estimated days of supply on hand, and method and quantity of daily resupply capability by product.			
d. Supervise bulk petroleum operations.			
e. Coordinate with commercial sources and host governments for the use of tanker loading and off-loading facilities.			
f. Maintain operational petroleum delivery requirements from Service component petroleum managers to maintain visibility of bulk petroleum operations.			
g. Consolidate component delivery requirements and forward them to DLA-E.			
h. Release or reallocate PWRS.			
i. Track and account for all ground fuel movements in the area of operations to include deliveries to non-capitalized locations as required and circumstances dictate in the absence of the JPO.			
j. Manage theater level resupply and distribution requirements and critical actions affecting theater petroleum distribution.			
k. Consolidate theater unique information to develop the bulk petroleum contingency report (REPOL) and the bulk petroleum capabilities report (POLCAP) for submission to the Joint Staff, supporting CCDR, and/or JPO as required.			
I. Fulfill bulk petroleum planning and execution matters.			
m. Receive, review, and analyze petroleum requirements from supported units.			
n. Consolidate and recommend forecasted fuel requirements to higher HQ JPO for validation.			
o. Provide the ASCC a copy of the requirements so that they in turn provide requirements to the United States Army Petroleum Center (USAPC) as required.			
p. Maintain communications with all subordinate commands, higher HQ, and JPO about petroleum matters.			
q. Manage the development and operations of organic (service component and service component contracted) bulk POL infrastructure, to include strategic, tactical, enduring, and contractor performance accountability oversight.			
r. Allocate and approve fuel resources for the area of operations as needed.			
s. Provide petroleum operations technical advice as needed.			
t. Manage bulk petroleum historical and current information and administrative files.			
+ 3. Theater Petroleum Center staff coordinates Sub-Area Petroleum Office (SAPO) support.			
a. Prepare directives concerning the management, accountability, operation, and quality assurance			
(QA) of petroleum activities in the operational area.			

b. Establish direct lines of communication with the CCMD JPO concerning all aspects of petroleum activities.	
c. Coordinate and advise the CCMD JPO concerning local petroleum capabilities.	
 d. Coordinate with the Host Nation (HN) and local commercial entities to determine availability of commodity and capability to support bulk petroleum operational requirements. 	
e. Identify or submit fuel requirements IAW current HN agreements to the HN for petroleum support.	
f. Coordinate with the DLA-E, CCMD JPO, and Service component bulk petroleum managers to maintain visibility of bulk petroleum operations.	
 g. Coordinate Quality Surveillance (QS) inspection programs to include petroleum laboratory certifications as required. 	
h. Maintain thorough knowledge and understanding of JFC Operation Plan (OPLAN), OPORD, which include component and supporting forces concepts of operation and support.	
i. Coordinate allocation and construction of inland petroleum distribution system assets.	
j. Coordinate fuel distribution.	
k. Conduct liaison between commands at all Echelons Above Brigade (EAB), HN, coalition partners, and DLA-E for petroleum re-supply.	
I. Participate in theater logistics and commodity working groups IAW established battle rhythm.	
+ 4. Theater Petroleum Center staff plans Sub-Area Petroleum Office (SAPO) support.	
 a. Prepare petroleum input for JFC supporting plans and develop daily demand profiles and petroleum supply and distribution plans for OPLANs and OPORDs. 	
b. Establish JFC requirements and coordinate with the JPO and DLA-E for leased storage and related activities in the operational area.	
 c. Assess HN assets or theater support contracts to maximize extent possible to help offset requirements. 	
d. Determine asset potential capabilities and integrate them into appropriate plans and operations.	
e. Plan petroleum logistic support to support strategic, operational, and joint operations within their Area of Responsibility (AOR) as directed by the JPO or the ASCC.	
f. Advise and assist the supported and supporting units on bulk petroleum matters as required.	
g. Prepare directives for supported units regarding the management, accountability, operation, and quality surveillance of petroleum activities in the operational area based on JPO guidance.	
h. Plan to allocate petroleum in constrained supply situations as needed.	
i. Provide petroleum analysis and recommendations to ASCC, JTF, JPO, and DLA-E as required.	
j. Execute theater bulk petroleum policy in the absence of the JPO as required.	
+ 5. Leaders manage administrative functions as appropriate, directed, or required.	
 a. Conduct troop leading procedures as required IAW Army regulations. 	
b. Manage petroleum risk management assessments IAW Army regulations.	
c. Provide petroleum logistics status reports to higher HQ IAW TSOP.	
d. Maintain communications with higher HQ and other staff sections IAW TSOP.	
e. Employ physical security measures as required.	
f. Enforce Operations Security (OPSEC) procedures at all times.	
g. Enforce safety regulations and established unit's internal and external TSOP's.	
h. Ensure that all Army sites and operations attain and sustain 100 percent compliance with environmental laws and regulations in a climate of changing requirements to prevent a notice of violation or a fine for not complying with following host nation, local, state, federal, higher headquarters environmental directives and policies.	
i. Direct destruction of unit equipment and documents to prevent enemy use as situations dictate.	
j. Ensure that Soldiers are trained and prepared to conduct mission operations in Offense, Defense, Stability, and Defense Support of Civil Authorities (DSCA) Operations as applicable or required.	

Task Performance Summary Block										
Training Unit			ITERATION							
		1		2		3			4	
Date of Training pe	r Iteration:									
Day or Night Tra	aining:	Day /	Night	Day /	/ Night	Day /	Night	Day /	Night	
		#	%	#	%	#	%	#	%	
Total Leaders Authorized	% Leaders Present									
Total Soldiers Authorized	% Soldiers Present									
Total Number of Performance Measures	% Performance Measures 'GO'									
Total Number of Critical Performance Measures	% Critical Performance Measures 'GO'									
Live Fire, Total Number of Critical Performance Measures	% Critical Performance Measures 'GO'									
Total Number of Leader Performance Measures	% Leader Performance Measures 'GO'									
MOPP LEVEL										
Evaluated Rating per Iteration T, T-, P, P-, U										

Mission(s) supported: None

MOPP 4: Never

MOPP 4 Statement: This task is not intended to be performed in MOPP 4. However, if necessary during an unexpected interim chemical, biological, radiological, and nuclear (CBRN) situation, ensure personal protective measures have been taken before proceeding with any measure to protect or decontaminate equipment. Failure to observe this precaution may result in serious illness, injury, or death to personnel by CBRN agents. Perform immediate operational or thorough decontamination procedures in accordance with applicable equipment TM's, CBRN doctrine, and unit TSOP as the mission, resources, and tactical situation permits. The CBRN Specialist should test unit equipment for levels of contamination after the all clear signal has been given and prior to resuming mission operations.

NVG: Never

NVG Statement: Night vision goggles are not required to conduct this task. However, they may be required when conducting sustainment unit operations, during movement, or Soldier duties as assigned.

Prerequisite Collective Task(s): None

Supporting Collective Task(s): None

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	101-92F-2125	Supervise Accountability of Petroleum Products	101 - Quartermaster (Individual)	Approved
	101-92F-3125	Direct Accountability of Petroleum Products	101 - Quartermaster (Individual)	Approved
	101-92F-3157	Prepare Monthly Bulk Petroleum Forecasting Requirements	101 - Quartermaster (Individual)	Approved

Supporting Drill(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.1.3.3	Provide Petroleum, Oils, and Lubricants (Class III)
ART 4.1.3.3.1	Provide Bulk Fuel
ART 4.1.3.3.3	Provide Petroleum Quality Assurance and Quality Surveillance

TADSS

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

Equipment (LIN)

LIN	Nomenclature	Qty
No equipment specified		

Materiel Items (NSN)

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.

It is the responsibility of all Soldiers and Department of the Army civilians to protect the environment from damage. Army personnel must take care of the environment; that is, practice environmental stewardship. All operations conducted on Army installations will comply with federal, state, local and host-nation environmental requirements and Army regulations. Army personnel will sustain compliance at all sites in the US and abroad, establishing good relationships with communities and regulators.

Environmental risk management consists of the following steps:

- a. Identify Hazards. Identify potential sources for environmental degradation during analysis of METT-TC factors. This requires identification of environmental hazards. An environmental hazard is a condition with the potential for polluting air, soil, or water and or destroying cultural and historical artifacts.
- b. Assess the Hazard. Analyze potential severity of environmental degradation using the Environmental Risk Assessment. Severity of environmental degradation is considered when determining the potential effect an operation will have on the environment. The risk impact value is defined as an indicator of the severity of environmental degradation. Quantify the risk to the environment resulting from the operation as extremely high, medium, or low, using the environmental risk assessment matrixes.
- c. Make Environmental Risk Decisions. Make decisions and develop measures to reduce high environmental risks.
- d. Brief Chain of Command. Brief chain of command (to include installation environmental office, if applicable), on proposed plans and pertinent high-risk environmental matrixes. Risk decisions are made at a level of command that corresponds to the degree of risk.

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.

Leaders must verify the structural soundness of all training and evaluation plans from a safety viewpoint. Leaders must conduct training at levels consistent with the abilities of the Soldiers being trained. They must instill an awareness of individual safety in all subordinate leaders and Soldiers. Soldiers must constantly be alert for and avoid situations that may result in injury or death.

Be aware of the following:

- a. At the training site, leaders must establish training safety overview procedures. Safety procedures should emphasize the adherence to standards, consideration of environmental factors (for example, wet bulb), risk assessment, and factors contributing to and aiding in the prevention of accidents. Responsible individuals must know how to balance the risks against the training requirements and monitor conditions for safety and health hazards (to eliminate or control them). Leaders must ensure the welfare of their Soldiers in all situations.
- b. Leaders must establish a buddy system for safety measures. Soldiers should maintain a safety watch on each other, with emphasis on individual safety training, and first aid responsibilities. All unsafe conditions and unsafe acts must be recognized and reported. Soldiers must be alert to human error and know the capabilities and limitations of the equipment and vehicles they use. Following the proper safety procedures preserves troop strength by preventing personnel losses through accidents.