

**Summary Report for Individual Task
101-92F-9007
Supervise Petroleum QA/QS
Status: Approved**

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DESTRUCTION NOTICE: None

Condition: You are a Petroleum and Water Officer in a theater/area of operations (AO). You are responsible for the petroleum quality assurance (QA) / quality surveillance (QS) program. You have access to the current table of organization (TOE) for all assigned and supported units, personnel, higher headquarters (HQ) operation plan (OPLAN) and/or operation order (OPORD), quality surveillance and safety programs, unit tactical standing operating procedure (TSOP), status reports, maps, overlays, facility response plan (FRP), spill prevention, control, and countermeasure plan (SPCCP), material safety data sheets (MSDS), communication equipment, and current digitized automated logistics support systems. You have full access to all applicable reference materials. Operational environment (OE) variables and actors such as infrastructure, physical environment, and time, must be considered. Threat capabilities cover a full spectrum including information gathering, hostile force sympathizers, and terrorist activities. Some iterations of this task should be performed in MOPP.

Standard: The QA/QS program is conducted in accordance with DoD 4140.25M and current directives. Quality of product is maintained and laboratory operations were conducted in accordance with Quality Surveillance Program and safety directives.

Special Condition: None

Safety Level: Low

MOPP: Sometimes

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: The operational environment (OE) is a compilation of all the critical variables and actors that create the conditions, circumstances, and influences that can affect military operations today and in the near- and mid-term. The OE is continuously changing and requires continuous adaptation for each mission. All Army elements must be prepared to enter any environment and perform their missions while simultaneously dealing with a wide range of unexpected threats and other influences. Units must be ready to counter these threats and influences and, at the same time, be prepared to deal with various third-party actors, such as international humanitarian relief agencies, news media, refugees, and civilians on the battlefield. These groups may or may not be hostile to us, but they can affect the unit's ability to accomplish its mission.

Performance Steps

1. Apply the composite risk management (CRM) process.
 - a. Identify and assess the hazards associated with the mission/operation.
 - b. Develop and implement controls and command guidance to eliminate or reduce risk and safety hazards.
 - c. Continuously assess the hazards, report risks and implement risk reduction measures as required.
 - d. Continuously assess the effectiveness of risk reduction measures.
2. Manage petroleum QA/QS program.
 - a. Identify standard products requirements by reviewing product specifications and applicable directives.
 - b. Identify sampling and testing procedures to be used.
 - c. Prepare QS guidance and directives for subordinate units.
 - d. Monitor petroleum laboratory practices and procedures for compliance QS program and safety directives.
 - e. Monitor test results to ensure products are within specification requirements.
 - f. Verify disposition of off specification products.
 - g. Enforce fire and safety directives during laboratory operations.
 - h. Perform field inspections of petroleum storage and distribution facilities for compliance with QS program during transportation, handling, and storage of bulk petroleum.
 - i. Monitor sampling and gauging procedures and sampling frequency for compliance.
 - j. Coordinate with Quartermaster (QM) Base Lab Team and QM Liaison Detachments as required.
3. Coordinate QA/QS activities for host nation (HN) support.
 - a. Monitor laboratory reports for compliance with U.S. quality standards.
 - b. Analyze fuel additive injector requirements within the theater.
 - c. Coordinate petroleum laboratory support with the Base Laboratory, as required.
 - d. Provide limited QS with ground and aviation test kits.
 - e. Report deviations from established standards to affected units and Support Operations Section.
 - f. Coordinate Theater Quality Analysis/Surveillance with support unit(s)/elements.
4. Enforce Environmental Stewardship Protection Program procedures.
 - a. Monitor operations to ensure compliance with Environmental Stewardship Protection Program.

b. Ensure subordinates are familiar with local, state, federal, and host nation environmental laws that apply to them, as well as local SOPs and policies.

c. Conduct environmental risk assessments associated with the mission.

d. Ensure hazardous substances are stored and turned in, in accordance with local policies and environmental regulations.

e. Ensure the appropriate equipment is on hand for hazardous material spill containment and cleanup.

f. Ensure petroleum and other hazardous spills are immediately reported via the chain of command.

5. Enforce safety procedures.

a. Identify fire and safety requirements by reviewing TSOP and appropriate directives.

b. Prepare safety directives for subordinate units as required.

c. Monitor operations to ensure compliance with safety regulations and procedures.

d. Ensure subordinates follow technical manual safety precautions and warnings.

e. Conduct periodic site inspections for adherence to program directives.

6. Maintain situational awareness using available communications/information systems.

(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. Applied CRM process.			
2. Monitored petroleum QS program.			
3. Coordinated QA/QS activities for host nation (HN) support.			
4. Enforced Environmental Stewardship Protection Program procedures.			
5. Enforced safety procedures.			
6. Maintained situational awareness using available communications/information systems.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 200-1	ENVIRONMENTAL PROTECTION AND ENHANCEMENT	No	No
	DOD 4140.25-M	DOD Management of Bulk Petroleum Products, Natural Gas and Coal Volumes I - IV	Yes	No
	FM 10-602	Headquarters and Headquarters Units, Petroleum and Water Distribution Organization	Yes	No
	FM 10-67	Petroleum Supply in Theaters of Operations	Yes	No
	FM 10-67-1	CONCEPTS AND EQUIPMENT OF PETROLEUM OPERATIONS	Yes	No
	FM 10-67-2	(Superseded by TM 4-43.31, 30 MAY 2012) PETROLEUM LABORATORY TESTING AND OPERATIONS	Yes	No
	FM 3-100.4	Environmental Considerations in Military Operations [MCRP 4-11B]	No	No
	FM 5-19	COMPOSITE RISK MANAGEMENT	Yes	No
	MIL-HDBK-200	Military Standardization Handbook: Quality Surveillance Handbook for Fuels, Lubricants, and Related Products	Yes	No
	MIL-STD-3004B W/CHANGE 1	Quality Assurance/Surveillance For Fuels, Lubricants And Related Products	Yes	No

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 FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. 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.

- a. Ensure that all necessary actions are taken to prevent, control, and abate environmental pollution related to fuel facilities, activities, and programs.
- b. Comply with unit SOP/OPLAN/OPORD, local, state, federal, and host nation laws, as well as, international environmental laws and treaties for the handling and disposal of fuel and hazardous materials (such as, used oil, contaminated fuel, and chemical test kits).
- c. Before performing this task, read and comply with appropriate Material Safety Data Sheet (MSDS). Wear the appropriate personal protective equipment (PPE). Clean and secure the PPE upon completion of this task.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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. Safety is paramount to the successful execution of military operations. Enforce safety, and ensure safety procedures are incorporated into all aspects of operations. As a manager, verify that personnel are adequately trained to operate in all environments. Ensure personnel have all required safety equipment and gear. Provide access to the latest safety-proven procedures, fire fighting equipment, and safe chemical handling guide, including substitutions.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
10-1-0204	Conduct Petroleum Quality Surveillance	10 - Quartermaster (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
Petroleum and Water Officer	Officer	AOC: 90A, Rank: CPT, SI: R8, LIC: YY