

101-92F-2125
Supervise 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 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 account for the daily receipt, issue, and stocks on hand for petroleum products using DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies). Supervise the gauging and conversion of product to net quantity at 60 degrees Fahrenheit using DA Form 3853-1 (Innage Gauge Sheet (using Innage tape and bob)), or DD Form 2921 (Physical Inventories Petroleum Products) for capitalized sites. Given pen, paper, completed daily issues/receipts document (DA Form 3643, Daily Issues of Petroleum products), and full access to reference materials. This task should not be trained in MOPP 4.

Standards: Account for 100% of petroleum product receipts, issues, and stocks on hand by verifying petroleum products net quantity on hand using DD Form 3853-1 or DD Form 2921 and consolidate information of daily issues and receipts from DA Form 3643 to DA Form 3644. Ensuring all entries on DA Form 3644 are accurate and complete with zero errors.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: Given the requirement to consolidate daily transactions on DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies).

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Supervise the inventory of petroleum products (storage tanks, tank vehicles, collapsible bags) in accordance with task 101-92F-1408 and collect inventory records.
 - a. Ensure storage tanks have two identical readings and readings are recorded to the nearest 1/8 inch.
 - b. Ensure proper procedures for volume conversion using thermos-hydrometer (hydrometers with integral thermometer) or density meter are followed.
 - c. Ensure personnel follow proper gauging procedures for collapsible bags.
2. Review inventory records to ensure they are accurate and complete.
3. Collect receipts and issue documents, DA Form 3643 (Daily Issues of Petroleum Products), DA Form 2765-1 (Request for Issue or Turn-in).
4. Review receipts and issue documents to ensure they are accurate and complete.
 - a. Ensure entries on DA Form 3643 are legible and accurate.
 - b. Ensure transfers made within unit organization from one type of transporting vehicle or storage container to another are not posted on DA Form 3643.
 - c. Assign document number tracked on DA Form 2064 for bulk issues/receipts.
5. Prepare DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies).
 - a. Complete the first line:
 - (1) Post, Camp, or Station: Enter name of post, camp, or station where issues and receipts occur.
 - (2) Month: Enter month and year.
 - (3) Voucher Number: Assign a document number from the using unit document register.
 - b. Enter the type, grade, and unit of issue for each product issued in separate heading blocks under the long narrow block entitled Insert Type, Grade, and Unit for Each Product Issues.
 - c. Enter the total daily issues of each product for each day of the month.
 - d. Enter the total of all daily issues, by product, in the Total block.
 - e. Enter the total gallons issued in the Total Gal block at the bottom of each of the columns.
 - f. Complete the bottom line of the form.
6. Supervise a petroleum pilferage control program.
 - a. Maintain security requirements for petroleum facility.
 - (1) Determine size and location of facility to identify security requirements.
 - (2) Check vehicles and personnel for concealed items.
 - (3) Check for pilfered items shipped through collusion.
 - b. Assign checkpoint personnel to inspect all vehicles entering and leaving facility. Ensure personnel inspect the following items:
 - (1) Driver's license and vehicle dispatch.
 - (2) Unauthorized contents.

(3) Vehicle serviceability.

(4) Tank compartment.

(5) Fire extinguishers and grounding cable.

c. Maintain and account for seals issued to users.

(1) Safeguard all seals issued to users.

(2) Verify correct seal numbers are annotated on shipping documents.

(3) Have security personnel verify seal numbers at every stop and at all exits and entrances.

d. Monitor personnel patrolling pipelines and hose lines for security hazards. Ensure personnel check for the following:

(1) Loose bolts and couplings.

(2) Holes under pipelines and hose lines.

(3) Sabotage.

7. Forward inventory records and completed accountability form to supervisor.

(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. Supervised the inventory of petroleum products (storage tanks, tank vehicles, collapsible bags) in accordance with task 101-92F-1408 and collect inventory records..			
2. Reviewed inventory records to ensure they are accurate and complete.			
3. Collected receipts and issue documents, DA Form 3643 (Daily Issues of Petroleum Products), DA Form 2765-1 (Request for Issue or Turn-in).			
4. Reviewed receipts and issue documents to ensure they are accurate and complete.			
5. Prepared DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies).			
6. Supervised a petroleum pilferage control program.			
7. Forwarded inventory records and completed accountability form to supervisor.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 190-13	The Army Physical Security Program	Yes	No
	ATP 3-34.5	Environmental Considerations	Yes	No
	ATP 4-43	Petroleum Supply Operations	Yes	No
	ATP 5-19 (Change 001 09/08/2014 78 Pages)	RISK MANAGEMENT	Yes	No
	DA FORM 2765-1	REQUEST FOR ISSUE OR TURN-IN	Yes	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 5830-R	Fuel Sales Slips	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	Yes
	DD FORM 1898	FUEL SALE SLIP	Yes	No
	DD FORM 250	MATERIEL INSPECTION AND RECEIVING REPORT	Yes	No
	DD FORM 2921	PHYSICAL INVENTORY PETROLEUM PRODUCTS	Yes	No
	DOD 4140.1-R	Materiel Management Regulation	Yes	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.

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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
101-92F-2400	Supervise Quality Surveillance on Petroleum Products	101 - Quartermaster (Individual)	Approved

Supported Individual Tasks :

Task Number	Title	Proponent	Status
101-92F-2309	Supervise Petroleum Operations using Tank Vehicles	101 - Quartermaster (Individual)	Approved
101-92F-2400	Supervise Quality Surveillance on Petroleum Products	101 - Quartermaster (Individual)	Approved
101-92F-2506	Supervise Petroleum Products using Force Provider (FP) Bulk Storage System	101 - Quartermaster (Individual)	Approved

101-92F-2420	Supervise the Receipt of Petroleum Products using Petroleum Rail Tank Car	101 - Quartermaster (Individual)	Approved
101-92F-2251	Supervise Petroleum Operations using Fuel System Supply Point (FSSP)	101 - Quartermaster (Individual)	Approved
101-92F-2433	Supervise Petroleum Operations using Refuel on the Move (ROM) Equipment	101 - Quartermaster (Individual)	Approved
101-92F-2503	Supervise Petroleum Operations using Modular Fuel System (MFS)	101 - Quartermaster (Individual)	ArmyU Review
101-92F-3301	Direct Forward Arming Refueling Point (FARP) Operations	101 - Quartermaster (Individual)	Proposed
101-92F-2430	Supervise Petroleum Operations using Assault Hoseline System (AHS)	101 - Quartermaster (Individual)	Approved
101-92F-2302	Supervise Petroleum Operations using Forward Aerial Refueling Systems	101 - Quartermaster (Individual)	Approved
101-92F-2135	Supervise Petroleum Operations using an Inland Petroleum Distribution System (IPDS)	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
K710	Knowledge of petroleum automated accountability systems
101-K-12	Knowledge of Material Safety Data Sheets (MSDS)
K-551-H-0035	Knowledge of how to add, subtract, and multiply
K22374	Know how to supervise pilferage control measures according to regulations and unit SOP
K22373	Know how to prepare petroleum accountability form DA Form 3644 (Monthly Abstract of Issues of petroleum Products and Operating Supplies)
K7913	Recognize Inhalation Hazards
K22372	Know how to review inventory records (DD Form 2921 or gauge worksheets) to ensure they are accurate and complete
101-K-M002	Know how to identify risks and hazards.
K641	Know how to prepare petroleum accountability forms (DA Form 3643, 2765-1, and DD Form 1898)
K22375	Know how to review receipts and issue documents (DA Form 3643, 2765-1, and DD Form 1898)
551-K-1075	How to review and validate reports
101-K-1001	How to Interpret Regulatory Guidance
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
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
101-K-P20012	Know how to properly wear PPE and its intended usage
101-K-P20015	Knowledge of the Environmental Stewardship Protection Program measures
031-K-627-021	Knowledge of Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120 requirements
101-K-P20010	Knowledge of unit's SOP and local policy requirements and their location
101-K-P20009	Knowledge on how to enforce Risk Management procedures and control measures

Skills :

Skill ID	Skill Name
101-S-1097	Ability to process receipt documents.
101-S-0002	Ability to compare data
S1003	Identify petroleum laboratory test equipment and test procedures
S2544	Ability to supervise inventory of petroleum products
101-S-1135	Ability to interpret regulatory guidance contained in DA Pam 710-2-1
S1678	Ability to operate petroleum automated accountability systems
805A-S-0002	Operate a Calculator
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
S2546	Ability to enforce pilferage control measures according to regulations and unit SOP
101-S-P20015	Ability to enforce Environmental Stewardship Protection Program measures

101-S-P20012	Ability to enforce the proper wear of Personal Protective Equipment (PPE)
S1580	Ability to perform API measurements on selected samples using density meter
S1578	Ability to perform first aid for petroleum products related injuries
101-S-P20008	Ability to enforce Risk Management procedures and control measures
101-S-P20010	Ability to read, understand, and enforce the unit's SOP and local policies
S1579	Ability to identify petroleum products health hazards
S0825	Ability to record data correctly
S0199	Recognizing risks and hazards
S1677	Ability to gauge petroleum collapsible storage tanks
551-S-0012	Ability to gauge fuel level on a tank semitrailer
S2545	Ability to prepare petroleum accountability form DA Form 3644 (Monthly Abstract of Issues of petroleum Products and Operating Supplies)
S1675	Ability to gauge petroleum fixed facility storage tanks

ICTL Data :

ICTL Title	Personnel Type	MOS Data
92F Petroleum Supply Specialist SL 20	Enlisted	MOS: 92F, Skill Level: SL2, Duty Pos: QFP