



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN  
UNIT 29623  
APO AE 09096-0050

REPLY TO  
ATTENTION OF

IMEU-WSB-ZB

MAY 19 2008

MEMORANDUM FOR USAG Wiesbaden, DOL, Supply & Services Division, Installation Property Book Office (IMEU-WSB-LGS) APO AE 09096

SUBJECT: USAG Wiesbaden Directorate of Logistics Fuel Facility Management Standard Operating Procedures

1. References:

- a. DoD Manual 4140.25M, DoD Manual of Bulk Petroleum Products, Natural Gas, and Coal, 22 Jun 94.
- b. Field Manual 10-67-1, Concepts and Equipment of Petroleum Operations, 2 Apr 98.
- c. MIL Handbook 1022A, Petroleum Fuel Facilities, 1 Nov 99.
- d. Operational and Maintenance Support Information Manuals, Sep 01.
- e. Defense Energy Support Center, Memorandum, Routine Reporting of Fuel Spills to Defense Energy Support Center (DESC-FQ), 12 Aug 03.
- f. MIL-STD-3004A, Department of Defense Standard Practice-Quality Surveillance for Fuels, Lubricants, and Related Products, 5 Nov 03.
- g. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.
- h. Installation Management Agency Europe Fuel Facility Management Standard Operating Procedures, 1 Apr 05.
- i. AR 710-2, Supply Policy below the National Level, 8 Jul 05.

2. General. The United States Army Garrison (USAG) Wiesbaden Directorate of Logistics (DOL) Fuel Facility Management Standard Operating Procedures (SOP) provides guidance and procedures in fuel facility management and related petroleum product management. This SOP is meant to support the IMCOM-Euro Fuel Facility Management SOP, governing regulations for Army owned fuel facilities holding non-capitalized fuel and Army owned fuel facilities holding capitalized fuel referred to as Defense Fuel Support Points (DFSP).

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3. Mission Statement: USAG Wiesbaden DOL's goal is to serve our customers, to include units and activities in transit with energy efficient, high quality petroleum products, fuel coupon support and related services. We pledge to safely provide fast, dependable and friendly service in a clean and responsible manner. We strive to be a good friend and neighbor to all our customers, ensuring our service standard exceeds their expectations. To meet these challenges, we stand committed to continuously developing ourselves, and to monitoring and improving customer service today, tomorrow and for years to come.

4. Responsibilities:

a. USAG Wiesbaden DOL Senior Fuel Facility Manager:

- (1) Maintains oversight of the fuel program within USAG Wiesbaden.
- (2) Ensures eligible responsible officers are appointed in writing.
- (3) Disseminates and enforces guidance and requirements directed by IMCOM-E, Department of the Army and Department of Defense.
- (4) Establishes and maintains an inspection program to ensure proper management, maintenance and upkeep of assigned fuel facilities.
- (5) Facilitates and assists in the coordination of fuel key requests.
- (6) Establishes training requirements and assists in scheduling annual training sessions for all garrison Directorate of Logistics fuel employees.
- (7) Ensures all facilities are maintained and are operating in compliance with local and federal environmental requirements and standards.
- (8) Conducts semi-annual fuel facility site visits.
- (9) The primary point of contact (POC) for all fuel related issues within USAG Wiesbaden.

b. Garrison Wiesbaden Fuel Site Manager (Fuel Handler):

- (1) Performs periodic operator maintenance (daily, weekly, monthly and annual requirements as prescribed in reference i. above).

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(2) Reports all mechanical problems and environmental concerns (e.g. fuels spills) to the garrison fuel facility responsible officer.

(3) Escorts and supervises contractors providing maintenance and inspections.

(4) Escorts fuel delivery vehicles on and off the installation and conducts all required tank gauging to include gauging before and after fuel deliveries.

(5) Verifies that dispensing pump of commercial delivery vehicle is calibrated and a current approval seal is affixed.

(6) Performs a visual test of all petroleum products before fuel is introduced to the tanks.

(7) Submits monthly nozzle samples and Army Petroleum Institute readings to the Defense Energy Support Center Europe Petroleum Laboratory in Kaiserslautern.

(8) Completes manual issues and documents them on DA Form 3643 (Daily Issues of Petroleum Products).

c. Garrison Wiesbaden Fuel Facility Responsible Officer:

(1) Maintains oversight of fuel management in the assigned DFSP garrison area of responsibility (AOR).

(2) Keeps references a-i above on hand at all times for guidance.

(3) Ensures that:

(a) All fuel key requests are processed and issued for garrison assigned customers.

(b) Periodic operator maintenance is performed (daily, weekly, monthly and annual requirements as prescribed in reference i. above).

(c) Delegate is appointed to coordinate all repairs at each fuel facility assigned.

(d) All required scheduled maintenance beyond the operator level takes place. Refer to the Maintenance, Repair and Environmental Program section below.

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(4) Ensures fuel is ordered for all fuel facilities in the designated AOR, escort of fuel deliveries occurs and that all required tank gauging is performed.

(5) Nozzle samples and API readings must be submitted to the Defense Energy Support Center Europe Petroleum Laboratory in Kaiserslautern.

(6) Fuel facilities are operating in compliance with local and federal environmental standards.

(7) Fuel operations discontinue during electrical storms.

(8) Garrison fuel employees assigned must be properly trained.

(9) Supervision and an authorized escort for contractors performing maintenance inspections and repairs.

(10) Facility inspections are conducted to identify any mechanical or environmental problems.

(11) Monthly fuel key purchases are monitored through use of the Fuels Automated System Enterprise Server.

(12) All mechanical problems and environmental concerns (e.g. fuels spills) are immediately reported to the appropriate Directorate of Public Works (DPW) POC, DOL and the Defense Energy Support Center Program Manager. Refer to reference e. above for more guidance.

(13) The Defense Logistics Agency (DLA) 1884 report is submitted on time.

(14) Accountable records and reports are maintained.

(15) Receipts, issues, transfers, losses, adjustments and physical inventories are properly documented and reported on time in Defense Fuel Automated Management System (DFAMS) in accordance with (IAW) volume V, appendix B of reference a above.

(16) Manual issues are completed, documented, consolidated, maintained and validated through the use of DA Form 3643s (Daily Issues of Petroleum Products).

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(17) All manual and automated records are properly maintained and validated with the 200<sup>th</sup> Theater Distribution Brigade Petroleum Management Division monthly.

(18) Investigation or research of operating-storage discrepancies and ensures initiation or certification of DD Form 1348-8 (Inventory Accounting Document) and DD Form 200 (Financial Liability Investigation of Property Loss), if needed, within 14 days after detection of gain or loss IAW reference a. above, Volume II, Chapter 10, subsections C.2. and C.3. and document in transit discrepancies with Standard Form 361 (Transportation Discrepancy Report).

5. USAG Wiesbaden Fuel Facility Management:

a. Overview:

(1) Management of USAG Wiesbaden fuel facilities is focused on providing retail pump fixed facility fuel support to authorized customers in the garrison.

(2) Fuel facilities that are capitalized DFSP sites are still Army property. The garrison is still responsible for all maintenance, repair, environmental compliance and construction planning and management. As a DFSP facility, a garrison can apply to receive funding for most of the requirements to maintain and repair their fuel facilities. The organization still must fund costs for every-day maintenance and upkeep required to keep the pumps, tanks, and other areas of the facilities functioning properly.

b. Spill Reporting:

(1) Spill reporting procedures will be conducted IAW the garrison Spill Prevention and Cleanup Plan. As a supplement, all responsible officers and fuel managers should refer to their fuel facilities Operational and Maintenance Support Information (OMSI) manual in accordance with reference d. above.

(2) Refer to reference i. above and the DPW environmental office for more guidance.

c. API Readings and Nozzle Sampling Requirements:

(1) A nozzle sample, for applicable sites, and an API reading for tank quality must be performed after receipt of fuel for fuel facilities other than those with rail tank cars and also after loading and before discharge for rail tank cars IAW reference b. and reference f. above, Table IX and XII.

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(2) The required testing is a quick, simple, partial analysis for verification of product quality.

(3) The Defense Energy Support Center Europe Petroleum Laboratory is located in Kaiserslautern Rhine Ordnance Barracks (DSN 493-2287).

d. Assigning Fuel Facility Managers: The garrison DOL must assign a fuel facility manager to ensure facilities are properly maintained. The fuel facility manager must be properly trained and is required to utilize reference d. above, on-site for each facility. See responsibilities above for the general duties of the Fuel Facility Manager.

e. Assigning Responsible Officers:

(1) Capitalized Fuel Facilities: IAW reference a. above, Volume II, Chapter 10, paragraph B.2, garrison commanders with fuel facilities in custody of DLA-owned fuel shall appoint US government employees (military or civilian) proficient in fuel discipline and management functions as the responsible officers for care and safe keeping of government petroleum, oils and lubricants property IAW reference a. above.

(2) Foreign National Appointments: Civilian employees may include foreign national employees of the US Army, in overseas areas when no military or US DoD civilian employees are assigned and when approved by the MACOM or the command two levels above the organization for which the accountable officer or responsible officer is appointed IAW reference h. above, par 2-10. The memorandum appointing such officers is filed at their unit and a copy is provided to the IMCOM-Euro Logistics Division. The appointing office will promptly advise the IMCOM-Euro Logistics Division of the name, rank (grade) and phone number of the person appointed and the DFSPs assigned to that person for exercising duties outlined in reference a. above, Volume II, Chapter 10, paragraph C.3.b. and C.3.c. Appointment and assignment of a responsible officer may terminate only when another such officer is appointed and assigned to the DFSPs.

(3) Fuel Facility responsible officers will perform accountable officer duties IAW reference i. above, paragraph 7b, page 6.

f. Accountability Procedures and Gauging Requirements.

(1) Gauging Requirements:

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(a) Manual dip readings and gauging must take place before and after receipt of fuel deliveries and must be checked against, if automated, the Automated Tank Gauging reading. (reference g. above, paragraph 2-37h (3), (4) and (reference b. above, Ch. 3-13).

(b) Mandatory dip readings and gauging of all Automated Tank Gauging monitored tanks must take place monthly to verify the accuracy and integrity of the automated system. Dispenser and ATG can be calibrated by filling a 20GAL fuel container from the nozzle and comparing before and after readings of the manual dip, the dispenser meter, and the ATG reader print-out. Refer to ref g., par 2-37h (3), (4).

(c) When a bulk fuel storage tank, without Automated Tank Gauging, has either an issue or receipt, that tank will be physically inventoried or gauged that day and reconciled to compare physical inventory data against daily issues and receipts. All other tanks will be gauged weekly. In addition to the daily and weekly inventories, a monthly physical inventory of all bulk petroleum products will be performed for each type and grade of product. Refer to reference g. above, 2-37h (3), (4).

(d) All dip readings, gauging amounts and discrepancies are to be reported to 21<sup>st</sup> TSC, Petroleum Management Division.

(e) Refer to reference i. above for further guidance on accountability procedures.

(2) Fuel Accountability:

(a) Responsible officers will access Fuels Automated System Enterprise Server to investigate and research operating-storage discrepancies monthly. The website address is as follows: <https://www.feshub.desc.dla.mil/eHub/login.htm>.

(b) Login and access to the website can be obtained by completing the system automated access request form (DD Form 2875) and submitting it to PMD. Refer to reference i. above for more details on fuel accountability procedures.

(c) The garrison is required to keep investigative/research operating-storage discrepancies records on file.

g. DFSP Facility Funding:

(1) Definitions:

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(a) Capitalized. Fuel facilities in which the fuel stored within is Defense Energy Support Center owned and all projects and repairs associated with the sites daily, weekly, monthly, semi-annual and annual operations is directly funded through DLA and Defense Energy Support Center.

(b) Non-capitalized. Fuel facilities in which the fuel stored in it is Army owned and all projects and repairs associated with the daily, weekly, monthly, semi-annual and annual operation of the site is directly funded through organizational funding.

(2) Operating costs of government owned and operated DFSPs in support of the DLA fuel program (capitalized fuel facilities) are not funded.

h. Maintenance, Repair and Environmental Program:

(1) Emergency repairs. Coordinate emergency repairs through the Defense Energy Support Center Emergency Repair Coordinator, DSN 336-2493 (Fax: 336-2458).

(a) Responsible officers or their designated and approved alternate are the only individuals authorized to initiate an emergency repair service call.

(b) These repairs must be initiated with the appropriate Defense Energy Support Center Europe Capitalized Facilities Emergency Work Request Form. Contact MAJ Jonathan Hadley, DSN 336-2493, Fax 336-2458 or e-mail [Jonathan.A.Hadley@usace.army.mil](mailto:Jonathan.A.Hadley@usace.army.mil) for more information. Small projects can approved at the IMCOM-E Logistics Division level based on the availability of funds. Major projects will require individual job orders and approval at the Defense Energy Support Center level.

(c) Emergency repairs are not recurrent, periodic, or scheduled work to preserve a facility.

(d) Emergency repair service calls are performed by the Defense Energy Support Center contractor 24 hours a day, 7 days a week. The contractor shall respond to an emergency service call within 12 hours of notification by the Contracting Officer's Representative (COR) and the repair shall be completed within 72 hours, unless authorization is obtained from the COR (e.g. waiting on parts).

(2) Minor repairs. Generally identified by the Defense Energy Support Center contractor during the regularly scheduled maintenance or emergency visit. This type of repair occurs when restoring property to such a condition that it may be effectively used for its designated purpose by overhaul, reprocessing, or replacement of parts or materials that make up

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the unit and have deteriorated by action of the elements, or usage, and have not been corrected through maintenance. Coordinate minor repairs through the Defense Energy Support Center Emergency Repair Coordinator, Grace Moreno, at 336-2493 (Fax: 336-2458) or email at grace.a.moreno@nau02.usace.army.mil.

(3) Preventative (recurring) maintenance. Performed on a quarterly, semi-annual and annual basis by a Defense Energy Support Center contractor. During these regularly scheduled periodic and preventative maintenance visits, the contractor will only be required to perform “minor repairs” such as replacing a defective valve, meter, gasket, filter, elements, etc. Any task beyond the definition of repair in reference a above or those requiring design will be labeled as an engineering project.

(4) Organizational maintenance. Performed at the organizational level by the responsible officer and the DPW. At this level the organization is responsible for greasing valves, gaskets, cleaning/maintaining equipment and grounds maintenance.

(5) For more information on Maintenance, Repair, and Environmental Program requirements refer to reference i above.

(6) USAG Wiesbaden personnel will accompany DESC contractor to respective fuel site and remain present during work performance.

i. Hazardous materials, safety and spill response requirements. Safety equipment, materials and supplies are required at each fuel facility:

(1) *Betriebsanweisungen* (Operating Instructions) must be clearly posted outside of each DFSP in both English and German (These are nothing more than a simplified version of the MSDS).

(2) Spill Plans are required at each fuel facility and can be obtained from the environmental office.

(3) Red Plan is a portion of the spill plan that serves as an immediate action tool, for spills and emergencies, to get the correct response initiated at the earliest possible time. The plan must be visibly posted at each fuel facility for operator access.

(4) Signs (e.g. no smoking within 50 feet).

(5) Dry sweep.

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(6) Spill kits.

(7) Fire extinguishers must be properly secured, installed, with current certification and inspection.

(8) Labeling of pumps with stickers and or appropriate signs (e.g. no smoking, no cell phones and no matches).

(9) Fuel facility responsible officer and fuel manager contact information (e.g. responsible officer name, phone number and fuel manager name and phone number, etc.).

(10) For additional requirements contact the appropriate garrison safety and environmental offices.

j. Requisitioning and Receipt of Fuel.

(1) Motor gasoline (MOGAS), super-unleaded or jet propellant-8 (JP-8). Determine reorder point; upon reaching the reorder point, submit order to 200<sup>th</sup> Theater Distribution Brigade Petroleum Management Division via fax for review and approval; 21<sup>st</sup> TSC Petroleum Management Division confirms receipt by completing the bottom of the ordering form and specifying a delivery date for fuel and returns copy to the requesting garrison; on delivery date the requesting garrison responsible officer must provide an available and authorized POC for signing in and escorting the driver on and off the installation (see gauging requirements and refer to reference b. above for more detailed information on requisitioning and receipt procedures).

(2) Refer to Petroleum Management Division for proper MOGAS and JP-8 requisitioning forms.

k. Fuel Key Requests.

(1) DFSP fuel site issues are accomplished through the use of an electronic fuel key, more commonly referred to as a master fuel key and a utility fuel key, assigned to each authorized piece of equipment.

(2) All garrison appropriated fund electronic fuel keys are controlled and requisitioned by the responsible officer.

(3) Responsible officer will make all fuel key requests directly to the IMCOM-Euro Logistics Division POC and will carbon copy all requests to the USAG Wiesbaden DOL senior fuel facility manager.

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1. Operating Manuals. All garrison DFSP fuel facilities will have a physical copy of their garrison fuel facility's OMSI manual (reference d. above) on site. This manual is to be used as a general source for guidance on operating each fuel facility (e.g. spill reporting and maintenance).

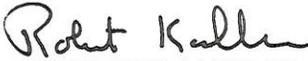
6. Training. Safety, environmental and fire response training is required for all employees operating fuel facilities within each garrison. Each responsible officer should contact their perspective training offices and arrange training for themselves and their personnel. Minimum areas of training that need to be addressed are: spill response; safety, health, and cardiovascular pulmonary resuscitation; hazardous communications training; spill drills; environmental compliance officer course; fuel handlers course; fire extinguishers handler course.

7. Inspections and Site Visit

a. Staff assistance visits (SAV) and Command Inspection Program (CIP) visits will be conducted annually. Refer to the Fuel Facility portion of the IMCOM-Euro command inspection program checklist for more information.

b. In addition to the SAV and CIP visits, the USAG Wiesbaden DPW fuel facility POC and senior fuel facility manager will make arrangements to visit each fuel site semi-annually.

8. The POC is Martin R. Meckel at DSN 337-5446, CIV 0611-705-5446,  
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