

FORT BENNING  
LOGISTICS READINESS CENTER (LRC)  
FORT BENNING, GEORGIA  
SUPPLY AND SERVICES DIVISION (SSD) EXTERNAL  
STANDARD OPERATING PROCEDURE

**BUILDING 6, MELOY HALL**

**6650 BURR STREET**

**FORT BENNING, GA 31905**

**PHONE: 706-545-1716**

**FAX: 706-545-5134**

**Effective: 10 March 2022**

2016 Annual Review	<u>26 Sept 16</u> (Date)	<u>GG</u> (Initials)
2017 Annual Review:	<u>13 Dec 17</u> (Date)	<u>LB</u> (Initials)
2018 Annual Review:	<u>26 Sept 18</u> (Date)	<u>DJJ</u> (Initials)
2019 Annual Review:		
2020 Annual Review	<u>05 Mar 20</u> (Date)	<u>DJJ</u> (Initials)
2021 Annual Review	<u>02 Sept 21</u> (Date)	<u>LFK</u> (Initials)
2022 Annual Review	<u>23 Mar 22</u> (Date)	<u>LFK</u> (Initials)

This SOP has been approved for use, Lee K. Franklin

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LRC Chief Supply & Services Division

Table of Contents

Petroleum, Oil & Lubricants (POL)..... 3-5

## 1.0 PURPOSE

This SOP is to establish policies, guidance, and general operating procedures for the management of the POL operation. This SOP will serve as an operational guide and will highlight areas of responsibility for the POL customer.

## 2.0 APPLICABILITY

Scope applies to Units, Activities and agencies supported by the Supply and Services Division, Fort Benning, Georgia. This SOP defines and implements pertinent procedures outlined in referenced publications and establishes supply policy and control procedures.

## 3.0 ROLES & RESPONSIBILITIES

- Provide for procurement, initial receipt and distribution of all POL products.
- Maintain and replenish the installation authorized stock level of packaged petroleum products.
- Provide policy guidance to units on POL management.
- Conduct inspections/inventories of POL products as necessary.
- Provide assistance as requested to units with problems relating to POL operations.
- Establish and monitor the Petroleum Quality Surveillance Program for the installation.
- Assist in gathering consumption information in forecasting allocations for DRM and environmental operations. The Director of Engineering and Housing monitors the collection and disposal of waste oil and contaminated fuels.

## 4.0 REFERENCE DOCUMENT(S)

- *AR 710-2, SUPPLY POLICY BELOW THE NATIONAL LEVEL, 28 MAR 2008*
- *DAPAM 710-2-1, USING UNIT SUPPLY SYSTEM, 1 DEC 2016*
- *DAPAM 710-2-2, SUPPLY SUPPORT ACTIVITY SUPPLY SYSTEM, 30 SEP 1998*
- *DAPAM 750-1, COMMANDER MAINTENANCE HAND BOOK, 4 DEC 2013*
- *MIL-STD-3004D QUALITY ASSURANCE/SURVEILLANCE FOR FUEL, LUBRICANTS AND RELATED PRODUCTS 10 OCT 2014*
- *ATP 4-43 PETROLEUM SUPPLY OPERATIONS*
- *DOD MANUAL 4140.25 (VOL 6) DEFENSE FUEL SUPPORT POINT MANAGEMENT*
- *STP 10-92F15-SM-TG SOLDIER'S MANUAL AND TRAINER'S GUIDE MOS 92F*
- *FM 10-67-1 CONCEPTS AND EQUIPMENT OF PETROLEUM OPERATIONS*

## 5.0 DEFINITIONS

- N/A

## 6.0 INSTRUCTION

- 6.1** LOCATION  
Building 2390, 6279 Indianhead Road,  
Main Post Telephone 706-545-3340,  
Fax 706-545-3075
- 6.2** Military Units Activities (customers)
- 6.2.1** Establish standard operating procedures that provide for the accountability, inspection, safety, storage testing of all bulk and packaged petroleum utilized. This SOP should address site specific spill control and counter measures plan.
- 6.2.2** Maintain all POL transporting and dispensing equipment in a safe, serviceable condition In Accordance with applicable technical manuals.
- 6.2.3** Performance of all filter/separators regardless of product must be tested every (30) thirty days through the submission of samples to the Petroleum Analysis Laboratory.
- 6.2.4** Establish and maintain operational levels of packaged POL products.
- 6.2.5** Establish and maintain accountability for all bulk petroleum products in accordance with AR 710-2 and DOD Manual 4140.25 (VOL 6).
- 6.2.6** Requesting/Receiving Bulk POL
- 6.2.7** Receiving Bulk Fuel at POL Facility
- 6.2.8** Units requesting bull, JP-8 will ensure a fuel account is established, a valid DA- 1687 (signature card) with an annotated valid DODAAC and APC code are on file at the POL.
- 6.2.9** Top loading will be only be accomplished by first having a letter on file from the Unit commander, (ref. FM 10-67-1).
- 6.2.10** When fuel transporter arrives at the Bldg. 2390 issue point, a unit representative will announce the Unit's arrival by utilizing the call box (at the entry Gate) or coming inside the main building.

- 6.2.11** Fuel Transporters not marked or placarded correctly will not be issued fuel (ref. FM10- 67-1 Page 24-24).
- 6.2.12** Let the main gate open completely before entry. Units BEWARE of the spill containment embankment (GO VERY SLOWLY) upon entering the fueling island area. Enter on the right side look for the green overhead light. Align fuel transporters as close as safely possible to the fuel loading island. Take direction as needed from the fuel mechanic on duty.
- 6.2.13** Transporter will be grounded. Attach or insert loading hose. A unit representative will climb on top, open the manhole cover and observe the fuel level of the fuel transporter while fuel is being received. Upon issue completion, close manhole cover, climb off truck, remove loading hose, Remove grounding wire and pull forward to the mechanics room and sign for the fuel receipt.
- 6.3** Aircraft Refuel
- 6.3.1** Aircraft requiring JP-8 should have a Valid Identification plate (D.O.D. locations) or an air card if traveling to a commercial Airport. These cards can be procured by going to <http://usapc.army.mil/>, the Army Petroleum Center on the Web. Look under Retail procurement tab for manual, or on line requests and a POC. All efforts will be made to issue fuel to any aircraft or unit. Arrangement can be made for Units requiring fuel during non-duty hours or off airfield at remote sites. Aircraft refuel operates under an alongside operation which requires a person from the aircraft to be present to man the fire extinguisher, sign for the fuel, and/or assist as required. Requests for fuel will normally come over the radio from Airfield operations, alert or maintenance personnel. Or call 545- 5983/6830. Refuel will normally be 1st called first or at the direction of Airfield operations.
- 6.3.2** Defueling of aircraft or equipment will be accomplished with the Waste Truck for fuel of questionable quality. No credit will be given for this type fuel.
- 6.3.3** Defueling from aircraft undergoing regular maintenance can be put into M-197. Credit for this type fuel can be given upon unit request.
- 6.3.4** Extremely dirty or contaminated fuel containing gasoline will not be defueled. This will be a unit responsibility. Further assistance can be had by calling Dasher Enterprises@Dasher Enterprises@ 706-329-1507 Leave a message).
- 6.3.5** Aircraft fuel containing the additive JP+ 100 will not be de-fueled, in accordance with ARMY policy.
- 6.4** Material Handling
- 6.4.1** Material handling equipment within the Supply Division, Airfield (forklifts, power units, Staircases, light sets, etc. will normally be refueled on Wednesdays. It is requested that personnel be present with equipment that is to be refueled. Generators are usually refueled on a call from generator maintenance personnel. As fuel is otherwise needed please call Aircraft Refuel@ 545-5983/ 6830.
- 6.4.2** Retail issues of Diesel ULSD (black key) can be received from the Motor Pool utilizing a VIL Key. These are typically reserved for units that have no other way to receive fuel in a non-GSA Lease) vehicle.
- 6.4.3** An equipment key (green key) can be obtained for leaf blowers, weed eaters, Lawnmowers. Bldg. 2390 Fuels Accountant will issue these keys. Also, the main post TMP will send Units to POL with dispatches for unit VIL keys.
- 6.4.4** It is very important that the Unit Budget Representative keep Accounting codes (DODAAC and APCs up to date and current). This will ensure fewer rejects and erroneous billings from the DESC Fuel Accounting Server.
- 6.5** QUALITY SURVEILLANCE
- 6.5.1** All using Units will establish a Quality Surveillance Program for each petroleum product used. Reference AR 710-2, FM 10-67-1.
- 6.5.2** Sampling procedures will be accomplished in accordance with FM 10-67-1. Sample tags (DA 1804) can be picked up at AG Publications behind the Post office. Sample bottles will normally be supplied from the POL Laboratory.
- 6.5.3** Units/Activities not authorized testing kits will perform visual checks water and other foreign matter. For further Assistance Reference FM 10-67-1, Chapter 3, or call the POL.
- 6.6** ACCOUNTABILITY
- 6.6.1** All using units will establish fuel accountability. Commanders will ensure that inventory reconciliations are accomplished daily for Class III supply points and dispensing fueling stations and fuel transporters.
- 6.6.2** A physical inventory will be conducted by the Responsible or Accountable officer for each type/grade of fuel in bulk fuel transporters or storage tanks @ 08:00 hrs. on the last working day of each month.
- 6.6.3** A total of all receipts/issues paperwork will be totaled and completed in accordance with DA PAM AR 710-2, DA Pam 710-2-1 FM 10-67-1.
- 6.6.4** An End of Month Inventory DA 4702-R (MBPAS) will be annotated in accordance with aforementioned regulations.

## **6.7** ENVIRONMENTAL AND SAFETY PRECAUTION

**6.7.1** Training of personnel that handle petroleum products is the responsibility of the using unit. Safety is the first consideration in handling petroleum products. Petroleum handlers must know and observe safe handling practices to prevent injury to personnel and damage to environment, property, and equipment. (Ref. FM-10-67-1 Chapter 1-2, STP 10-92F15-SM-TG).