



## DoD MANUAL 4140.25, VOLUME 5

# DoD MANAGEMENT OF ENERGY COMMODITIES: SUPPORT OF JOINT OPERATIONS, CONTINGENCIES, CIVIL AUTHORITIES, AND MILITARY EXERCISES

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<b>Originating Component:</b>	Office of the Under Secretary of Defense for Acquisition and Sustainment
<b>Effective:</b>	March 2, 2018
<b>Change 2 Effective:</b>	April 4, 2019
<b>Releasability:</b>	Cleared for public release. Available on the Directives Division Website at <a href="https://www.esd.whs.mil/DD/">https://www.esd.whs.mil/DD/</a> .
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**Purpose:** This manual is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive (DoDD) 5134.12 and DoD Instruction 4140.25:

- The manual implements policy, assigns responsibilities, and provides procedures for the supply chain management, quality assurance and quality surveillance, and storage of energy commodities and related services.
- This volume:
  - Assigns responsibilities and provides the DoD energy logistics support concepts, coordination, reporting procedures, and the integrated joint planning processes that DoD uses in support of joint operations, contingencies, Defense Support of Civil Authorities (DSCA), and military exercises.
  - Provides procedures for DoD activities to requisition, order, and receive energy commodities under Defense Logistics Agency (DLA) contracts and agreements in support of contingencies, DSCA, and military exercises.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.** This issuance applies to:

a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands (CCMDs), the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

b. Non-DoD federal departments and agencies participating in DoD supply chain management of energy commodities with the DoD Components, referred to collectively in this volume as “Participating Agencies,” but only when and to the extent they adopt the terms of this volume.

### **1.2. INFORMATION COLLECTIONS.**

a. The DLA System of Record, mentioned throughout this volume, does not require licensing with a report control symbol in accordance with Paragraphs 1.b.(4) and 1.b.(9) of Volume 1 of DoD Manual 8910.01.

b. The Worksheet for an Open Market Purchase, referred to in Table 2 of this volume, does not require licensing with a report control symbol in accordance with Paragraphs 1.b.(4) and 1.b.(9) of Volume 1 of DoD Manual 8910.01.

c. DD Form 1898-E, “Energy Sale Slip,” referred to in Paragraph 6.2.b.(1) of this volume, does not require licensing with a report control symbol in accordance Paragraphs 1.b.(4) and 1.b.(9) of Volume 1 of DoD Manual 8910.01, nor does it require licensing with an OMB Control Number in accordance with Paragraph 1.b.(1) of Volume 2 of DoD Manual 8910.01.

**1.3. SUMMARY OF CHANGE 2.** This change is administrative and updates references and organizational titles in accordance with the reorganization begun by the July 13, 2018 Deputy Secretary of Defense Memorandum.

## SECTION 2: RESPONSIBILITIES

**2.1. ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT (ASD(S)).** Under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment, and for joint operations, contingencies, and DSCA, the ASD(S):

- a. Establishes and provides guidance relating to DoD bulk petroleum logistics programs, systems, and procedures and oversees their implementation in accordance with DoDD 5134.12.
- b. Functions as the DoD claimant for energy commodities required by the DoD. Submits DoD claims to the Department of Energy and defends their requirement in coordination with the CJCS.
- c. Resolves industry allocation conflicts and prioritizes government energy commodities requirements in consultation with Participating Agencies.
- d. Reviews requests from the joint petroleum offices (JPOs) for the release of Prepositioned War Reserve Stock (PWRS) in support of DSCA or contingency operations.

**2.2. DIRECTOR, DLA.** Under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment, and in addition to the responsibilities as the DoD Executive Agent for Bulk Petroleum in DoDD 5101.8 and in Paragraph 2.3., the Director, DLA:

- a. Oversees the provision of energy commodity support for contingency, DSCA, and exercise requirements by:
  - (1) Monitoring existing bulk petroleum, international fuel agreements, installation energy commodity contracts, and direct delivery energy commodity contracts.
    - (a) International fuel agreements require Circular-175 authorizations in accordance with Chapter 700 of Volume 11 of the U.S. Department of State Foreign Affairs Manual and authorization pursuant to DoDD 5530.3. As such, international fuel agreements should be discouraged unless there are no alternatives.
    - (b) Consider using:
      1. An implementing agreement or arrangement under an existing acquisition and cross-servicing agreement (ACSA), if applicable.
      2. A separate acquisition-only agreement (AOA). For an AOA, Circular-175 authorization will be required.
  - (2) Expanding existing energy commodity contracts.
  - (3) Establishing new energy commodity contracts, as required and if commercial capabilities are available.

- (4) Utilizing ACSAs for host nation support (HNS).
- (5) Establishing and utilizing AOAs with host nations (HNs).
- b. Provides centralized contingency, emergency, and operational fuel planning and support to DoD Components and Participating Agencies.
- c. Coordinates requirements for energy commodities and related services.
- d. Jointly reviews CCMD requests to release PWRS in support of DSCA or contingency operations with the CCMDs, Joint Petroleum Office (JPO), and ASD(S).
- e. Coordinates with DoD Components and Participating Agencies involved in DSCA to determine the most efficient energy commodity support solutions. These could be stand-alone solutions or a combination of DLA energy contracts and organic capabilities (e.g., military tactical fuel systems, tank trucks, tankers, or vessels).
- f. Establishes an international agreement program for energy commodities. Obtains the necessary DoD authority to negotiate, conclude, and amend fuel agreements in accordance with DoDD 5530.3 and DoDD 2010.9 as applicable and consistent with Section 112b of Title 1, United States Code, Part 181 of Title 22, Code of Federal Regulations, and Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 2120.01D. Requests that the Under Secretary of Defense for Acquisition and Sustainment to approve the fuel agreements in accordance with DoDD 5530.3 when needed.
- g. Processes the bulk liquid aviators breathing oxygen or bulk liquid nitrogen requirements submitted by the Combatant Commanders (CCDRs) and DoD Component representatives involved in exercise for contingency planning. These requirements should go directly to DLA Energy - Aerospace Energy QEMD by fax to 210-925-9910, or e-mail to DLAEnergyQEMD@dla.mil with a courtesy copy to the supporting DLA Energy regional office.
- h. Supports Military Department and Service exercises, including transport exercises and loading or unloading exercises using existing defense fuel support point (DFSP) capitalized inventory or direct delivery contracts.

**2.3. DOD COMPONENT AND PARTICIPATING AGENCY HEADS.** The DoD Component and Participating Agency heads:

- a. Coordinate, consolidate, and develop joint operations, contingency, exercise, and DSCA energy commodity requirements with the Director, DLA and CJCS as identified in Joint Publication (JP) 4-03.
- b. Support the Joint Chiefs of Staff (JCS) and JPOs as specified in JP 4-03.
- c. Coordinate with the JCS, DLA Energy, and the applicable JPOs on the release of PWRS in the continental United States (CONUS).

d. Request the activation of the Joint Materiel Priorities and Allocation Board (JMPAB) as specified in JP 4-03, if not satisfied with the allocation of products by DLA Energy during constrained fuel availability.

**2.4. CJCS.** In addition to the responsibilities in Paragraph 2.3., the CJCS resolves constrained energy commodity availability with the Secretaries of the Military Departments and CCDRs by convening the JMPAB as specified in JP 4-03.

## SECTION 3: PROCEDURES

### 3.1. GENERAL.

**a. Contingencies.** DLA Energy logistics support for the energy commodity requirements in joint operations and contingencies is conducted in accordance with this manual and consistent with JP 4-03. Existing guidance and standard operating instructions will apply once the joint operation or contingency transitions from deployment to sustainment.

**b. Civil Authority Support in the United States.** DoDD 3025.18 is the authoritative document on DSCA and provides guidance for executing and overseeing DSCA when requested by civil authorities or by qualifying entities and approved by the appropriate DoD official, or as directed by the President, within the United States.

**c. Federal Emergency Management Agency (FEMA).** The Interagency Agreement between FEMA and DLA establishes the guidelines for DLA to provide support (e.g., logistics and fuels) to FEMA. In accordance with the agreement, DLA Energy will fund vendor energy commodity purchases through the Defense Working Capital Fund (DWCF) and subsequently bill FEMA at contract cost plus the cost of recovery rate applicable to the fiscal year.

**d. Exercises.** In support of operational readiness, the Military Departments and Services perform frequent training such as periodic and pre-deployment exercises, including situational training exercises, and field training exercises. The Military Departments and Services also perform mobility exercises such as practicing the transport and loading or unloading of energy commodities.

**3.2. CCMD JPOs.** For specific guidance on establishing and accessing AOAs and ACSAs, see CJCSI 2120.01D. The CCMD JPOs:

a. Coordinate with the Director, DLA and the ASD(S), to conduct a joint review of requests from the DoD Components to release PWRS in support of exercises, FEMA, DSCA, or contingency operations.

b. Coordinate energy commodity requirements and support within their area of responsibility (AOR).

c. Coordinate, consolidate, and develop energy commodity requirements that are beyond available on hand inventories, HNS, or other in-theater fuel support sources. Forward the requirements to DLA Energy for sourcing and distribution.

d. Consistent with CJCS Manual 3130.03, develop joint theater Supply Class III (B) support concepts and identify the most efficient and effective theater capabilities to support ongoing and future operations with DLA Energy, subordinate commands, joint task forces, subarea petroleum offices (SAPOs), and other DoD Components.

e. Employ joint theater Class III (B) support concepts and capabilities that:



- (1) Couple existing capabilities with DLA Energy contingency contracting, CCMD strategic energy commodity capabilities, and DoD Component tactical fuel capabilities.
- (2) Combine capabilities from:
  - (a) DFSPs, PWRS, peacetime operating stock, and pre-positioned tactical fuel equipment.
  - (b) In-place DLA Energy bulk petroleum, into-plane, bunkers, and post, camp, and station (PC&S) contracts.
  - (c) Deployable fuel organizations such as DLA Energy regional offices or field offices.
  - (d) Service component tactical fuel organizations, the Offshore Petroleum Discharge System, and the Inland Petroleum Distribution System.
  - (e) Outside the continental United States (OCONUS) theater inland and intra-theater distribution of bulk petroleum including logistics over the shore and joint logistics over the shore.
  - (f) DLA intra-theater and inland petroleum distribution capabilities in a CCMD AOR through either the Military Sealift Command capabilities, international fuel agreements with HNs, or commercial contracts.
  - f. Coordinate the assignment of OCONUS inland and intra-theater bulk petroleum distribution responsibilities among the SAPOs, Service components, and DLA Energy based on DoD responsibilities, joint doctrine, and the most efficient and effective distribution solution and capabilities.
  - g. Consistent with JP 4-03, assign responsibilities for theater Supply Class III common-user logistics, as described in CJCS Manual 3150.14B.
  - h. Use the contingency operation procedures in CJCS Manual 3150.14B.
  - i. Provide direction to SAPOs as needed, consistent with JP 4-03 when CCMDs have established SAPOs for subordinate commands or subordinate or joint task forces during a contingency.
  - j. Coordinate with the supporting DLA Energy regional office or field office, DoD Components, SAPOs, or coalition or multinational partners to determine the most efficient and effective fuel capabilities such as receipt, storage, issue, distribution, quality surveillance, and inventory posture to be utilized in support of contingency operations.
  - k. If assigned lead nation responsibilities for Class III (B) bulk petroleum, as described in JP 4-08, coordinate coalition partner Class III (B) fuel requirements for resupply and support, including allocation in cases where demand exceeds available inventory.

- l. Upon initiation of contingency operations, direct DFSPs within the CCMD AOR to:
  - (1) Put all available storage into service.
  - (2) Coordinate with their supporting DLA Energy regional office or field office to top off all ullage by transfer of fuel from intermediate DFSPs to base-level DFSPs.
- m. Upon initiation of contingency operations, direct the DFSPs through the Service components to execute their critical infrastructure protection programs.
- n. Forward requests to the CJCS for:
  - (1) Release of strategic dual or joint apportioned bulk petroleum distribution capabilities, when apportioned for two or more CCMDs, such as the Offshore Petroleum Discharge System.
  - (2) Consolidated tankers required for direct support of fleet operations.
  - (3) Military Sealift Command Ready Reserve Fleet tankers.
  - (4) Petroleum Distribution System or other vital capabilities required to establish the theater Class III (B) distribution capability.
- o. In coordination with the SAPOs and Service components, identify the required request for forces for tactical fuel organizations, personnel augmentation, and equipment to the deployment managers for the CCMD and the JCS for apportionment and deployment.
- p. Coordinate with the DoD Components and the supporting DLA Energy regional office for:
  - (1) Forward deployment of joint petroleum, oil, and lubricants (POL) teams.
  - (2) Operational Class III (B) requirements.
  - (3) Resupply within specified sub-AORs within the CCMD AOR.
- q. Develop and submit energy commodity resupply slate requirements to DLA Energy through the supporting DLA Energy regional office.
  - (1) Project the first 90 days of requirements in the initial slating.
  - (2) Adjust initial slating as requirements and operational tempo mature.
  - (3) Consider the required time lag for DLA Energy to source and arrange transportation for free on board (FOB) destination delivery.
- r. Review the DLA Energy Inventory Management Plan (IMP), which can be found at the DLA Energy Secure Internet Protocol Network Website, <http://www.dla.smil.mil/desc/plan/index.html>. The IMP contains minimum procurement, order, and shipping lead-times for refinery sourcing and subsequent deliveries by oceangoing tankers.

- s. Develop follow-on energy commodity resupply slates for 90-day periods and forward to DLA Energy no later than 30 days before the first requirement is required for FOB destination delivery.
- t. Develop and submit direct delivery requirements to DLA Energy through the supporting DLA Energy regional office for into-plane, bunker, and PC&S contracts.
- u. Coordinate with the supporting DLA Energy regional office to determine the potentially available commercial sources for development of direct delivery requirements.
- v. Coordinate with the CJCS for authorization to release PWRS subject to IMP review.
- w. For OCONUS locations, assign transportation responsibilities for over-the-shore and in-land fuel distribution in accordance with Military Department and Service responsibilities designated in a coordinated interagency agreement.
- x. Allocate energy commodities among component commands or coalition multinational partners. Make such allocation when the quantity of DoD claimant stocks does not equal those required, and to verify that requirements for priority operational commitments are supported.

### **3.3. ENERGY COMMODITY REQUIREMENT IDENTIFICATION.**

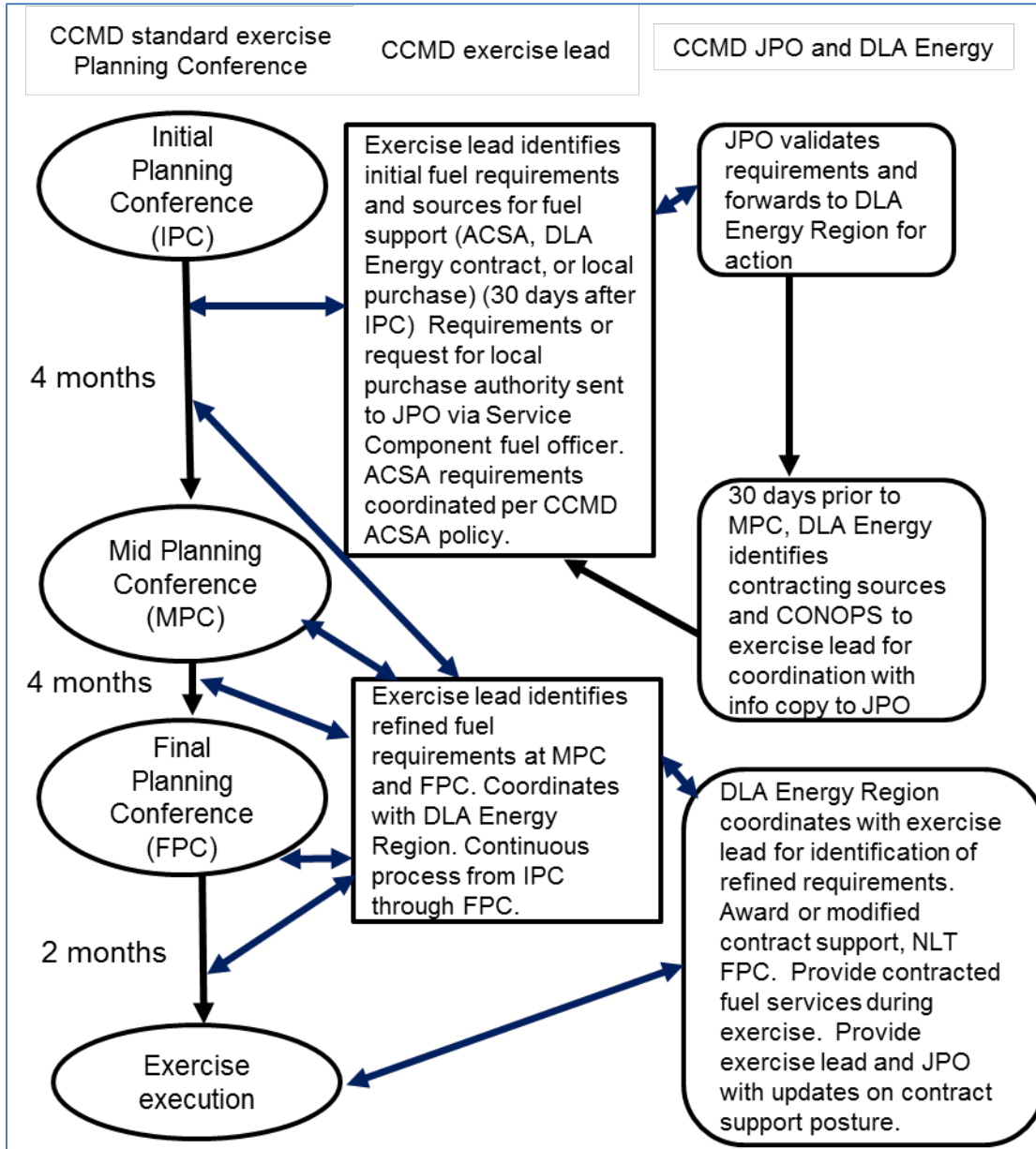
a. The CCMD JPOs:

(1) Notify the supporting DLA Energy regional office regarding new energy commodity requirements using the generic requirements process flow in Figure 1 with:

- (a) Product by military specification or commercial specification.
- (b) Any environmental requirement or restriction.
- (c) Any climate requirement.
- (d) Related information specific to the operation being supported.

(2) Use the requirements to identify energy commodity sources and arrange purchase and delivery procedures when they cannot be fulfilled from DFSP inventories, Military Department-owned inventories at tactical fuel systems or sites, existing delivery contracts, or inventories provided by HNS agreements.

**Figure 1. Generic Fuel Requirements Coordination Process for Exercises and Contingencies.**



(3) Coordinate with DoD Component fuel offices and validate all requests for contracted support before forwarding to DLA Energy when operational requirements exceed vendor distribution capabilities due to remote location, aircraft hot refueling, or operational security.

b. As identified in JP 4-03, the CCMD JPOs and combined or joint task forces (C/JTFs) coordinate with the supporting DLA Energy regional office field office to get fuel supplies and services to satisfy identified requirements.

**3.4. GROUND ENERGY COMMODITY SUPPORT.** Ground energy commodity transactions are historically the most difficult to coordinate and monitor at the tactical or local level. Accordingly, the C/JTF comptroller may establish a single DoD activity address code (DoDAAC) or a DoDAAC for each participating Military Department and Service for ground energy commodity transactions before deployment to streamline financial actions.

**3.5. ENERGY COMMODITY SUPPORT SOURCES.** DFSPs receive energy commodities and related services for fuel requirements that are beyond capitalized inventories stocks held at the DFSPs, Military Department-owned inventories (normally held in tactical fuel systems or sites), and stocks provided by an HN per a standing agreement from three sources.

a. DLA negotiates, concludes, and amends international agreements relevant to its mission in accordance with DoDD 5530.3.

(1) **International Agreement Process.** The DoD Components and Participating Agencies may submit requirements for international agreements. The requestor will submit a statement of requirement for an international agreement to the CCMD's J4 JPO for the foreign country that is within the CCMD's AOR with an informational copy to the respective service control point (SCP). The applicable CCMD JPO reviews, validates, and forwards the requirement to DLA Energy via the supporting DLA Energy regional office.

(2) **Types of Agreements.** Agreements may include provisions to receive energy commodities and related services tailored to meet the needs of the DoD customer, DLA Energy, and the foreign government. DLA negotiates:

- (a) Direct bill agreements.
- (b) ACSAs.
- (c) AOAs.

b. When negotiating agreements with foreign governments, including foreign and militaries, DLA:

- (1) Provides financial management of fuel exchange agreement and direct bill agreements accounts.
- (2) Establishes the settlement threshold.
- (3) Reconciles and provide cross-servicing of accounts, transaction processing, repayment, and settlement.
- (4) Validates and certifies fuel invoices.
- (5) Reviews supporting financial documentation.

(6) Provides legal support as necessary in the preparation of negotiations with foreign governments.

(a) Transmits copies of executed international agreements to the Department of State in accordance with Section 112b (a) of Title 1, United States Code, and to the Deputy General Counsel for International Affairs, Office of the DoD General Counsel.

(b) Drafts legal memoranda in support of international agreements when required.

(7) Designates representatives to act as the focal point for each agreement within their AOR and to perform day-to-day management of agreements.

(8) Provides support to the DoD Components and Participating Agencies with commercial vendor delivery contracts and the Government Fuel Card program.

c. A DoD Component contract officer may purchase energy commodities locally from a vendor not under DLA Energy contract when the purchase satisfies the local purchase authorization criteria defined in this section. The authorization criteria vary depending on product type, location, and usage.

### **3.6. ENERGY COMMODITY SOURCING PROCEDURES.**

#### **a. U.S. Government Aviation Into-plane Reimbursement (AIR) Card®.**

(1) The DoD Components will use the AIR Card ® to support aviation fueling and refueling requirements during exercises, joint operations, and contingencies if participants possess an AIR Card® and there is an AIR Card® accepting merchant available for:

(a) Fueling aircraft at a commercial airport location (into-plane).

(b) Receipt and transport of fuel from a commercial airport to a location by Service component trucks (into-truck).

(c) Vendor delivery of fuel into storage tanks into-tank or storage bladders (into-bladders) at a commercial airport location.

(d) Into-plane aircraft fueling at the exercise, joint operation, or contingency location directly from the vendor, in accordance with Section 9 of Volume 7 of this manual.

1. Notify the supporting DLA Energy regional office concerning requirements or details.

2. Have the deployed unit present the AIR Card® to the vendor when receiving fuel.

(e) Into-truck for receipt and transport of aviation fuel by Service component trucks to the exercise, joint operation, or contingency location for aircraft refueling:

1. Record all sale transactions using the DLA system of record and keep appropriate transaction source documents in accordance with Section 8 of Volume 7 of this manual.

2. Record all receipts using the DLA system of record or a locally developed spreadsheet equivalent.

(2) DoD Components notify the supporting DLA Energy regional office concerning requirements or details.

(3) DLA Energy:

(a) Re-bills individual aircraft sales using transaction data provided by the unit after the exercise, joint operation, or contingency.

(b) Verifies vendor support, processes contract line item numbers, or solicits vendor support as necessary to provide fuel support.

(4) The deployed unit:

(a) Upon request, provides to DLA Energy a DoDAAC, organization code, accounting processing code (APC), line of accounting (LOA), and travel expense claim (TEC) as applicable to use for billing of into-truck fuel charges through the DLA system of record.

(b) Orders the into-truck AIR Card® before the exercise, joint operation, or contingency start date.

(c) Upon request, coordinates aircraft or equipment sales accounting procedures with DLA Energy before the exercise, joint operation, or contingency start date.

(d) Records all into-truck fuel transactions using the DLA system of record and keeps appropriate transaction source documents in accordance with Section 8 of Volume 7 of this manual.

(e) Records all into-truck fuel receipts using the DLA system of record or a locally developed spreadsheet.

(f) Presents the into-truck AIR Card® to the vendor when receiving fuel during the exercise, joint operation, or contingency.

(g) Upon exercise, joint operation, or contingency completion, contacts DLA Energy for disposition instructions on all DLA system of record data and paperwork.

(5) For into-tank or into-bladder fuel, deploying units:

(a) Identify a requirement for vendor delivery of aviation fuel to the exercise, joint operation, or contingency location into storage tanks or storage bladders for aircraft fueling from the tanks or bladders.

(b) Use the AIR Card® for vendor delivery of aviation fuel to non-capitalized storage tanks or storage bladders in circumstances when the exercise, joint operation, or contingency fuel storage location is at or near a commercial airport.

(c) Upon request, provide to DLA Energy a DoDAAC, LOA, organization code, APC, and TEC to use for billing of into-tank or into-bladder fuel charges through the DLA system of record.

(d) Order the AIR Card® before the exercise, joint operation, or contingency start date.

(e) Record all into-tank or bladder transactions using the DLA system of record and keep appropriate transaction source documents in accordance with Section 8 of Volume 7 of this manual.

(f) Record all into-tank or into-bladder fuel receipts using the DLA system of record or a locally-developed spreadsheet equivalent.

(g) Present the AIR Card® to the vendor when receiving fuel during the exercise, joint operation, or contingency.

(h) Upon exercise, joint operation, or contingency completion, contact DLA Energy for disposition instructions on all DLA system of record data and paperwork.

(6) Upon request, the deploying fuels accountant will coordinate aircraft or equipment sales accounting procedures with DLA Energy before the exercise, joint operation, or contingency start date.

(7) DLA Energy:

(a) Provides fuel support through the PC&S program when applicable.

(b) Issues an into-truck fuel card to the unit for the specific exercise, joint operation, or contingency if an AIR Card® is approved.

**b. Ships' Bunkers Easy Acquisition (SEA) Card® Program.** DoD Components use the SEA Card® Program for commercial vessel propulsion fuel for military and other U.S. Government vessels at commercial and military ports worldwide. It is also used to get fuel at SEA Card® Program locations for vessels that participate in exercises, joint operations, and contingencies.

(1) DLA Energy:

(a) Provides support to enrolled vessels with electronic ordering and receipting of ships' bunker propulsion fuel at commercial seaports for contract and non-contract purchases with the SEA Card® Program.



(b) Coordinates with the service fuel card component manager, who authorizes the request for access to the DoD SEA Card® Order Management System (DoD-SCOMS®).

(c) Coordinates internally to arrange to support the exercise, joint operation, or contingency upon request from the vessel.

(2) The vessel ordering officer:

(a) Follows standard SEA Card® procedures to order and receive fuel. All enrolled bunker fuel contractors participate in the SEA Card® Program.

(b) Contacts the supporting DLA Energy regional office when the vessel is not able to get fuel from a DLA Energy bunkers merchant. DLA Energy coordinates internally to arrange to support the exercise, joint operation, or contingency.

(c) Contacts DLA Energy to participate in the program if the vessel is not a current SEA Card® program participant and the vessel is able to fuel at bunkers merchants in accordance with contract requirements.

(d) Contacts the supporting DLA Energy regional office with fuel requirements and details when time does not permit enrollment and to make alternate fuel delivery arrangements.

(e) Uses the Ships' Bunkers Program when the vessel cannot get fuel using DoD-SCOMS®.

**c. DoD-SCOMS®.**

(1) DoD Components use the web-based SEA Card® to:

(a) Initiate fuel requests for vessels.

(b) Communicate with merchant's online response to fuel requests.

(c) Capture specific fuel delivery information, including fuel type and quantity, from electronic transaction data.

(d) Use DLA Energy contract bunkers merchants and vessels participating in the open market (i.e., local purchase) pilot program.

(e) Order and get fuel at SEA Card® locations using the contract location information in DoD-SCOMS®.

(f) Contact the supporting DLA Energy regional office when fuel is unavailable through the program to make alternate fuel delivery arrangements or if a vessel does not have access to DoD-SCOMS®.

(g) Use fuel support supplied by an HN and billed to DLA Energy for exercise, joint operation, or contingency support through international fuel agreements in accordance with the example energy planning matrix in Figure 2.

(h) Notify the supporting DLA Energy regional office concerning requirements or details.

(i) Identify their requirement for direct fuel delivery by a vendor to the exercise, joint operation, or contingency site into tactical storage equipment (truck, tank, or bladder) or to a specified location where the DoD Components load and transport the fuel onward to the exercise, joint operation, or contingency site.

(j) Follow the authoritative exercise documents with detailed procedures and responsibilities.

(k) Notify the supporting DLA Energy regional office with the requirements and details as indicated in the example DLA Energy planning matrix in Figure 2.

(2) DLA Energy:

(a) Coordinates internally to arrange support for the exercise, joint operation, or contingency.

(b) Charges the difference to the unit when the invoiced quantity exceeds the sale quantity.

(c) Coordinates internally to arrange to support less than minimum quantities required for the exercise, joint operation, or contingency.

(d) Verifies vendor support under existing contracts, processes contract line item numbers, or arranges vendor support as required.

(3) The deployed unit:

(a) Provides to DLA Energy an LOA, DoDAAC, organization code, APC, or TEC to process aircraft, ground fuel, and non-fly sales back to the unit through the DLA system of record.

(b) Coordinates aircraft or equipment sales accounting procedures with DLA Energy before the start date.

(c) Records all sale transactions using the DLA system of record and keeps appropriate transaction source documents in accordance with Section 5 of Volume 10 of this manual.

(d) Records all receipts using the DLA system of record or a locally developed spreadsheet equivalent.

(e) Contacts DLA Energy for disposition instructions on all DLA system of record data and paperwork upon exercise, joint operation, or contingency completion.

(f) Verifies reported quantities upon request by DLA Energy.

(4) For capitalized delivery locations, the responsible officer (RO), terminal manager (TM), or DLA Energy quality assurance representative (QAR) processes receipt transactions into the DLA system of record in accordance with Section 5 of Volume 12 of this manual.

(5) For non-capitalized delivery locations, the fuel officer will receive the fuel into DoD Component-owned inventory in accordance with DoD Component procedures.

#### **d. DoD Fleet Card Program.**

(1) DoD Components use the fleet card for tactical vehicle fueling at commercial service stations for purchases up to the micro-purchase threshold designated in the Part 13 of Volume 1 of the Federal Acquisition Regulation.

(2) When refueling vehicles away from CONUS military installations, the DoD Fleet Card is not typically accepted at overseas locations except for Army and Air Force Exchange Service and Navy Exchange military exchanges.

#### **e. Local Purchase Evaluation and Approval Process for Bulk Petroleum.**

(1) DLA Energy supports the local purchase evaluation and approval process for bulk petroleum.

(2) DLA Energy issues local purchase authorization numbers to the supporting DLA Energy regional office according to the authorization criteria for:

(a) **Emergency Requirements.** Local purchase is authorized when the requirement does not permit obtaining a DLA Energy contract through normal procurement channels. The user determines need for emergency procurement. Emergency procurement should cover only the amount calculated to sustain immediate operational needs and only be used until normal contracting channels are secure.

(b) **Aviation Fuel.** Local purchase is authorized for aviation requirements for quantities up to 10,000 U.S. gallons (USG) for CONUS locations or 20,000 USG for OCONUS locations of each grade per refueling site when into-plane and AIR Card® vendors are not available.

(c) **Ships Bunkers.** Local purchase may be authorized to satisfy ships' bunker requirements under the following conditions:

1. One-time delivery purchases, regardless of quantity, to bunker ships at port locations where DLA Energy has no contract.

2. Where DLA Energy contracts are available but the ordered quantity is less than the contract minimum quantity.

3. Where DLA Energy contracts are available but the advance delivery notice is less than the required contractual time.

4. Local purchase is authorized when quantities for a single product do not exceed 84,000 USG when no other conditions are met.

(d) **Ground Fuel.** Local purchase is authorized for ground fuel requirements for quantities up to 10,000 USG for CONUS locations or 20,000 USG for OCONUS locations of each grade per refueling site.

(e) **Merchant Bills.** If a merchant will not accept any DLA Energy sponsored fuel card, the Standard Form 44, "U.S. Government Purchase Order-Invoice-Voucher," can be used in place of cash in accordance with the procedures in Section 8 of Volume 3 of this manual.

(3) When purchasing local fuel, the DoD Components will:

(a) Use into-plane contracts at commercial airports when available.

(b) Use the AIR Card® without requesting DLA Energy authorization when a commercial airport lacks any DLA Energy into-plane contract coverage.

(c) Request that DLA Energy contract for aviation fuel at commercial airports when military aircraft missions require refueling at such locations and requirements exceed minimum local purchase amounts.

(d) Notify the supporting DLA Energy regional office with the requirement and request local purchase approval (optional if requirement meets explicit authorization criteria).

(e) Contract, pay, and account for purchased fuel.

(f) Complete fuel inspection, acceptance, and quality surveillance after receipt.

(g) Own the purchased fuel.

(h) Identify and negotiate with the vendor for any environmental costs.

(i) Notify the supporting DLA Energy regional office to request DLA Energy acceptance of locally purchased fuel that remains upon exercise, joint operation, or contingency operation completion into DWCF-capitalized inventory.

**3.7. ENERGY COMMODITY ALLOCATION.** This paragraph applies to worldwide distribution of DWCF energy commodities and addresses referral of product allocation issues to the JMPAB established. Allocation decisions may require JMPAB intervention if DLA Energy, the Military Departments, Military Services, and CCMDs cannot agree on distribution patterns and actions during periods of limited product availability.

**a. Requests for JMPAB Action.**

(1) The DoD Components:

(a) Submit requests for the JMPAB to make energy commodity allocation determinations only under extreme conditions:

1. Anticipated DLA Energy distribution planning and actions will result in supply failure.
2. Unacceptable degradation of war reserve stock.
3. Wartime sustainability due to war reserve drawdown.
4. Bilateral discussions fail to achieve satisfactory results for all concerned parties.

(b) Hold bilateral discussions when a Military Department, Military Service, or CCMD disagrees with DLA Energy distribution plans and actions during periods of supply shortages.

(c) Hold discussions to resolve disagreements without need to resort to JMPAB adjudication.

(d) Submit requests to the Joint Staff Logistics Directorate by message or memorandum with informational copies to other affected DoD Components with:

1. Products by national stock number (NSN) with quantities and required delivery dates.
2. Region affected.
3. Operational impact.
4. Current inventory status of region DFSPs in barrels, and number of combat days of supply provided by that inventory.
5. PWRS level, number of combat days of supply provided by PWRS level, and projected consumption for the next 60 days.
6. Resupply forecast provided by DLA Energy.
7. Additional data that may influence the distribution plan such as potential for host-nation support, DLA Energy international fuel agreements and pending receipts.

(2) DLA:

(a) Provides the Joint Staff Logistics Directorate the current inventory level for each product of concern for each region worldwide, including in-transit inventory.

(b) Provides a recommended resolution and supporting data including long-range projections, possible cargo diversions, and feasibility of stock redistribution.

(c) Provides data to the CJCS within 48 hours of receipt of inventory.

**b. JMPAB Action.**

(1) The JMPAB:

- (a) Develops a recommended position for inclusion in the decision package.
- (b) Places the matter before the JMPAB.
- (c) Determines a course of action.
- (d) Specifies the duration of the prescribed actions.
- (e) Prepares an implementing memorandum or message in the name of the CJCS.
- (f) Forwards to the appropriate DoD Components.

(2) The Secretary of the JMPAB verifies that the decision package includes all pertinent data, in particular, the operational impacts of various options available.

**c. DLA Energy Accelerated Action.** DLA Energy:

- (1) Advises the JMPAB if the situation demands action before the administrative process is complete.
- (2) Requests an expedited decision.
- (3) Pending issuance of a decision, in coordination with the CJCS, proceeds with the action it considers most prudent while keeping the JMPAB informed.

**3.8. DIRECT BILLING FOR HN AND NON-CONTRACTED COMMERCIAL SUPPORT.**

a. The DoD Components manage payments and direct billing for energy commodities and related services supplied by an HN and billed to DLA Energy for exercise, joint operation, or contingency support.

b. This information is applicable for HN and non-contracted commercial support only (not for contracted fuel purchases with into-plane, AIR Card®, bunker, SEA Card®, or PC&S contracts or bulk purchases).

c. The DoD Components and Participating Agencies:

(1) Prepare invoices for energy commodity and related services supplied by an HN and billed to DLA Energy for exercise, joint operation, or contingency support.

(2) Send invoices to DLA Finance J822 Energy Support Office, 1014 Billy Mitchell Blvd, San Antonio, TX 78226-1859.

(3) Include on the invoice:

(a) Address and contact information of billing organization including telephone number, fax number, and e-mail address if available.

(b) Invoice or reference number.

(c) Date of invoice.

(d) Quantity of product billed.

(e) Unit price.

(f) Total price.

(g) Remittance instructions.

(h) Supporting documentation, such as fuel tickets or receipts that equal the total quantity billed.

(4) Provide supporting documentation with:

(a) Date of transaction.

(b) Location of transaction.

(c) Type of fuel issued.

(d) Quantity of fuel issued.

(e) Type of aircraft, vehicle, equipment or vessel receiving the fuel.

(f) Aircraft, equipment or vehicle registration number, or vessel name.

(g) Purchasing unit's organization identification or codes.

(h) Printed name and signature of receiving unit's representative.

(5) Contact DLA Energy personnel:

(a) By sending an e-mail to [dlaedirectbill@dla.mil](mailto:dlaedirectbill@dla.mil).

(b) By calling telephone number (210) 925-4501 or DSN 945-4501; (210) 925-0259 or DSN 945-0259.

(c) By faxing (210) 925-9520 or DSN 945-9520.

(6) Include remittance information for payments to foreign vendors and foreign governments.

(7) Disburse payment with the following information:

(a) For payments by check:

1. U.S. dollars (payment disbursed with a U.S. Treasury check).
2. Complete mailing address for check delivery.
3. Name and telephone number of contact person in case of inquiry.

(b) For payments by foreign currency:

1. Complete mailing address for check delivery by a commercial courier delivery service through the installation traffic management office.

2. Name and telephone number of contact person for inquiry or delivery problems.

(c) E-mail address and fax number of vendor or government organization contact person, if available.

(8) Disburse payments by electronic funds transfer with the following information:

(a) For U.S. dollars:

1. Vendor or government organization name and address.
2. Name and address of the foreign bank.
3. The foreign bank's Society for Worldwide Interbank Financial Telecommunication (6-8-character) code.
4. Account name.
5. Account number or international bank account number.
6. Other bank codes or bank identifiers.

(b) For foreign currency:

1. Vendor or government organization name and address.
2. Name and address of the foreign bank.
3. The foreign bank's Society for Worldwide Interbank Financial Telecommunication (6-8 character) code.



4. Account name.
5. Account number or international bank account number.
6. Other bank codes or bank identifiers.

(c) Name, telephone number, e-mail address, and fax number of vendor or government organization contact person, if available.

## **SECTION 4: CONTINGENCY OPERATIONS**

**4.1. GENERAL.** Energy logistics support for joint operations and contingencies are conducted consistent with JP 4-03. The contingency planning and analysis process and procedures for DLA Energy in support of joint operations are consistent with JP 5-0, CJCSI 3100.01C, and CJCSI 3110.03E.

**4.2. CCMD C/JTF.** The CCMD C/JTF:

- a. Determines required location(s), identifies potential sources for energy commodity support, and provides requirements to the applicable CCMD JPO as early as possible.
- b. Establishes a single DoDAAC or a DoDAAC for each participating Military Department and Service for ground fuel support before C/JTF deployment.
- c. Verifies that the C/JTF comptroller provides required financial information to the supporting DLA Energy regional office for all energy commodities provided by DLA Energy contracts and international fuel agreements before the start of the contingency.
- d. Maximizes lead times for submitting energy commodity requirements when operations transition from deployment to sustainment.
- e. Oversees all processing details with respect to sales and verification that authorized participants are fully covered in the appropriate contingency document and that this document is fully disseminated to all applicable members, including the RO at participating DFSPs and within DLA Energy.
- f. Forwards the completed worksheet in Appendix 4D to the SCP for CONUS and CCMD JPO for OCONUS by fax or e-mail, which may require Secret Internet Protocol Router Network or secure phone capability.

**4.3. CCMD JPO.** The CCMD JPOs:

- a. Validates contingency energy commodity requirements and forwards, as required, to the supporting DLA Energy regional office.
- b. Coordinates with the C/JTF SAPO for follow-on requirements or ongoing energy commodity support operations.
- c. Coordinates with the supporting DLA Energy regional office to access the energy commodity supply chain.
- d. Develops analysis and recommendations for military tactical fuel distribution in lieu of commercial contract distribution as warranted by operational necessity.

- e. Participates in the formulation of the authoritative contingency document.
- f. Uses the open market purchase request worksheet in Appendix 4D to request energy commodity support beyond what is currently available.
- g. Coordinates with DLA to achieve the most expedient and responsive vendor support.

**4.4. DOD COMPONENTS.** The DoD Components:

- a. Assist the C/JTF with energy commodity support responsibilities.
- b. Assist the C/JTF with analysis of military tactical fuel distribution solutions.
- c. Participate in the formulation of the authoritative contingency document and verify that all the responsibilities in this section are covered in the document.
- d. Inspect energy commodities, accept delivery on FOB destination contracts, and perform quality surveillance after receipt.
- e. Use the open market purchase request worksheet in Appendix 4D to request energy commodity support beyond what is currently available.

**4.5. DLA ENERGY REGIONAL OFFICES.** The DLA Energy regional offices:

- a. Notify DLA Energy of the requirement.
- b. Coordinate energy commodity requirements and sourcing actions with the appropriate DLA Energy Business Unit.
- c. Coordinate through DLA Energy regional office contracting officers with the CCMD JPO concerned to access contract energy commodity support.
- d. Provide 24 hours a day, 7 days a week customer service regarding any DLA Energy contract concerns.
- e. As required, provide quality assurance support for DLA Energy contracts.
- f. Coordinate international fuel agreement implementation with requesting agencies and the HN.
- g. Distribute the financial information received from the C/JTF comptroller to all parties as necessary.
- h. Verify that the authoritative contingency documents fully reflect all required DLA Energy regional office responsibilities, including DFSP transaction processing oversight.

**4.6. CLASSIFIED CONTINGENCIES.** DLA Energy has no authorization to solicit contracts for operations that have classified requirements or to process transactions into the DLA system of record for classified operations.

a. DoD Components:

(1) Solicit new contracts needed to meet energy commodity requirements for a classified operation only if the requirement is declassified.

(2) Track all energy commodity transactions during the operation.

(3) After declassifying the operation, request approval from DLA Energy to allow the transaction to process into the DLA system of record.

(4) Process all transactions tracked during the operation into the DLA system of record only after declassifying the operation and after DLA Energy has granted approval and added accounting information to that system.

b. Deployed units process transactions into the DLA system of record using that system's accounting information in accordance with procedures in this section and Volume 7 of this manual.

c. The CCMD or JPOs:

(1) Notifies DLA Energy with the contingency requirements.

(2) Provides declassification authorization of a requirement if a contract solicitation is needed.

(3) After completing the operation, provides declassification authorization to DLA Energy if individual transactions tracked by the Service components during the operation need processing into the DLA system of record.

d. DLA Energy:

(1) Coordinates declassified requirements internally as needed.

(2) Adds the accounting information to the DLA system of record.

**4.7. FOREIGN NAVY GUEST PARTICIPATION.** General practice during foreign nation naval unit participation in a Navy-sponsored contingency is for the foreign naval unit to purchase return-trip energy commodity locally.

a. The cognizant Naval command informs the foreign naval command in advance of the contingency.

b. If the United States provides return-trip energy commodity, the cognizant DoD Component:

- (1) Notifies the supporting DLA Energy regional office before a contingency.
  - (2) Provides billing information to verify procedures for payment by the foreign government are in place.
- c. The guest naval unit provides its billing information to the DoD Component. If this information isn't provided, the Department of the Navy is responsible for the cost of the product issued.

## **APPENDIX 4A: CONTINGENCY PLANNING PROCESS**

### **4A.1. GENERAL.**

a. This appendix implements the DLA Class III bulk process and business rules for adaptive contingency planning in accordance with DoDD 3025.18 and consistent with CJCS Manual 3130.03. The process and business rules are established to verify Class III (B) support for CCMD contingency plans. This process complements the overall logistics planning process by providing guidance for the comparative analysis of commander-derived requirements deemed necessary to support plans with time-phased force deployment data (TPFDD).

b. The CCMD JPOs validate and forward Class III (B) requirements to DLA for sourcing, analyzing, and developing a DLA support plan consistent with CJCS Manual 3130.03. Consistent with CJCS Manual 3130.03, DLA supports the CCMD with the following planning products:

(1) POL planning for the DLA support plan established with each CCMD.

(2) Concept of operations (CONOPS) for contingencies.

(3) Sourcing analysis of planned time-phased contingency requirements and logistics sustainability analysis (LSA) outlining risks and feasibility support of the industry supplier base and DLA Energy capabilities.

**4A.2. OBJECTIVE.** The primary objectives of Class III (B) planning are to:

a. Provide each CCDR and DoD Component sufficient energy commodities and related services in the right quantities, at the right time, and right places to oversee execution of the mission.

b. Verify that an efficient, standardized, and expedient planning process is in place to accommodate adaptive and collaborative planning for contingencies.

c. Require identification of Class III (B) fuel logistics deficiencies, risks associated with deficiencies, and alternatives to address deficiencies.

### **4A.3. PROCEDURES.**

a. The CCMD JPO requests Class III (B) requirements from the Military Departments.

b. DoD Components:

(1) Employ available adaptive and crisis joint logistics planning tools.

(2) Use DLA's Integrated Consumable Item Support System or the CCMD JPO-directed modeling tool to compute energy commodity requirements.

(3) Identify requirements with time-phased delivery by location, quantity, type of product, and services required.

(4) Submit energy commodity requirements to the SAPO for validation.

(5) Submit validated requirements to the applicable JPO.

c. The JPO and the DLA Energy Liaison Office (LNO) planner:

(1) Analyzes, consolidates, and validates the Military Department requirements.

(2) Forwards the validated requirements to the supporting DLA Energy regional office commander and DLA.

d. DLA:

(1) Develops a planning matrix like the example in Appendix 4B for each plan that outlines the schedule of events required to meet CCMD milestones.

(2) Uses the standard Joint Operation Planning and Execution System (JOPES) planning timeline in Appendix 4C consistent with JP 5-0.

(3) Reviews the planning matrix, general DLA supporting CONOPS, and LSA to develop the DLA Energy support plan to the CCMD requirements.

(4) Reviews the CCMD forecasted requirements, clarifies the requirements where necessary, and resolves critical issues regarding the requirements.

(5) Forwards the DLA support plans to the supported CCMD JPOs for United States Transportation Command (USTRANSCOM), United States Strategic Command, and United States Northern Command.

(6) Develops the required DLA Energy planning products, associated LSA, contingency DFSPs, stock points, and capitalization requirements.

(7) Analyzes the CCMD JPO contingency requirements to develop supporting CONOPS for coordination and integration into the CCMD plan annexes for logistics and POL.

(8) Provides support with:

(a) PWRS.

(b) AIR Card®.

(c) SEA Card®.

- (d) DoD Fleet Card.
- (e) QAR support.
- (f) Wartime HNS provided to support the United States.
- (g) Direct-delivery contracted services.
- (h) Bulk petroleum contracted resupply to FOB origin or destination.

(9) Electronically processes JOPES data and participates in the JOPES planning process to develop the planning products.

(10) Compiles the following planning products in the DLA support plan for the respective CCMD plan:

(a) Non-unit cargo POL requirement line number Data with Class III (B) sourcing data for non-unit cargo POL requirement line numbers in JOPES format.

(b) Energy commodity sourcing for contingency CONOPS with Class III (B) fuel contingency sourcing CONOPS.

(c) Contracting and services for contingency CONOPS.

(d) QAR support for contingency CONOPS.

(e) DLA Energy support CONOPS for the DLA support team with:

1. Personnel augmentation (military and civilian personnel).
2. Integrated support planning.
3. Operation coordination with the supported CCMD JPO and DLA Energy or DLA support team commander.
4. Contingency slating and inventory management.
5. Quality assurance.
6. Continuity of operations plan.
7. Sustainment, restoration, and modernization coordination.

(f) Class III (B) contingency support plan that integrates the contingency CONOPS products into a comprehensive DLA support plan.

(g) DLA Energy planning workshops with the respective CCMD JPO, SAPO, the supporting DLA Energy, DLA Energy LNOs, planners, and functional offices to develop the DLA support plan.



- (h) CCMD force flow conference and planning workshop.
- (i) Upon request from the CCDR, planning information on:
  - 1. Commercial energy commodity capabilities as part of the adaptive or crisis action planning process.
  - 2. Market intelligence of commercial capabilities to develop planning analysis and Class III (B) CONOPS.

## APPENDIX 4B. EXAMPLE DLA ENERGY PLANNING MATRIX

**4B.1.** DoD Components develop an energy commodity plan of action with a description of the activity and a schedule of events to support the CONOPS, LSA, and the CCMD requirements in the JOPES process.

**4B.2.** DoD Components and Participating Agencies may use the example of the DLA Energy planning matrix in Table 1 to develop the energy commodity requirements to support the CONOPS, LSA, and CCMD requirements.

**Table 1. DLA Energy Planning Matrix**

<b>Action</b>	<b>Response</b>	<b>Organization Responsible</b>	<b>Timeline</b>
Determine and forward DLA Energy contingency support requirements to the DLA Energy regional office commander requesting planning products.	Event driven by the CCMD J-5 Annual Force Flow Conference Schedule.	CCMD JPO	Event Driven
Initiate the development of the DLA Energy support plan for the CCMD requirements and draft the general DLA Energy support CONOPS in accordance with DLA Energy business rules and procedures, the CCMD requirements, and theater logistic management processes.	Develop concurrently during CCMD Class III (B) theater CONOPS development process the draft DLA Appendix 1(POL) of Annex D (Logistics) proving the general CONOPS for support.	DLA Energy LNO/planner	Event Driven
Review the CCMD contingency support requirements and draft DLA Energy support plan.	Review and forward to DLA Energy within one week of receipt from the CCMD JPO and DLA Energy LNO planner.	DLA Energy Regional Office Commander	7 Days
Review the CCMD contingency support requirements and draft DLA Energy support plan and forward documents to DLA Energy and provide guidance as required.	Review and forward to DLA Energy within 1 week of receipt from the DLA Energy regional office commander.	DLA Energy	7 Days
Review the CCMD contingency requirements, draft DLA Energy support plan and guidance, and coordinate with DLA Energy for the required product planning support data.	Notify functional offices of their respective requirements within 1 week from receipt of guidance and documents from DLA Energy.	DLA Energy	7 Days

**Table 1. DLA Energy Planning Matrix, Continued**

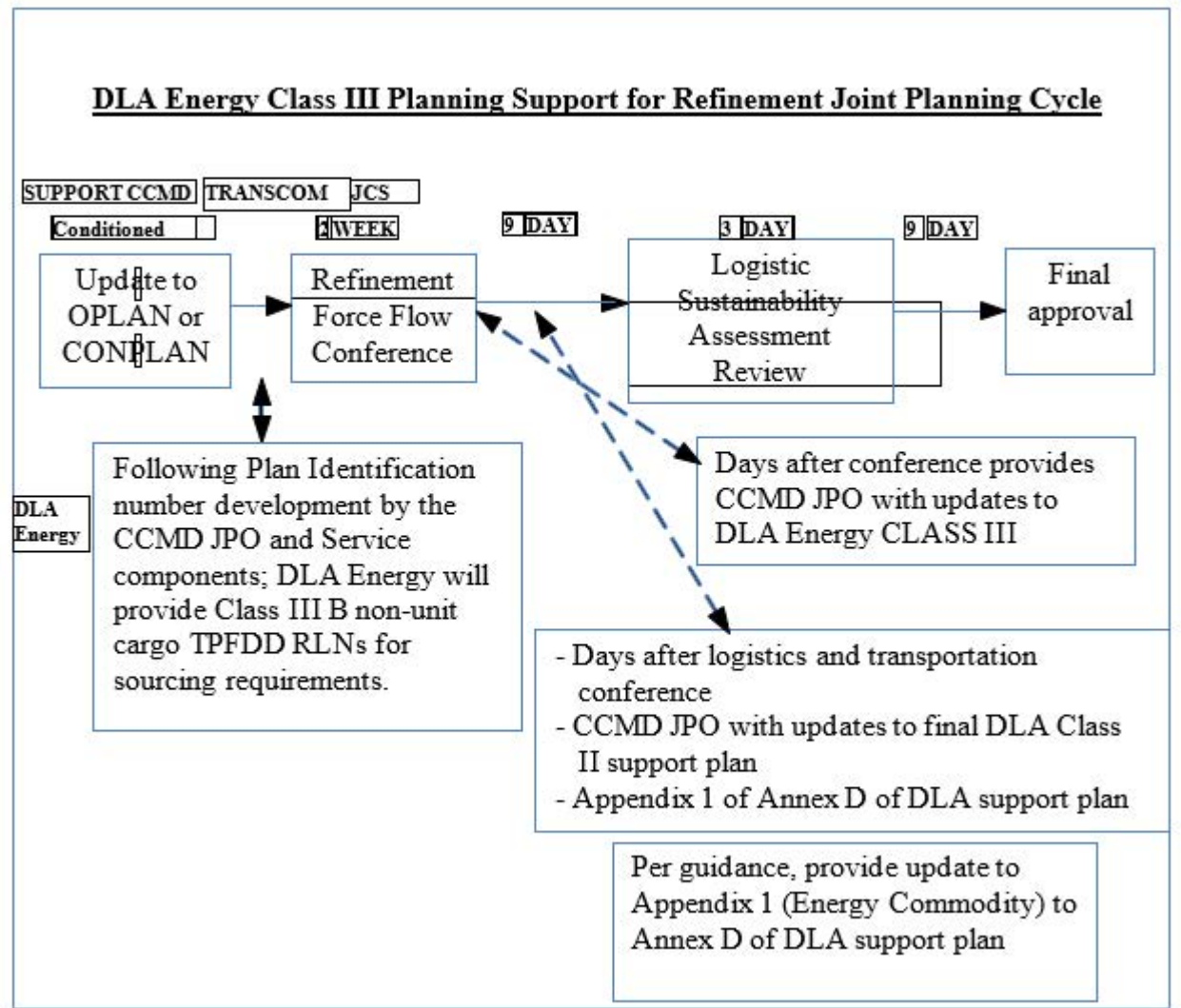
<b>Action</b>	<b>Response</b>	<b>Activity</b>	<b>Timeline</b>
Develop non-unit cargo Class III (B) sourcing data.	Sourcing data required within 30 days to DLA Energy from the date of notification of the requirement.	DLA Energy	30 Days
Contingency bulk fuel sourcing CONOPS	Required within 30 days to DLA Energy from the date of notification of the requirement.	DLA Energy	30 Days

## APPENDIX 4C: JOPES TIMELINES

**4C.1.** DoD Components and Participating Agencies participate in the JOPES planning process to develop the energy commodity requirements, logistics supportability, and support plan for the energy commodities, which are incorporated into Appendix 1 for Energy Commodity to Annex D of the CCMD plan consistent with the procedures in JP 5-0 and JP 4-03.

**4C.2.** DoD Components and Participating Agencies may use the JOPES timeline as outlined in Figure 2 for the energy commodity planning support during the refinement joint planning cycle.

**Figure 2. JOPES Timeline**



## APPENDIX 4D: OPEN MARKET PURCHASE REQUEST EXAMPLE WORKSHEET

**4D.1.** During the operation planning process, DoD Components and Participating Agencies may:

a. Send open market purchase requests for energy commodity support requirements that exceed what is currently available.

b. After completing the analysis of energy commodity requirements using the procedures in JP 5-0, CJCSI 3100.01C, and CJCSI 3110.03E, request support from applicable CCMD JPO by providing information as outlined in the example worksheet in Table 2 (a separate worksheet is required for each grade of fuel per location).

**4D.2.** The CCMD JPOs:

a. Validate energy commodity support necessary to meet the requirements in the operations plans using the procedures in JP 5-0, CJCSI 3100.01C, and CJCSI 3110.03E.

b. Send validated requirements to the DLA Energy Regional Operations Center 120 days before the date that the product is required to be in-place (150 days for U.S. Africa Command).

**4D.3.** To process the purchase request with the information in the example worksheet in Table 2, the DLA Energy Regional Operations Center needs the validated product requirements not later than 120 days before the date that the fuel is required to be in-place (150 days for U.S. Africa Command).

**Table 2. Example Worksheet for an Open Market Purchase**

<b>Information Required for an Open Market Purchase Request</b>	
<b>1. Requirement type</b>	
a. New	
b. Revised	
c. Item number for revisions to current purchase orders	
<b>2. Requesting DoD Component (Mark only one)</b>	
a. Army	
b. Navy	
c. Air Force	
<b>3. Billing DoDAAC Signal and Fund Code to determine where to send the fuel bill. Provide a supplemental DoDAAC if Signal or Fund Code is "B" or "C"</b>	
a. Billing DoDAAC	
c. Fund Code	

**Table 2. Example Worksheet for an Open Market Purchase, Continued**

<b>Information Required for an Open Market Purchase Request</b>	
b. Signal	
<b>4. Delivery DoDAAC assigned to the delivery location</b>	
<b>5. Requester information for the person filling out the request</b>	
a. Requester Name	
b. Title	
c. Phone number	
<b>6. Activity information</b>	
a. Name	
b. Commercial mailing address	
c. Commercial street address	
<b>7. Delivery address with the exact location fuel is to be delivered to with Street Address or Global Positioning System Coordinates</b>	
<b>8. Ordering Officer information</b>	
a. Name	
b. Commercial phone number	
<b>9. CONOPS with a description of how the product will be used and the function to be performed</b>	
<b>10. Estimated Requirements</b>	
a. Grade of Fuel Requested	
b. NSN. Use information on the Internet at the DLA Energy Website <a href="http://www.dla.mil/energy">http://www.dla.mil/energy</a> or contact DLA Energy at <a href="mailto:dlacontactcenter@dlam.mil">dlacontactcenter@dlam.mil</a> to identify the assigned NSN #.	
c. Requested Method of Delivery. Indicate whether tank truck, barge, pipeline, tank car, pipeline, or drum.	
d. Tank Narrative. Indicate number of tanks, description, whether it is an above ground or below ground tank, and the capacity of the receiving tanks.	
e. Total Annual or Exercise Quantity. In USG (provide the best estimate; actual orders are not being purchased or limited).	
f. Inclusive Dates. Indicate if requirement is enduring or, if for a specific time period, the beginning and ending dates of requirement.	
g. Initial Delivery Quantity. How much do you need before operations begin? How much do you want your first delivery to be?	

**Table 2. Example Worksheet for an Open Market Purchase, Continued**

<b>Information Required for an Open Market Purchase Request</b>	
h. Subsequent Delivery Quantities. What size deliveries do you want to accept? This is an estimate and you are not locking yourself into a specific quantity. Normal tank wagons deliveries are approx. 3,500 USG and transport truck deliveries are approx. 8,000 USG. For drums, identify a total gallon quantity and if you want delivery in drums.	
i. Initial Delivery Date. Month, day, and year you need fuel in place.	
j. Receiving Location Operating Days and Hours. Indicate the days and hours the receiving location is available to receive fuel.	
k. Base Access Requirements. It is the requesting unit's responsibility to administer base access requirements for the contractor. What access paperwork is required from the contractor? Who should the driver call when he gets to the location?	
l. Restrictions. Vehicle size, weight, or other restrictions on the delivery vehicles.	
m. Proposed Order Lead Times. Standard contract terms state orders must be made 48 hours before the required delivery date. If less than 48 hours is requested, provide justification.	
n. Required Hose Connection and Fittings. Example: 4" Male Camlock.	
o. Pump Requirement. Is a pump required?	Yes or No.
p. Meter Requirement. Is a meter required?	Yes or No.
q. Special Requirements. Provide any other special requirements if applicable. Standard contract terms state that tank wagons are equipped with pump, meter, and a minimum of 100 feet (30 meters) of hose. Transport trucks or trailers are normally equipped with a minimum of 15 feet of hose. Indicate if there are any special delivery requirements to deliver fuel (e.g., if the required delivery location is on top of a steep mountain with a dirt road and the contractor will need to make deliveries in a smaller truck).	
11. Recommended Local Sources of Supply. Identify the vendors currently providing products. Identify the gas stations that are closest to the location.	

## **SECTION 5: CIVIL AUTHORITY SUPPORT**

**5.1. GENERAL** These procedures are applicable to all DFSP locations that are tasked by installation commanders or higher authority to provide DWCF energy commodities for non-government agencies, organizations, contractors, or other authorized personnel tasked to support U.S. Government disaster relief operations, both domestic and foreign. DFSP personnel must contact DLA Energy when tasked by installation or higher command authorities before dispatching deliveries off installation in support of disaster relief or evacuation operations. In turn, DLA Energy advises the installation if adequate contracts are in place to support the operations. Paragraph 5.4. of this volume provides the DLA Energy points of contact (POCs).

### **5.2. PROCEDURES.**

a. DFSPs issuing fuel to DoD, other federal departments and agencies, and other agencies participating in disaster relief efforts:

(1) Document and process all sales according to procedures in this section and Volume 10 of this manual.

(2) Document sales from automated energy commodities service stations according to instructions in Section 5 of Volume 10 of this manual without paper documentation, provided the customer has a valid authorized DLA Purchase Source Media encoded.

(3) Document manual bulk or retail sales of ground fuel to vehicles and equipment not authorized a DLA Purchase Source Media in accordance with Section 5 of Volume 10 of this manual.

(4) Notify their applicable SCP, major command, CCMD, DLA Energy regional office, and DLA Energy to request authority to penetrate War Reserve Materiel minimum inventory levels in accordance with Volume 9 of this manual.

(5) Process sales using the energy commodities control center gas log entry screen by entering the appropriate project code field of the transaction input screen.

(6) Use the approved purchase device specified in Volume 10 of this manual as the source document for the customer DoDAAC and LOA.

(7) Research DoDAAC customer data at the DLA Energy Website:  
<http://www.dla.mil/energy>.

(8) Contact DLA Energy for the appropriate project code. Document and process energy commodities issues as a bulk sale using an installation-assigned DoDAAC and LOA with the appropriate project code.



(9) Annotate the memorandum field of the transaction input screen with “energy commodities issued to recipients authorized by appropriate authority under the relief effort, e.g., privately owned vehicles in support of (project code or named disaster) evacuation.”

(10) Document and process sales in support of U.S. Government-approved foreign relief efforts using the DoDAAC or federal activity address code (FEDAAC) and LOA of the customer in accordance with instructions in Volume 10 of this manual.

(11) For sales to customers that are providing direct support of foreign disaster relief effort:

(a) Contact DLA Energy for the appropriate project code. Enter the appropriate project code for the specific disaster relief effort.

(b) Process transactions using Base Level Support Application (BLSA).

(c) Enter appropriate project code in its respective field of the transaction input screen.

b. Customers with a DoDAAC or FEDAAC:

(1) Document and process all sales using the customer’s DoDAAC and LOA in accordance with instructions in Section 5 of Volume 10 of this manual.

(2) Enter the appropriate project code as indicated in Table 1, in the “activity” field of the transaction input screen for transactions processed using BLSA, found in DLA Energy P-27.

c. Installation commanders or higher authority may direct the issuance of DWCF energy commodities to privately owned vehicles in support of evacuation from disaster areas when authorized as part of the relief effort.

**5.3. DATA MINING AND REPORTS GENERATION.** The DLA Enterprise Business System (EBS) transaction detail will not reflect the applicable project code for the disaster relief effort; therefore, data mining and reports generation specific fuel purchases in support of the applicable disaster relief cannot be accommodated using the DLA EBS query functions. Activities requiring project code specific consumption detail or data summary reports have two options:

a. Request the local Fuel Management Office of the DFSP selling the fuel to run a query for all sales in support of the applicable project code.

b. Submit a help request to the DLA Energy Help Desk at 1-800-446-4950 or via e-mail at [helpdesk@dla.mil](mailto:helpdesk@dla.mil) requesting a structured query language report by location for all fuel sales with the applicable project code.

**5.4. DLA ENERGY POCS.** The DLA Energy POC may be reached at (703) 767-9388 or (703) 767-8640, DSN: 427-9388/8640 for information regarding sales from DWCF stock or availability of DLA Energy direct delivery contract support.

**5.5. DATA MINING AND REPORTS GENERATION WHEN USING DLA EBS.**

a. DLA EBS Business Objects Customer Sales Report includes the activity code field that will contain the project code if populated. The report can be filtered to bring back only the transactions that were entered with the project code. The report can also be filtered using the FEMA DoDAACs if that is preferable. Any user with access to DLA EBS and Enterprise External Business Portal can run the report.

b. If users need help to run the report, they can contact the DLA Energy Help Desk at 1-800-446-4950 or via e-mail at [dlaenergyhelpdesk@dla.mil](mailto:dlaenergyhelpdesk@dla.mil) and request the ticket be routed to DLA Energy Reports and Analysis Division.

## SECTION 6: FEMA

**6.1. GENERAL.** DoD Components and Participating Agencies provide FEMA energy commodity support:

- a. In accordance with a coordinated interagency agreement.
- b. In accordance with Section 5 of this volume for general disaster relief procedures and FEMA support for customers with a DoDAAC or FEDAAC.
- c. In accordance with procedures in Paragraph 6.2. for any sales to other customers that have been tasked by FEMA to support recovery operations.

### 6.2. FEMA SUPPORT.

a. DLA Energy:

(1) Bills FEMA for any sales to non-government agencies or organizations, contractors, or personnel that have been tasked by FEMA to support recovery operations.

(2) Bills FEMA FEDAACs only for approved relief operations within the United States or U.S. territories in direct support of disaster relief operations.

b. DFSPs:

(1) Manually document sales to these organizations, contractors, or personnel on a DD Form 1898-E.

(2) Process the documents using the appropriate FEMA FEDAAC, as shown in Table 2, DLA Energy P-27, and Signal Code A, Fund Code XP, and the disaster name or project code.

(3) Enter the appropriate project code in the “activity” field of the BLSA transaction input screen. The codes are in Table 1, DLA Energy P-27.

(4) If using the BLSA dispatch to process sales, enter the appropriate project code.

(5) Enter a description of the customer in the memorandum field of the BLSA transaction input screen. This entry requirement is to enable tracking of actual consuming agencies that do not have a DoDAAC or FEDAAC that specifically identifies the organization consuming the fuel.

(6) Enter the aircraft tail or nose number for all aviation fuel sales in the Tail Number field, and the vehicle license plate or registration number in the vehicle ID field for all sales to vehicles or equipment. For bulk sales, enter the bulk plus applicable project code (such as “BULK0AM” or “BULKIKE”) in the vehicle ID field.

## SECTION 7: MILITARY EXERCISES

**7.1. MILITARY EXERCISES.** The CCMD coordinates exercise energy commodity requirements during the exercise initial planning conference (IPC), mid planning conference (MPC), and final planning conference (FPC) stages. Figure 1 illustrates average timelines and actions required to coordinate exercises. Table 3 provides an exercise requirements checklist.

a. DLA Energy, according to the exercise requirements checklist in Table 3 and the timelines and actions illustrated in Figure 1:

(1) As necessary, uses the checklist in Table 3 to coordinate equipment, energy commodities, and direct delivery requirements as depicted in Figure 1.

(2) Coordinates transaction processing procedures with DLA and SCPs where Military Department or Service assets are involved using the process in Figure 1. Verifies full coverage of those procedures in the authoritative exercise document.

b. The CCMD JPO, according to the timelines and actions illustrated in Figure 1 and the exercise requirements checklist in Table 3:

(1) Validates exercise energy commodity requirements and forwards as required to the supporting DLA Energy regional office.

(2) Coordinates with the exercise lead for follow-on requirements or ongoing energy commodity support operations.

(3) Coordinates with the DLA Energy regional office to access the energy commodity supply chain.

(4) Analyzes the possibility of military tactical fuel distribution and recommends it in lieu of commercial contract distribution as warranted by operational necessity.

(5) Participates in forming the authoritative exercise document and verifies that all the responsibilities in this section are covered in the document.

c. The DoD Components, according to the timelines and actions illustrated in Figure 1 and the exercise requirements checklist in Table 3:

(1) Perform exercise responsibilities when designated as the lead for energy commodities support.

(2) Assist the exercise lead with energy commodities support responsibilities.

(3) Assist the C/JTF with analysis of military tactical fuel distribution solutions.

(4) Participate in the formulation of the authoritative exercise document, and verify all the responsibilities in this section are covered in the document.

(5) Conduct energy commodities inspections and acceptance on FOB Destination contracts and quality surveillance after receipt.

d. The DLA regional office, according to the timelines and actions illustrated in Figure 1 and the exercise requirements checklist in Table 3:

(1) Notifies DLA Energy of the requirement and coordinate energy commodities requirements and sourcing actions with the appropriate DLA Energy business unit. DLA Energy regional offices that have contracting officers on staff will coordinate with the CCMD JPO to access contract energy commodities support.

(2) Provides nonstop customer service regarding any DLA Energy contract concerns.

(3) As required, provides quality assurance support for DLA Energy contracts.

(4) Coordinates international fuel agreement implementation with requesting agencies and the HN.

(5) Coordinates, as required, with exercise logistic and comptroller representatives at the IPC, MPC, and FPC to verify identification of all requirements and that processes for financial transactions are in place.

(6) Distributes the financial information received from the exercise lead to all parties as necessary.

(7) Reviews the exercise planning document to verify that all energy commodity sourcing decisions and procedures have been documented.

(8) Verifies that the authoritative exercise documents fully reflect all required regional responsibilities including DFSP transaction processing oversight.

e. The CCMD exercise lead, according to the timelines and actions illustrated in Figure 1 and the exercise requirements checklist in Table 3:

(1) Determines required locations, identifies potential sources for energy commodity support, and determines initial energy commodity requirements per prescribed exercise timelines and processes and forwards to the CCMD JPO.

(2) Coordinates with the CCMD JPO and the supporting DLA Energy regional office throughout the exercise planning process to provide requirements updates.

(3) Verifies that the exercise comptroller provides required financial information to the supporting DLA Energy regional office for all fuel provided by DLA Energy contracts, international fuel agreements, or a DFSP before start of the exercise.

(4) Verifies that all the energy commodity sourcing decisions and details are documented in the exercise planning document.

(5) Verifies that all processing details with respect to sales and authorized participants are fully covered in the appropriate exercise document and that this document is fully disseminated to all relevant participants, including the ROs at participating DFSPs and within DLA Energy.

**Table 3. Exercise Coordination Process Checklist**

<b>Timeline</b>	<b>Responsibilities</b>	<b>Remarks</b>
<b>Exercise Lead</b>		
30 days before IPC	Get historical fuel sales from prior exercises.	Request DLA Energy regional office assistance.
At IPC	Provide historical data to exercise Service component logistic representatives and request initial exercise fuel requirements within 30 days after IPC.	
30 Days after IPC	Based on initial requirements by location, determine most efficient supply source (ACSA, DLA Energy contract, International Fuel agreement, or local purchase). See DLA Energy web site for current products/services: <a href="http://www.desc.dla.mil/Static/ProductsAndServices.asp">http://www.desc.dla.mil/Static/ProductsAndServices.asp</a>	May require multiple supply sources. Request the CCMD JPO or DLA Energy regional office help identify supply sources.
30 days After IPC	Submit request open market purchase form to DLA Energy regional office through the Service component fuel office and CCMD JPO for locations where a DLA Energy contract service is not already available. Identify requirements for current DLA Energy contract locations for DLA Energy to confirm the contract can meet exercise surge requirements.	Use the DLA Energy request open market purchase form to submit fuel requirements for each location. Forward requirements through the SCP and CCMD JPO to the DLA Energy regional office.
Between IPC to FPC	Update and forward any changes to initial requirements to the DLA Energy regional office through the Service component fuel office and CCMD JPO. Finalize requirements by the MPC stage if possible. However, make adjustments up to FPC and avoid any major changes after FPC.	Continuous coordination and communication between exercise lead and supporting Service component fuel office, CCMD JPO, and DLA Energy regional office.
At FPC	Confirm with CCMD JPO and the DLA Energy regional office the award of all requested contract support. Review required financial documentation process for fuel sales.	
30 days before IPC	Help the exercise lead with historical fuel consumption data.	

**Table 3. Exercise Coordination Process Checklist, Continued**

<b>Timeline</b>	<b>Responsibilities</b>	<b>Remarks</b>
<b>Exercise Lead DoD Component Fuel Office</b>		
At IPC	Help the exercise lead develop a fuel-support CONOPS, including requirements for any military tactical fuel distribution capabilities.	
30 days after IPC	Help the exercise lead determine initial fuel requirements and fuel sourcing identification.	
30 days after IPC	Validate exercise lead initial fuel requirements and sourcing and forward to the DLA Energy regional office via CCMD JPO.	
Between IPC to FPC	Help the exercise lead determine follow-on fuel requirements. Validate all follow-on fuel requirements and forward to the DLA Energy regional office via CCMD JPO.	
At FPC	Help the exercise lead process the final fuel CONOPS and validate contract support and financial fuel sales.	
<b>CCMD JPO:</b>		
30 days before IPC	Help the exercise lead collect historical sales data, as required.	
At IPC	Provide guidance for consolidation of requirements and assumptions for exercise fuel supply.	
30 days after IPC	Validate exercise lead initial fuel requirements and sourcing and forward and coordinate with the DLA Energy regional office to initiate required contract support CONOPS.	
Between IPC to FPC	Validate, forward, and coordinate any exercise lead follow-on fuel requirements with the DLA Energy regional office.	
At FPC	Coordinate with the DLA Energy regional office to oversee final validation with the exercise lead on fuel CONOPS and contract support.	
<b>DLA Energy Regional Office</b>		
30 days before IPC	When requested by the exercise lead, provide historical fuel sales data from DLA Energy contract sales.	
At IPC	As requested by the exercise lead, help identify the most efficient sources for exercise fuel support.	
30 days after IPC	Upon receipt of validated exercise fuel requirements from CCMD JPO, initiate coordination with the appropriate DLA Energy commodity business units to develop fuel contract support.	
Between IPC to FPC	Coordinate with the exercise lead, CCMD JPO, and DLA Energy commodity business units to refine fuel contract support.	
At FPC	Coordinate with the exercise lead to validate all requested contract support is prepared and to validate fuel sale financial processes.	

**7.2. ENERGY COMMODITY TRANSPORT EXERCISES.** Exercise arrangements vary and the transported energy commodities may be either capitalized or non-capitalized. The product may be sourced from a DFSP or a contracted vendor and then delivered to either a DFSP or a non-capitalized installation. Sourcing decisions and details are included in the exercise planning document with procedures, responsibilities, and financial liability.

a. DLA Energy:

(1) Supports transport exercises by authorizing DoD Components and Participating Agencies to use military specification energy commodities contracted for FOB origin receipt.

(2) Supports transporting commercial specification energy commodities contracted for FOB destination receipt, with necessary contract modifications to enable transport and delivery by Military Department or Military Service vehicles.

(3) Does not support transport exercises unless a payment mechanism is in place to reimburse costs for losses that exceed the authorized tolerance.

b. The DoD Components:

(1) Receive the product at the point of origin into Military Department or Service vehicles and deliver it to a specified location.

(2) Notify the supporting DLA Energy regional office, DFSP, and customer with the requirements and details.

(3) Make necessary arrangements to load products into Military Service vehicles, transport to the delivery location, and provide QAR support as needed.

(4) Upon request, provide to DLA Energy an LOA, DoDAAC, organization code, APC, and TEC for any product loss related charges the unit incurs during the exercise.

(5) Load the product at the pick-up location and transport it to the delivery location specified by the requirement.

(6) Are accountable for any loss during transport that exceeds authorized tolerances, in accordance with Table 1 of DLA Energy P-1.

c. The DFSP RO, TM, or DLA Energy QAR:

(1) Will record shipment transactions for energy commodities issued from a DFSP and transported to another DFSP into the DLA system of record in accordance with Section 5 of Volume 12 of this manual.

(2) Will receive the product into capitalized inventory in accordance with Section 5 of Volume 12 of this manual.

d. The DFSP RO or TM:

(1) Records sale transactions for energy commodities issued from a DFSP and transported to a non-capitalized installation into the DLA system of record in accordance with Volume 10 of this manual.

(2) The product officer at the destination installation receives the product into DoD Component-owned inventory in accordance with DoD Component procedures.



e. The DFSP RO, TM or DLA Energy QAR:

(1) Accepts energy commodities received from a contracted vendor that are transported to a DFSP (or capitalized site). The fuel must meet DoD quality specifications at the vendor location in accordance with Volume 7 of this manual.

(2) Receives the product into capitalized inventory in accordance with Volume 12 of this manual.

f. The DoD Components:

(1) Accept energy commodities received from a contracted vendor and transported to a non-capitalized installation, products must meet DoD quality specifications at the vendor location in accordance with Military Department or Service procedures.

(2) The product officer at the destination installation receives the product into DoD Component-owned inventory in accordance with DoD Component procedures.

### **7.3. ENERGY COMMODITY LOADING OR UNLOADING EXERCISES.**

a. DLA Energy:

(1) Supports loading or unloading exercises by accepting return of and granting credit to the DoD Component or Participating Agency for energy commodities purchased through the DWCF.

(2) Accepts returned product when it meets specification requirements or is otherwise determined acceptable for return to DWCF inventory in accordance with Volume 10 of this manual and Military Standard-3004.

(3) Does not loan DWCF energy commodities for an exercise, contingency, or other event.

(4) Documents the energy commodities sourcing decisions and details in the exercise planning document, including procedures, responsibilities, and financial liability.

(5) Arranges for the DFSP to support the exercise and for QAR support upon return of the product.

b. The DoD Components:

(1) Notify the supporting DLA Energy regional office with the exercise requirements or details.

(2) Purchase and receive DFSP energy commodities for use during the exercise in accordance with DoD policy.

(3) Transport the product to the exercise site.

(4) Transport the product back to the DFSP upon exercise completion.

c. The DFSP RO or TM:

(1) Records sale transactions into the DLA system of record in accordance with Volume 1 of this manual for product issued to the Service component.

(2) Records credit transactions into the DLA system of record in accordance with Volume 1 of this manual upon acceptance of returned product into DWCF inventory.

d. The DFSP RO, TM, or DLA Energy QAR:

(1) Accepts returned product when it meets specification requirements or it is otherwise determined acceptable for return to DWCF inventory in accordance with Section 4 of Volume 10 this manual and Military Standard-3004.

(2) Issues a credit for any accepted product up to the amount of the original purchase, less any ancillary costs incurred by DLA Energy to reclaim the returned product so that it is suitable for return to DWCF inventory.

(3) Issues a credit if the returned product is acceptable for return to DWCF inventory.

#### **7.4. CLASSIFIED EXERCISES.**

a. DLA Energy:

(1) Has no authorization to solicit contracts for exercises that have classified fuel requirements or to process transactions into the DLA system of record for classified exercises.

(2) Solicits new contracts needed to meet energy commodity requirements for a classified exercise only if the requirement is declassified.

(3) Maintains all applicable procedures and timing of subsequent transaction processing and required supporting documentation in the exercise documentation.

(4) Coordinates declassified requirements internally as needed.

(5) Coordinates for approval to add the accounting information to the DLA system of record.

b. The DoD Components:

(1) Track all energy commodity transactions during the exercise.

(2) After declassifying the requirement, request approval from DLA to allow the transaction to process to the DLA system of record.

(3) Upon approval and addition of the accounting information to the DLA system of record, process transactions into this system in accordance with DoD issuances and interim policy.

c. The cognizant CCMD JPO:

(1) Notifies DLA Energy with the exercise requirements and provides declassification authorization of a requirement if a contract solicitation is needed.

(2) After completing the exercise, provides declassification authorization to DLA Energy if individual energy commodities transactions tracked by the DoD Components during the exercise need to be processed in the DLA system of record.

d. After declassifying the exercise requirements and after DLA has granted approval and added accounting information to the DLA system of record, DoD Components will process all transactions tracked during the operation into that system.

**7.5. FOREIGN NAVY GUEST PARTICIPATION.** The general practice during foreign nation naval unit participation in a U.S. Navy-sponsored exercise is for the foreign naval unit to purchase locally return-trip energy commodities. The cognizant naval command informs the foreign naval command of this before the exercise.

a. If the United States provides return-trip energy commodities under an ACSA or another international agreement, then the cognizant CCMD JPO:

(1) Notifies the supporting DLA Energy regional office before an exercise.

(2) Provides billing information to verify procedures for payment by the foreign government are in place.

(3) Maintains all appropriate documentation as part of the actual exercise documentation created by the sponsor of the exercise or the applicable command authority responsible for the exercise.

b. The guest naval unit will provide billing information to the CCMD JPO. If this information isn't provided, the U.S. Navy will be accountable for the cost of the product issued.

## **SECTION 8: REPORTING, SLATING, AND COORDINATION**

### **8.1. JOINT OPERATIONS SLATING FOR ENERGY COMMODITIES.**

a. CCMD JPOs:

(1) Coordinate and report energy commodity slating requirements to DLA Energy through the JOPES Non-Unit Cargo Class III TPFDD records during contingency planning.

(2) Provide by product the quantity on the bill of lading, earliest arrival date, latest arrival date, required delivery date, destination, and sea port of debarkation for which the product is required to be delivered.

(3) Forward the slate requirements to the supporting DLA Energy regional office for coordination.

(4) Verify that the updated JOPES Non-Unit Cargo Class III (B) records are updated in Global Combat Support System JOPES for each of the supported CCMD JOPES management business rules.

b. The DLA Energy regional office forwards requirements to DLA Energy for coordination with DLA Energy-B for sourcing and arrangement of transportation with USTRANSCOM, Military Sealift Command, Surface Deployment and Distribution Command, or other contracted delivery sources.

c. DLA Energy:

(1) Completes the energy commodity slates received from the CCMD JPOs by putting the slates in JOPES format with the origin refinery, sea port of embarkation, and authorized load date.

(2) Forwards the completed JOPES records to the supported CCMD JPOs through DLA Energy and the supporting DLA Energy regional office.

### **8.2. JOINT OPERATIONS SUPPORT COORDINATION.**

a. For each operational plan, the supported CCMD:

(1) Coordinates with relevant DoD Components to identify time-phased energy commodity requirements by product for each of the CCMD operational plans and concept plans that have associated TPFDD in the JOPES.

(2) Coordinates with the respective DLA Energy regional office to help the CCMD JPO conduct an end-to-end analysis of sourcing and distribution capabilities to meet time-phased energy commodity requirements.

(3) Develops the time-phased fuel slate Non-Unit Cargo Class III (B) JOPES TPFDD records for analysis by USTRANSCOM for gross transportation feasibility consistent with apportioned strategic lift assets in CJCSI 3100.01C.

(4) Considers operational energy commodity support of strategic lift requirements associated with supporting CCMD movements through the operational commanders' AOR, including strategic bunkers and strategic air requirements.

(5) During a contingency, coordinates with DoD Components to develop and access contingency energy commodity support capabilities, including:

(a) Stand-alone DLA Energy, Military Department, or Military Service tactical fuel assets.

(b) Contracting capabilities.

(6) Selects the most efficient combination of contingency fuel support capabilities to meet the emerging contingency fuel requirements.

(7) Forwards contingency direct delivery requirements through the supporting DLA Energy regional office to DLA Energy.

b. DoD Components use DLA's Integrated Consumable Item Support System to compute energy commodity requirements.

c. DLA Energy:

(1) Coordinates the appropriate direct delivery contracting solution.

(2) Provides the CCMD JPOs with electronic information identifying commercial contractors and the contractors' capabilities to meet the CCMD contingency direct delivery requirements.

## GLOSSARY

### G.1. ACRONYMS.

ACSA	acquisition and cross-servicing agreement
AIR	aviation into-plane reimbursement
AOA	acquisition only agreement
AOR	area of responsibility
APC	accounting processing code
ASD(S)	Assistant Secretary of Defense for Sustainment
BLSA	Base Level Support Application
C/JTF	combined or joint task force
CCMD	Combatant Command
CCDR	Combatant Commander
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CONOPS	concept of operations
CONUS	continental United States
DFSP	defense fuel support point
DLA	Defense Logistics Agency
DoDAAC	DoD activity address code
DoD-SCOMS®	DoD SEA Card® Order Management System
DoDD	DoD directive
DSCA	Defense Support of Civil Authorities
DWCF	Defense Working Capital Fund
EBS	Enterprise Business System
FEDAAC	federal activity address code
FEMA	Federal Emergency Management Agency
FOB	free on board
FPC	final planning conference
HN	host nation
HNS	host nation support
IMP	inventory management plan
IPC	initial planning conference
JCS	Joint Chiefs of Staff
JMPAB	Joint Materiel Priorities and Allocation Board
JOPEX	Joint Operation Planning and Execution System
JP	Joint Publication

JPO	joint petroleum office
LNO	liaison office
LOA	line of accounting
LSA	logistics sustainability analysis
MPC	mid planning conference
NSN	national stock number
OCONUS	outside the continental United States
PC&S	post, camp, and station
POC	point of contact
POL	petroleum, oil, and lubricants
PWRS	Prepositioned War Reserve Stock
QAR	quality assurance representative
RO	responsible officer
SAPO	subarea petroleum office
SCP	service control point
SEA	Ships' Bunkers Easy Acquisition
TEC	travel expense claim
TM	terminal manager
TPFDD	time-phased force deployment data
USG	United States gallons
USTRANSCOM	United States Transportation Command

**G.2. DEFINITIONS.** These terms and their definitions are for the purpose of this volume and will serve as standard terminology for DoD supply chain materiel management of energy commodities and services.

**Circular-175 authorization.** Department of State authorization in accordance with Subchapter 720 of Volume 11 of the U.S. Department of State Foreign Affairs Manual. For more information, see DoDD 5530.3.

**Class III (B).** Bulk petroleum. One of the classes of supply that establishes terms used to divide supplies and equipment into easily identifiable categories of materiel.

**contingencies.** Contingencies vary in scope and duration and include, but are not limited to, military operations, noncombatant evacuation operations, peacekeeping operations, foreign disaster relief and humanitarian assistance, and recovery operations.

**CONUS.** The United States, less Alaska and Hawaii, but including the District of Columbia.

**direct bill agreement.** Provides for fuel sales to military aircraft, ships, storage, vehicles, and equipment on land, at sea, and air-to-air. The issuing party documents and bills the transactions directly to the owing party.

**DoD Fleet Card.** A fuel charge card to provide DoD and the U.S. Coast Guard a means to procure ground fuel, parts, maintenance, and roadside assistance worldwide at commercial service stations while conducting official government business. The card is limited to vehicles owned or leased by DoD. The program is managed by DLA Energy under a tailored task order with the GSA Smart Pay®2 contract.

**fuel exchange agreement.** An agreement that provides for reciprocal refueling of military aircraft, ships, vehicles, and equipment on land, at sea, and air-to-air. The fuel exchange agreement allows the parties to offset fuel and settle the account balance in cash or fuel.

**fuel agreement.** An agreement that provides service and product acquisition. The fuel support agreement may include services associated with pier, port, product, pipeline and storage operations.

**interagency agreement.** A request and acceptance for goods or services between DoD Components or between a DoD Component and a non-DoD federal department or agency.

**into-plane.** General DLA purchase program to contract for aviation fuel at commercial airports.

**into-tank or bladder.** Vendor delivery of aviation fuel to the exercise or contingency location into storage tanks or storage bladders for aircraft fueling from the tanks or bladders. Depending on specific requirements, DLA Energy may provide fuel support through the PC&S program. In circumstances when the exercise or contingency fuel storage location is at or near a commercial airport, the AIR Card® may be used for vendor delivery of aviation fuel to non-capitalized storage tanks or storage bladders. If an AIR Card® is approved for this purpose, an into-truck card will be issued to the unit for the specific exercise or contingency.

**non-capitalized.** Fuel storage capacity, location, or installation that is not used to store or handle DLA-owned DWCF fuel.

**OCONUS.** The States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, American Samoa, Guam, Midway and Wake Islands, the U.S. Virgin Islands, any other territory or possession of the United States, and all locations outside of the United States.

**PC&S.** Direct fuel delivery by a vendor to the exercise or contingency site into tactical storage equipment (truck, tank, or bladder) or to a specified location where the Service component will load and transport the fuel to the exercise or contingency site.

**PWRS.** Fuel held by a DFSP to support war reserve requirements.



**SEA Card® Program.** A program that supports enrolled vessels with electronic order and receipting of ships' bunker propulsion fuel at commercial seaports for contract and non-contract purchases. It operates within the web-based DoD-SCOMS®. DoD-SCOMS® allows vessels to initiate fuel requests, enables merchant online response to fuel requests, and further provides electronic transaction data capture of specific fuel delivery information, including fuel type and quantity. Use of DoD-SCOMS® is currently limited to vessels that utilize DLA Energy contract bunkers merchants and vessels participating in the open market (e.g., local purchase) pilot program.

**Ships' Bunkers Program.** Provides commercial vessel propulsion fuel for military and other U.S. Government vessels at commercial and military ports worldwide.

**slate.** Planned, scheduled or reserved energy commodities.

**ullage.** The volume of available space in a container unoccupied by contents.

**United States.** The several States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, American Samoa, Guam, Midway and Wake Islands, the U.S. Virgin Islands, any other territory or possession of the United States, and associated navigable waters, contiguous zones, and ocean waters of which the natural resources are under the exclusive management authority of the United States.

## REFERENCES

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- Chairman of the Joint Chiefs of Staff Instruction 3110.03E, “(U) Logistics Supplement (LOGSUP) for the 2015 Joint Strategic Capabilities Plan (JSCP),” January 27, 2017
- Chairman of Joint Chiefs of Staff Instruction 3130.03, “Adaptive Planning and Execution (APEX) Planning Formats and Guidance,” October 18, 2012
- Chairman of the Joint Chiefs of Staff Manual 3150.14B, “Joint Reporting Structure - Logistics,” October 2, 2005, as amended
- Code of Federal Regulations, Title 22
- Defense Logistics Agency Energy P-1, “Recording and Processing Inventory Transactions,” December 23 2013, as amended<sup>1</sup>
- Defense Logistics Agency Energy P-27, “Processing of Fuel Sales to Disaster Relief Agencies,” November 5, 2013<sup>2</sup>
- Deputy Secretary of Defense Memorandum, “Establishment of the Office of the Under Secretary of Defense for Research and Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment,” July 13, 2018
- DoD Directive 2010.9, “Acquisition and Cross-Servicing Agreements,” April 28, 2003, as amended
- DoD Directive 3025.18, “Defense Support of Civil Authorities (DSCA),” December 29, 2010, as amended
- DoD Directive 5134.12, “Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR)),” May 25, 2000, as amended
- DoD Directive 5530.3, “International Agreements,” June 11, 1987, as amended
- DoD Instruction 4140.25, “DoD Management Policy for Energy Commodities and Related Services,” June 25, 2015, as amended
- DoD Manual 8910.01, “DoD Information Collections Manual,” date varies by volume
- Federal Acquisition Regulation, current edition
- Interagency Agreement between the Federal Emergency Management Agency and the Defense Logistics Agency, March 31, 2006<sup>3</sup>
- Joint Publication 4-03, “Joint Bulk Petroleum and Water Doctrine,” January 11, 2016
- Joint Publication 4-08, “Logistics in Support of Multinational Operations,” July 5, 2017
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- Military Standard MIL-STD-3004, “Department of Defense Standard Practice: Quality Assurance/Surveillance for Fuels, Lubricants, and Related Products,” current edition

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<sup>1</sup> Available on <https://dla.deps.mil/dod/dla/dlaenergy/scm/SitePages/Publications.aspx>

<sup>2</sup> Available on <https://dla.deps.mil/dod/dla/dlaenergy/scm/SitePages/Publications.aspx>

<sup>3</sup> Call 713-754-9503 for a copy.

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