



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
462 HAMILTON ROAD, SUITE 112
FORT SILL, OKLAHOMA 73503

REPLY TO
ATTENTION OF:

**MEMORANDUM OF AGREEMENT
BETWEEN
DIRECTORATE OF PLANS, TRAINING, MOBILIZATION, AND SECURITY (DPTMS)
AND
DIRECTORATE OF LOGISTICS (DOL), FORT SILL, OK**

SUBJECT: Henry Post Army Airfield (HPAAF) Aircraft Refueling Accounting

1. References.

- a. DOD 4000.19-I, Interservice and Intragovernmental Support, 9 August 1995.
- b. DOD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) and DOD 4000.25-7-M, Military Standard Billing System (MILSBILLS).
- c. DOD 7000.14-R, DOD Financial Management Regulations (FMR).
- d. DOD 4140.25-M, DOD Management of Bulk Petroleum Products, Natural Gas and Coal.
- e. DODI 4000.19 Inter-service and Intra-governmental Support.
- f. DESC-P-1 DESC Policy Guidance for Recording and Processing Inventory Transactions and End of Month Physical Inventory and Operating Gain/Loss Adjustment Transactions.
- g. DESC-P-5 DESC Policy guidance for Vehicle Identification Link (VIL) Key Encoding, Accountability, and Control.
- h. DESC-P-6 DESC Policy Guidance for Authorized Issues and Customers.
- i. DESC-P-7 DESC Policy Guidance for Accountability and Custodial Responsibilities for Defense Working Capital Fund (DWCF) Inventory and Government Property.
- j. DESC-I-21, DESC Instruction Guidance for Sales and Credits of Defense Working Capital Fuel (DWCF).

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2. **Purpose.** To outline procedures for the Directorate of Logistics to provide fuel to Henry Post Army Airfield and for the processing issues of JP-8 aviation fuel dispensed by DPTMS, Airfield Operations aircraft refueling truck containing DLA-Energy (DOL is the Responsible Officer) rolling stock inventory for direct billing to the customer.

3. **Background.** Fort Sill's existing service contract to refuel transit aircraft was cancelled on 30 September 2010. The current plan is to add a modification to the new Base Operations Support (BOS) contract to reinstate airfield refueling. Protest filed by contractors over the new contact has delayed this action.

In May of 2010 upon notification of the former refueling and defueling contract being canceled, DPTMS coordinated with the then Director of Logistics, Mr. Chris Grigsby to obtain, repair, and operate a refueling truck. DPTMS coordinated to train the airfields personnel on fueling and defueling procedures. DPTMS received Borrowed Military Manpower (BMM) personnel to assist in the refueling and defueling of Aircraft. In November 2010, the aforementioned tasks were accomplished and DPTMS was and has since November been capable of refueling and defueling aircraft.

The JP-8 aviation fuel in Airfield Operations, DPTMS R-11 aircraft refueling truck, will not be the end use customer of the fuel drawn from the DOL's bulk fuel facility; rather, it is a fuel transfer and dispensing service vehicle. The Fuels Manager Defense System (FMD) used by the DOL's contractor operating DLA- Energy sponsored fuel facility will be used to process the individual customer aviation issues made by the Airfield Operations, DPTMS R-11 aircraft refueling truck, which will result in a direct bill to the customer.

4. **Scope.** Agreements contained within this MOA are applicable to Airfield Operations Manager, DPTMS and DLA-Energy Responsible Officer/Chief, Supply & Services Division, DOL, Fort Sill, OK 73503.

5. **Agreements, Roles and Responsibilities.**

a. DPTMS, Airfield Operations, aircraft refueler will:

(1) Coordinate every weekday morning with DOL at the Bulk Fuel Facility (at a mutually agreed upon time) to manually verify and record the physical on hand rolling stock JP8 fuel inventory contained in the Airfield Operations, DPTMS, R-11 refueling truck. Airfield Operations DPTMS aircraft refueler will verify the "rolling stock fuel" amount IAW DESC Policy #1 paragraphs 2.3.4 and 2.6.2. The standard fill for the R-11 refuel truck shall not exceed 5,000 Gals of JP-8 recorded on the daily physical inventory. DOL is required to include this physical inventory of the on hand quantity of JP8 in the total daily physical inventory report sent to DLA-Energy. The book inventory quantity determination (the calculated inventory that should be on hand for each

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petroleum product) will be accomplished by manually computing the DPTMS, R-11 refueling truck fuel inventory as the stand fill capacity less any product issues.

(2) At this same time, provide copy one of all completed and signed DD1898's, or the original, signed copy of all other approved transaction source documents (i.e., DA 3643, Daily Issues of Petroleum Products) to the DOL Bulk Fuel Facility Office for manual processing to the Fuels Manager Defense System.

(3) Be responsible for ensuring the DD1898 Aviation fuels sales slips accurately and legibly record the following mandatory information:

- (a) Fuel Grade. The three digit fuel product code, e.g., JP8.
- (b) Aircraft Tail Number. Enter the complete seven digit aircraft identifying the tail number.
- (c) Mission Design Series (MDS). Type aircraft, i.e., CH47, UH60, etc.
- (d) Quantity. Enter the total gallon amount of fuel issued to the aircraft.
- (e) Measure Unit. Enter applicable two digit unit of issue, i.e., GL (gallon).
- (f) Refuel/Defuel. Check appropriate box.
- (g) Billing address and aircraft information - Imprint or write the customer information and billing data from the DD1896 Fuel Identaplate or Aviation Into-plane Reimbursement (AIR) credit card. At a minimum, this would be the customer DODAAC and Account Processing Code (APC), or complete sixteen digit AIR credit card number.
- (h) Issue date. Imprint or hand write actual Julian date of sale. The six positions date wheel located on the imprinter device should be adjusted to show two zeros before the four digits Julian date.
- (i) Issued by (Signature). Signature of fuel handler (refueler) issuing fuel.
- (j) Received by (Signature). Signature of customer receiving fuel.
- (k) Print name and rank. Printed name and rank or title of the customer.

(4) Ensure the following information is legibly annotated on DA 3643 Daily Issues of Petroleum Products for all ground support equipment issues:

- (a) Customer billing DODAAC and APC.
- (b) Fuel grade, i.e., JP8.

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- (c) Total gallons received by customer.
- (d) Customer unit/activity name.
- (e) Julian date issue was made.
- (f) Printed name and signature of fuel handler issuing fuel and of customer receiving the fuel.

(5) Ensure that all DPTMS aircraft refuelers are trained IAW FM 10-67-1. DPTMS aircraft refuelers will bear all responsibility and liability for the operation at the airfield or use of the Airfield Operations, DPTMS R-11 aircraft refueling truck as well as loss of fuel above allowable DOD operating tolerance percentage of .0025 or .25, of fuel identified as a result of processes and procedures in a1 above.

b. DOL will:

(1) Provide fuel to Henry Post Army Airfield for Aircraft refueling and defueling operations within the scope and responsibilities cited below.

(2) DOL and Responsible Officer (RO) of the DOL DLA-Energy fuel account may:

(a) If operating gains/losses (difference between the physical on hand inventory minus the calculated book inventory) that are in excess of the allowable DOD operating tolerance percentage of .0025 or .25, call for investigative/causative research to be conducted by all involved parties to determine the reason(s) for the out of tolerance quantity. Continuance of undetermined out of tolerance findings may be cause for termination of this MOA.

(b) Bear no responsibility or liability for the operation at the airfield or use of the Airfield Operations, DPTMS R-11 aircraft refueling truck.

(3) DOL Energy Fuel Facility will:

(a) Develop a spreadsheet (ledger) to track all issues to the mobile transport vehicle, the daily reported inventory of the vehicle, and the daily sales from the vehicle.

(b) Process DD1898 Aviation Fuel Sales slips and DA 3643 Daily Issues of Petroleum Products documentation received from Airfield Operations Division, DPTMS to Fuels Manager Defense system on a daily basis.

(c) Retain all completed and signed transaction source documentation in local management document control files for a period of two years IAW The National Archives and Records Administration (NARA), General Records Schedule 6.

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c. Operations under this MOA are to be accomplished without cost to either party.

6. Agreements and Understandings of All Parties.

a. This document survives the departure or position change of any of the signatories.

b. This agreement will be used only during interims when DOL refuel/defuel capability does not otherwise exist. It remains in effect until canceled by mutual agreement or until canceled by 90 days advance written notice to the other party.

c. It shall be reviewed at least every three years and may be amended upon mutual consent of all parties.

d. Each party shall provide sufficient advance notice in writing to the other prior to changing, reducing, or terminating this agreement and/or any aspect of support provided.

e. No provision of this agreement shall be interpreted to require the payment or obligation of funds in violation of the Anti-Deficiency Act, 31 USC 1341.

7. Points of Contact (POCs).

a. GARRISON.

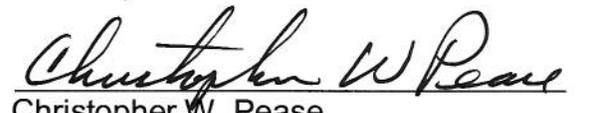
(1) DOL technical POC Luis A. Navas, Chief, Supply & Services Division, DLA-Energy Responsible Officer, (580) 442-3701, luis.a.navas.civ@mail.mil.

(2) MOA POC. Ms. Winona Morris, Garrison Support Agreements Manager (SAM), Manpower and Agreements Division, Resource Management Office (RMO), 462 Hamilton Road, Suite 112, Fort Sill, OK 73503, (580) 442-3560 [Bldg 467], fax ext. 7978, e-mail: winona.f.morris.civ@mail.mil.

8. Effective Date. Date of the last signature below.


Karen Jordan
Acting Director of Logistics (DOL)

8 June 2011
(DATE)


Christopher W. Pease
Director of Plans, Training, Mobilization & Security (DPTMS)

8 June 2011
(DATE)

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THOMAS R. KELLY
Deputy to the Garrison Commander



(DATE)