



## DEPARTMENT OF THE NAVY

NAVAL SUPPLY SYSTEMS COMMAND

WASHINGTON, D.C. 20376

NAVSUPINST 1540.1D

SUP 40

19 AUG 1988

NAVSUP INSTRUCTION 1540.1D

Subj: NAVY PETROLEUM OFFICER TRAINEE CAREER DEVELOPMENT PROGRAM

- Encl: (1) Permanent Duty Stations and Officer Authorizations  
 (2) Guidelines for Navy Petroleum Officer Trainee Development Program  
 (3) Sign Off Sheet for On-the-Job Training  
 (4) Petroleum Officer Intern Guide to Formal Schools/ Training  
 (5) Petroleum Officer Trainee Progress Report Format

1. Purpose. To establish the Navy Petroleum Officer Trainee Career Development Program, state operating policies for the program, and publish guidelines and procedures for assigned officers and participating activities. (R)

2. Cancellation. NAVSUPINST 1540.1C

3. Background. The petroleum qualified U.S. Navy Supply Corps officer has proven to be an invaluable asset in managing and operating the numerous complex, costly, and strategically located petroleum facilities in both the Continental United States (CONUS) and overseas. Sources of petroleum qualified Supply Corps officers have been varied: numerous (and frequently successive) "hands on" tours in Petroleum, Oil and Lubricants (POL) jobs with or without benefit of formal training since commissioning; mid-career input at O-3/O-4 level after postgraduate education at University of Kansas, Lawrence, KS; mid-career input at O-3/O-4 level after service school attendance at U.S. Army Petroleum Officer Course, Fort Lee, VA, or U.S. Navy Petroleum Training Unit, Pacific, Point Loma, San Diego, CA, and combinations of these sources. It has been recognized since 1977 that inputs into the POL subspecialty program do not keep pace with projected attrition. The need to stimulate the replacement of petroleum qualified officers was recognized by the Naval Supply Systems Command (NAVSUP) when it developed the Navy Petroleum Officer Trainee Career Development Program. This need is further underscored by the fact that the Navy has embarked on an aggressive modernization program to increase the longevity of our fuel facilities. While the Navy Petroleum Officer Trainee Career Development Program is accomplishing its mission to provide solid, well-trained fuel officers to complement this effort, practical training in

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general supply functions is also desired to increase the value of the officer to the Navy. Although the program's primary concern and emphasis remains on training a petroleum qualified officer, the opportunity to diversify is also provided through six months of training in either Contracting, Inventory Management, Material Management, Transportation or Comptrollership.

4. Discussion. To establish the Navy Petroleum Officer Trainee Career Development Program, ten (10) Supply Corps junior officer training billets have been established. These junior officers will be assigned to the NAVSUP fuel activities identified in enclosure (1). Each officer trainee in the program will be required to work in a wide variety of fuel facility and petroleum logistics related functions and to complete specific formalized tasks during a two-year period. The purpose of this internship is threefold: (1) to develop officers to provide increased petroleum management support, (2) to reestablish a broad base of experience in the petroleum management function, and (3) to take advantage of the vast experience and resources available at Naval Supply Centers in providing the officer a diversified training opportunity. Enclosure (2) delineates the functions and tasks of the formalized two-year training program.

5. Operating Policies

a. Administrative Cognizance. All petroleum officer trainee billets are assigned to the NAVSUP activities listed in enclosure (1) with additional duty to the Navy Petroleum Office (NAVPETOFF), Alexandria, VA. The Commanding Officer, NAVPETOFF, is responsible for monitoring each officer's training and development. Those junior officers selected for the program receive orders to one of the specific activities listed in enclosure (1); e.g., Naval Supply Center (NSC), San Diego, with additional duty to NAVPETOFF. The officers will be located at the primary duty station which will perform all diary entries and other personnel accounting functions for assigned trainees. Each officer will report by letter to NAVPETOFF for additional duty purposes. The responsibilities of the Commanding Officer, NAVPETOFF, in this program are those of overall program coordinator.

b. Activity Designation. The Commander, NAVSUP, will redesignate permanent duty stations which can best accomplish training objectives as advised by the Commanding Officer, NAVPETOFF. Commanding Officer, NAVPETOFF, will review and monitor the program continuously, submitting appropriate recommendations to the Commander, NAVSUP.

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c. Tour Length. The tour of duty in the program is two years. Any local command action to divert trainees into other assignments before completion of the program requires permanent change of station (PCS) orders and must be approved by the Commanding Officer, NAVPETOFF, and Naval Military Personnel Command (NMPC) (PERS-4412).

d. Obligated Service. An additional 24-month obligated service, to be served after completion of internship, is incurred by officers ordered as Navy Petroleum Officer Trainees.

e. Fitness Reports. Regular fitness reports will be submitted by the primary duty station and should reflect the progress the officer is making in the Trainee Career Development Program. The Commanding Officer, NAVPETOFF, has the option of submitting concurrent fitness reports and evaluating the officer's progress in completing the formalized training program as compared with other petroleum officer interns.

f. Officer Development (Petroleum Management Core Program)

(1) Each naval activity shall submit an individual development plan, for each officer trainee assigned, to the Commanding Officer, NAVPETOFF for approval. Submission shall be within 15 days following the officer's reporting date. The plan will be developed using enclosures (2) and (3) as a basis, and will be designed to provide the trainee with a sound working knowledge of fuel terminal operations and petroleum logistics. The plan must include the scheduled formal courses and on-the-job training listed in enclosures (2) and (3). Enclosure (4) provides information on locations, application procedures and contacts for off-site training. NAVSUP and NAVPETOFF will budget for and fund all off-site training. (R)

(2) Upon approval of the development plan, the NSC Fuel Department Director will be responsible for its implementation and completion. Periodic discussions between the officer trainee, the department director and other supervisory personnel will be held to review the officer's progress in his/her trainee role. (R)

(3) Trainee progress reports will be submitted at two-month intervals to point out progress with respect to plan, course completions, and other relevant information. This report must include, as a minimum, signed copies of the checkoff sheets (enclosure (3)) completed during the period, list of formal courses or other off-site training (enclosure (2)) completed during the period, and any significant achievements. Prescribed report format is shown in enclosure (5).

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g. Officer Development (General Supply Concentration)

(A) (1) Under normal circumstances, an officer will be able to fully satisfy the POL training requirements in 18 months. Approximately 12 months into the POL intern program, the officer will notify the Commanding Officer, NAVPETOFF, via his assigned chain of command, the expected date for completion of training in the petroleum area of concentration. Additionally, this notification will contain the officer's preferences for assignment (upon completion of the POL concentration) to one of the following Naval Supply Center departments: Comptroller, Inventory Control, Contracting, Freight Terminal, or Material. After review of the officer's progress, the Commanding Officer, NAVPETOFF, will approve the date of his availability for assignment to one of these departments as determined by the supply center Commanding Officer.

(R) (2) An elaborate training plan for the general supply concentration is neither required nor desired. The officer should be considered an asset by the cognizant department director and should be assigned to the most demanding and meaningful assignments that will give the individual a thorough foundation in a particular subspecialty. Assignment to very short-term projects and insignificant projects to relieve crisis management situations will be avoided.

(R) h. Completion Certificate. The activity will nominate eligible officers by letter to Commanding Officer, NAVPETOFF, certifying that the development plan has been completed. The Commander, NAVSUP, will then award a certificate of completion to each trainee who successfully completes all requirements of the program. The Commander, NAVSUP, will mail the original certificate to the trainee's Commanding Officer for presentation, with a copy to NMPC (PERS 372) for the officer's jacket and to NAVSUP (SUP OP31A) for recording the subspecialty code to reflect experience in petroleum terminal operations and petroleum logistics.

5. General. Recommendations regarding the program should be submitted to NAVSUP (SUP 40), the program sponsor. Junior Supply Corps officers (LT/LTjg) interested in the program should inform their detailers.



D. W. MCKINNON, JR.  
Commander.

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PERMANENT DUTY STATIONS AND OFFICER AUTHORIZATIONS

<u>BILLET</u> <u>LOCATION/DUTY STATION</u>	<u>PERMANENT</u> <u>DUTY STATION</u>	<u>BILLET TITLE</u>	<u>NUMBER</u> <u>ASSIGNED</u>
NSC PEARL HARBOR		POL OFFICER TRAINEE	1
NSC NORFOLK		POL OFFICER TRAINEE	2
NSC OAKLAND		POL OFFICER TRAINEE	1
NSC SAN DIEGO		POL OFFICER TRAINEE	2
NSC PUGET SOUND		POL OFFICER TRAINEE	1
NSC JACKSONVILLE		POL OFFICER TRAINEE	1
NSC CHARLESTON		POL OFFICER TRAINEE	1
NAVPETOFF, ALEXANDRIA, VA		POL OFFICER TRAINEE	1

Enclosure (1)

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GUIDELINES FOR NAVY PETROLEUM OFFICER  
TRAINEE DEVELOPMENT PLAN

1. The eight-week Advanced Petroleum Management Course at U.S. Army Quartermaster School, Fort Lee, VA, will be provided as soon as possible after the officer has been accepted into the program.
2. Petroleum Management On-The-Job Training (OJT)
  - a. On-the-job training (OJT) will be assigned in the areas listed in enclosure (3) while the officer is at the primary duty station. These practical training areas are the minimum required in the officer trainee's development plan. The officer must demonstrate a thorough knowledge and understanding of the principles involved and an ability to perform and ultimately supervise practical petroleum operations and maintenance functions in order to successfully complete the program. The sign-off sheets for the OJT provided in enclosure (3) must be completed during the first 18 months in the program.
  - b. Interns should "get dirty." Active participation, alongside other departmental workers engaged in fuel operations and maintenance activities, is strongly encouraged. The intern is not to work in place of; rather, he/she is to work with the employee to develop an appreciation for functional methodology and problems.
  - c. Sign-off sheets for OJT should be signed by the foreman or operations/maintenance workers doing the training. Items should be signed and dated as completed, but only when the trainee is fully conversant with the subject matter.
  - d. Special projects are an excellent means of tapping an intern's talents and should be used judiciously. The established training program, especially required formal schooling and off-site training, should take precedence over local or collateral assignments.
  - e. Officer trainees will not perform in the capacity of inspectors or perform preinspection surveys. Any inspection/preinspection will be performed only in the capacity of "under instruction," under the supervision of qualified personnel.

Enclosure (2)

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3. Off-site Petroleum Management Training

a. The following off-site training courses are required to complete the 18-month petroleum concentration of the career development and will be included in the officer's schedule and training plan:

Shore Facility Planning Course - 1 week  
Economic Analysis Course - 1 week  
Corrosion Control Course - 2 weeks  
Gas Free Engineering Course - 2 weeks  
Contracting Officer Technical Representative Course - 3 days  
Naval Sea Systems Command (NAVSEA) or Naval Facilities Engineering Command (NAVFAC) Oil Spill Clean Up - 1 week  
Temporary Additional Duty (TAD) to a Naval Air Station - 2 weeks  
Command Inspection (NAVSUP IG) - 1-2 weeks  
Program Indoctrination at NAVPETOFF - 4 days  
Quality Assurance Representative (QAR)/Refinery Training - 2 weeks  
Civilian Personnel Management - 1 week

b. The Petroleum Tank Cleaning Supervisor Course (2 weeks) may be authorized if funding and time permits.

c. A guide to course location and application information is supplied in enclosure (4).

4. In addition to the fuel related OJT, the officer must also perform practical training in general supply-related functions. An officer at an NSC will request assignment to either the Comptroller Department (Code 50), the Inventory Control Department (Code 100), the Contracting Department (Code 200), the Material Department (Code 300), or the Freight Terminal Department (Code 400). The officer assigned to the Navy Petroleum Office will request assignment to NAVSUPHQ in one of the following Directorates: Financial Management/Comptroller (SUP 01), Contracting Management (SUP 02), Inventory and Information Systems Development (SUP 04), Transportation (SUP 05), or Physical Distribution (SUP 06). The cognizant NSC Department Director or NAVSUP Deputy Commander will assign the officer to demanding and significant tasks commensurate with his/her abilities and monitor the officer's progress.

Enclosure (2)

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5. In addition to the above off-site training, the officers are encouraged to pursue relevant course work available at the activity level. Local Consolidated Civilian Personnel Offices will assist officers in obtaining information and quotas for courses.

6. Work or resource exigencies should not be used to deviate from the spirit and intent of either concentration of the program. Trainees are not to be considered as ready sources for use in various stopgap situations. For example, it would be inappropriate to assign a trainee to a position solely to resolve a work load backlog problem.

7. Completion of on-the-job training and formal training shall be reported in the bimonthly petroleum trainee progress report utilizing the format in enclosure (5).

SIGN-OFF SHEETS FOR ON-THE-JOB TRAINING

Signature of  
Qualifying Super-  
visor and Date

MAINTENANCE MANAGEMENT

- 1. Importance of maintenance management \_\_\_\_\_
- 2. Objectives of maintenance management \_\_\_\_\_
- 3. Functions and responsibilities of maintenance division \_\_\_\_\_
- 4. Types of maintenance \_\_\_\_\_
  - a. Breakdown maintenance \_\_\_\_\_
  - b. Preventive maintenance \_\_\_\_\_
- 5. Facility inspections \_\_\_\_\_
  - a. Storage tanks \_\_\_\_\_
  - b. Pippings \_\_\_\_\_
  - c. Hoses \_\_\_\_\_
  - d. Filters/separators \_\_\_\_\_
  - e. Strainers \_\_\_\_\_
  - f. Pumps \_\_\_\_\_
  - g. Valves \_\_\_\_\_
  - h. Loading arms \_\_\_\_\_
  - i. Fueling nozzles and regulators \_\_\_\_\_
  - j. Pressure gauges \_\_\_\_\_
  - k. Buildings \_\_\_\_\_
  - l. Ground maintenance \_\_\_\_\_
  - m. Pier facilities \_\_\_\_\_
  - n. Meters \_\_\_\_\_
  - o. Automatic gauge system \_\_\_\_\_
  - p. Electrical system \_\_\_\_\_
  - q. Fuel dispensing equipment \_\_\_\_\_
  - r. Bonding and grounding \_\_\_\_\_
  - s. Fire protection facilities \_\_\_\_\_
  - t. Barges \_\_\_\_\_
  - u. Boats \_\_\_\_\_
  - v. Vehicles \_\_\_\_\_
  - w. Fuel lab facilities \_\_\_\_\_
  - x. Oil recovery equipment \_\_\_\_\_
  - y. Cathodic protection system \_\_\_\_\_
  - z. Loading racks \_\_\_\_\_
- 6. Hands-on training (to develop a general understanding of how these maintenance personnel perform their duties at a fuel terminal)
  - a. Welders \_\_\_\_\_
  - b. Electricians \_\_\_\_\_
  - c. Machinists \_\_\_\_\_
  - d. Pipefitters \_\_\_\_\_
  - e. Plumbers \_\_\_\_\_

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- f. Carpenters \_\_\_\_\_
- g. Painters \_\_\_\_\_
- 7. Resources available to accomplish facility maintenance
  - a. Public works \_\_\_\_\_
  - b. Contractors \_\_\_\_\_
  - c. In-house personnel \_\_\_\_\_
- 8. Funding procedures for maintenance and repair projects
  - a. Fuel Department funding authority \_\_\_\_\_
  - b. Commanding Officer's funding authority \_\_\_\_\_
  - c. Major claimant's funding authority \_\_\_\_\_
  - d. Other funding authority \_\_\_\_\_
- 9. Records and reports
  - a. Current maintenance records \_\_\_\_\_
  - b. Historical records
    - (1) Machinery history cards \_\_\_\_\_
    - (2) Tank history cards \_\_\_\_\_
- 10. Maintenance and repair budget development \_\_\_\_\_
- 11. Problems associated with maintenance management and their solutions \_\_\_\_\_
- 12. Facility Inspection Program (FIP)
  - a. Describe purpose \_\_\_\_\_
  - b. How accomplished \_\_\_\_\_
  - c. Review the activity's Annual Inspection Summary (AIS) and Narrative Assessment (NA) \_\_\_\_\_
  - d. Describe relationship of the AIS with Budget/POM \_\_\_\_\_
  - e. Describe relationship of the AIS with Basic Facility Requirement (BFR) \_\_\_\_\_
  - f. Who maintains the AIS file? \_\_\_\_\_

PREVENTIVE MAINTENANCE

- 1. Concept of Preventive Maintenance System (PMS) \_\_\_\_\_
- 2. Objectives of PMS \_\_\_\_\_
- 3. Preparation of PMS schedule
  - a. Weekly \_\_\_\_\_
  - b. Quarterly \_\_\_\_\_
  - c. Cycle \_\_\_\_\_
- 4. Tools required to accomplish PMS
  - a. Maintenance index page (MIP) \_\_\_\_\_
  - b. Maintenance requirement card (MRC) \_\_\_\_\_

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- c. Equipment guide list (EGL)
- 5. Perform an assigned weekly requirement \_\_\_\_\_
- 6. Perform an assigned monthly requirement \_\_\_\_\_
- 7. Perform a spot check on a completed requirement \_\_\_\_\_
- 8. Problems associated with preventive maintenance and solutions \_\_\_\_\_

FILTER SEPARATORS

- 1. Importance of filter separators \_\_\_\_\_
- 2. Principles of operation \_\_\_\_\_
- 3. Elements of a filter separator \_\_\_\_\_
- 4. Test requirements \_\_\_\_\_
- 5. Maintenance requirements \_\_\_\_\_
- 6. Replacing the elements \_\_\_\_\_

MILCON PROJECT PREPARATION

- 1. What is a MILCON project? \_\_\_\_\_
- 2. The Navy planning and programming system \_\_\_\_\_
- 3. Role of:
  - a. Chief of Naval Operations (CNO) \_\_\_\_\_
  - b. Naval Facilities Engineering Command (NAVFAC) \_\_\_\_\_
  - c. Naval Supply Systems Command (NAVSUP) \_\_\_\_\_
  - d. Navy Petroleum Office (NAVPEOFF) \_\_\_\_\_
  - e. Engineering Field Division (EFD) \_\_\_\_\_
  - f. Staff Civil Engineer \_\_\_\_\_
- 4. Special projects \_\_\_\_\_
- 5. Pollution abatement projects \_\_\_\_\_
- 6. Fundings for facility projects \_\_\_\_\_
- 7. Project preparation
  - a. Proposal \_\_\_\_\_
  - b. Project submittal - Steps 1 & 2 \_\_\_\_\_
  - c. Architectural and engineering (A and E) initial development \_\_\_\_\_
  - d. A and E final development \_\_\_\_\_
  - e. Contract for production \_\_\_\_\_
  - f. Follow-up \_\_\_\_\_
- 8. Prepare a MILCON project from initial conception to final submission \_\_\_\_\_

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FUEL AUTOMATION SYSTEM

1. Basic components of an automation system \_\_\_\_\_
2. How the system works \_\_\_\_\_
3. Operate the automatic fuel handling system \_\_\_\_\_
4. Casualty control procedures \_\_\_\_\_
5. Problems that could arise in an automated system and solutions \_\_\_\_\_

BUDGET PLANNING AND SUBMISSION

1. Reconciliation of current year and preparation
  - a. Cost accounting \_\_\_\_\_
  - b. Job order numbers \_\_\_\_\_
  - c. Work units \_\_\_\_\_
  - d. Civilian labor costs \_\_\_\_\_
  - e. Timekeeping and labor distribution \_\_\_\_\_
  - f. Productivity measurement \_\_\_\_\_
  - g. Budget preparation \_\_\_\_\_
2. Operating Budget/Expense Report (NAVCOMPT Form 2168) \_\_\_\_\_

INVENTORY CONTROL AND ACCOUNTING

1. INVENTORY PROCEDURES
  - a. Packing a pipeline \_\_\_\_\_
  - b. Gauging fuel tanks \_\_\_\_\_
  - c. Temperature \_\_\_\_\_
  - d. Water cuts \_\_\_\_\_
  - e. Settling time \_\_\_\_\_
  - f. Witness gauge \_\_\_\_\_
  - g. Computations
    - (1) Converting to 60 degrees \_\_\_\_\_
    - (2) Use of strapping charts \_\_\_\_\_
    - (3) Use of Table 6 \_\_\_\_\_
    - (4) Converting to weight \_\_\_\_\_
2. Inventory control
  - a. Monthly slate \_\_\_\_\_
  - b. Source identification and ordering authorization (SIOATH) \_\_\_\_\_
  - c. Inventory Management Plan (IMP) \_\_\_\_\_
  - d. Stock record card \_\_\_\_\_
  - e. Responsibility vs accountability \_\_\_\_\_
  - f. Allowable loss vs cost \_\_\_\_\_
  - g. References and directives \_\_\_\_\_

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- 3. Accounting
  - a. Processing daily receipts and issue
    - (1) Memorandum invoices \_\_\_\_\_
    - (2) DoD Single Line Item Requisition System Document (Manual) (DD Form 1348) \_\_\_\_\_
    - (3) DoD Single Line Item Release/ Receipt Document (DD Form 1348-1) \_\_\_\_\_
    - (4) Requisition and Invoice/Shipping Document (DD Form 1149) \_\_\_\_\_
    - (5) Tanker/Barge Material Inspection and Receiving Report (DD Form 250-1) \_\_\_\_\_
    - (6) Order for Supplies or Services/ Request for Quotations (DD Form 1155) \_\_\_\_\_
    - (7) Government Bill of Lading (GBL) \_\_\_\_\_
    - (8) Tanker Ullage Report \_\_\_\_\_
    - (9) Discrepancy in Shipment Report (Standard Form 361) \_\_\_\_\_
  - b. Stock control
    - (1) Complete entries on a stock record card \_\_\_\_\_
    - (2) Prepare a daily stock report \_\_\_\_\_
    - (3) Prepare a weekly stock report \_\_\_\_\_
    - (4) Prepare a monthly stock report \_\_\_\_\_
- 4. Troubleshoot inventory discrepancies \_\_\_\_\_
- 5. Perform analysis to solve gains and losses \_\_\_\_\_
- 6. POL requirement submissions \_\_\_\_\_
- 7. Close out of petroleum products inventory on Friday \_\_\_\_\_
- 8. Close out of petroleum products inventory on last day of month \_\_\_\_\_
- 9. Prepare and submit reports
  - a. Bulk Petroleum Terminal Report (DD Form 1788) \_\_\_\_\_
  - b. Bulk Petroleum Terminal Message Report (DD Form 1884) \_\_\_\_\_
- 10. Fund codes \_\_\_\_\_
- 11. Foreign Exchange Agreements \_\_\_\_\_
- 12. Prepositioned War Reserve Material Requirements (PWRMR) \_\_\_\_\_

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DFSP REPORTING PROCEDURES

1. Defense Fuel Automated Management System (DFAMS) \_\_\_\_\_
2. Fuel operations statistics \_\_\_\_\_
3. POL Facility Data Sheet \_\_\_\_\_
4. Operating Expense Budget Report \_\_\_\_\_
5. Terminal POL Facilities Report (DD-M(A) 506) \_\_\_\_\_
6. Bulk Petroleum Terminal Report (DD Form 1788) \_\_\_\_\_
7. Bulk Petroleum Terminal Message Report (DD-Form 1884) \_\_\_\_\_
8. Petroleum Capabilities Report (POLCAP) \_\_\_\_\_
9. Petroleum Damage and Deficiency Report (REPOL) \_\_\_\_\_
10. Prepositioned War Reserve Stock Level Violation Report \_\_\_\_\_

DISPATCHING AND SCHEDULING

1. Pump sheets \_\_\_\_\_
2. Tank truck loading/paperwork \_\_\_\_\_
3. Vessel loading \_\_\_\_\_
4. Vessel discharge \_\_\_\_\_
5. Operations control board \_\_\_\_\_
6. Operations log \_\_\_\_\_
7. Vessel refueling by truck \_\_\_\_\_
8. Pipeline movement \_\_\_\_\_
9. Operations order \_\_\_\_\_
10. Downgrading \_\_\_\_\_
11. Custodial transfer \_\_\_\_\_

POL ORGANIZATION, DIRECTIVES AND PUBLICATIONS

1. DoD POL Logistics Organization
  - a. Secretary of Defense (SECDEF) \_\_\_\_\_
  - b. Assistant Secretary of Defense (Manpower, Reserve Affairs & Logistics) ASD (MRA&L) \_\_\_\_\_
  - c. Defense Logistics Agency (DLA) \_\_\_\_\_
  - d. Defense Fuel Supply Center (DFSC) \_\_\_\_\_
  - e. Defense Fuel Region (DFR) \_\_\_\_\_
  - f. Defense Fuel Support Point (DFSP) \_\_\_\_\_
2. Navy Operational Organization
  - a. Secretary of the Navy (SECNAV) \_\_\_\_\_
  - b. CNO \_\_\_\_\_

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- 3. Fuel Department Organization
  - a. NSC Commanding Officer \_\_\_\_\_
  - b. Fuel Department Director \_\_\_\_\_
  - c. Operations Division \_\_\_\_\_
  - d. Maintenance Division \_\_\_\_\_
  - e. Lab/Quality Surveillance Division \_\_\_\_\_
  - f. Admin/Inventory Division \_\_\_\_\_
  - g. Staff Civil Engineer \_\_\_\_\_
- 4. Interface between NSC Fuel Department and
  - a. DFSC \_\_\_\_\_
  - b. NAVPETOFF \_\_\_\_\_
  - c. EFD \_\_\_\_\_
  - d. Environmental Protection Agency  
(EPA) \_\_\_\_\_
  - e. DFR \_\_\_\_\_
  - f. U.S. Coast Guard \_\_\_\_\_
  - g. Military Sealift Command (MSC) \_\_\_\_\_
- 5. POL Publications
  - a. Procedures for the Management of  
Petroleum Products  
(DoD 4140.25-M) \_\_\_\_\_
  - b. Military Standardization Handbook,  
Quality Surveillance Handbook for  
Fuels Lubricants and Related  
Products (MIL-HDBK-200) \_\_\_\_\_
  - c. Military Standardization Handbook,  
Petroleum Operations  
(MIL-HDBK-201) \_\_\_\_\_
  - d. Maintenance Manual Petroleum Fuel  
Facilities (NAVFAC MO-230) \_\_\_\_\_
  - e. Environmental Protection Manual  
(OPNAVINST 5090.1) \_\_\_\_\_
  - f. Fundamentals of Petroleum  
(NAVEDTR 10883) \_\_\_\_\_
  - g. American Society for Testing and  
Materials Manual  
(ASTM Manual Parts 23, 24, 25) \_\_\_\_\_
  - h. Fuel Management Ashore  
(NAVSUP Pub 558) \_\_\_\_\_

QUALITY SURVEILLANCE AND INSPECTION

- 1. Sampling procedures
  - a. Types of samples \_\_\_\_\_
  - b. Apparatus and containers \_\_\_\_\_
  - c. Sizes of sample \_\_\_\_\_
  - d. Identification of samples \_\_\_\_\_
  - e. Terminologies associated with  
samples \_\_\_\_\_

- f. Problems associated with sampling
- g. Take samples of various petroleum products
- 2. Fuel properties and characteristics
  - a. Diesel fuel marine (F76)
  - b. Aviation turbine fuels (Jet Fuel)
  - c. Automotive gasoline (MOGAS)
  - d. Navy Special Fuel Oil (NSFO)
- 3. Sampling of tests
- 4. Significance of tests
  - a. Bottom sediment and water (BS&W)
  - b. Flash point
  - c. Distillation
  - d. Color
  - e. American Petroleum Institute (API) gravity
  - f. Ash content
  - g. Carbon residue
  - h. Cetane number
  - i. Cloud and pour point
  - j. Conductivity
  - k. Copper corrosion
  - l. Existent gum
  - m. Filtration time
  - n. Fuel System Icing Inhibitor (FSII)
  - o. Knock value
  - p. Potential gum
  - q. Jet Fuel Thermal Oxidation Stability Test (JFTOT)
  - r. Vapor pressure
  - s. Viscosity
  - t. Water reaction
  - u. Water Separometer Index Modified (WSIM)
- 5. Specification limits
- 6. Deterioration limits
- 7. Disposition of off-specification product
- 8. Quality surveillance in bulk storage
- 9. Quality surveillance in bulk transportation
- 10. Quality inspection of trucks, vessels and containers
- 11. Quality surveillance problems

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LABORATORY ADMINISTRATION

- 1. Organization \_\_\_\_\_
- 2. Safety Standards and Procedures \_\_\_\_\_
- 3. Records \_\_\_\_\_
  - a. Sample log \_\_\_\_\_
  - b. Petroleum Product Laboratory Analysis Report \_\_\_\_\_
  - c. Laboratory Analysis Report \_\_\_\_\_
  - d. Technician's workbook \_\_\_\_\_
  - e. Tank record \_\_\_\_\_
  - f. Operational Laboratory Report \_\_\_\_\_
- 4. Conduct POL test procedures \_\_\_\_\_
  - a. API gravity \_\_\_\_\_
  - b. Flash point \_\_\_\_\_
  - c. Distillation \_\_\_\_\_
  - d. BS&W \_\_\_\_\_
  - e. Copper corrosion \_\_\_\_\_
  - f. Reid vapor pressure (RVP) \_\_\_\_\_
  - g. Viscosity \_\_\_\_\_
  - h. FSII \_\_\_\_\_
  - i. Cloud and pour point \_\_\_\_\_
  - j. Freezing point \_\_\_\_\_
- 5. Evaluation of test results \_\_\_\_\_
- 6. Sample retention \_\_\_\_\_
- 7. Calibration program \_\_\_\_\_
- 8. Environmental interface \_\_\_\_\_

FUEL TERMINAL COMMUNICATION SYSTEM

- 1. Telephone \_\_\_\_\_
  - a. Proper telephone procedures \_\_\_\_\_
  - b. Phone number listings \_\_\_\_\_
  - c. Use of recall list \_\_\_\_\_
- 2. Radio \_\_\_\_\_
  - a. Proper radio communication procedure \_\_\_\_\_
  - b. Portable, mobile and fixed base radios \_\_\_\_\_
  - c. Radio call signs in the terminal \_\_\_\_\_
  - d. Conducting radio checks \_\_\_\_\_
  - e. Recharging procedures for portable radios \_\_\_\_\_
  - f. Effective transmission range of radios \_\_\_\_\_
  - g. Appropriate frequency \_\_\_\_\_
  - h. Locations of transmitter and antenna \_\_\_\_\_



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TANK CLEANING

- 1. Purposes of tank cleaning \_\_\_\_\_
- 2. Scheduling of tank cleaning \_\_\_\_\_
- 3. Phases of tank cleaning \_\_\_\_\_
  - a. Planning the operation \_\_\_\_\_
  - b. Preparation for cleaning \_\_\_\_\_
  - c. Vapor freeing the tank \_\_\_\_\_
  - d. Cleaning the tank \_\_\_\_\_
  - e. Clean-up, inspection and acceptance \_\_\_\_\_
- 4. Safety precautions \_\_\_\_\_
- 5. Repair of tanks \_\_\_\_\_
- 6. Coatings \_\_\_\_\_
- 7. Maintenance of tank bottoms \_\_\_\_\_
- 8. Disposition of sludge materials \_\_\_\_\_

POLLUTION ABATEMENT

- 1. Laws and regulations governing oil pollution and abatement \_\_\_\_\_
- 2. Navy references and directives \_\_\_\_\_
- 3. Spill Prevention Control and Countermeasure Plans \_\_\_\_\_
- 4. Planning pollution abatement effort \_\_\_\_\_
  - a. Prevention \_\_\_\_\_
  - b. Resources \_\_\_\_\_
  - c. Procedural \_\_\_\_\_
- 5. Organizing pollution control effort \_\_\_\_\_
- 6. Training program \_\_\_\_\_

OIL SPILL CLEAN-UP

- 1. Three phases of oil spill response \_\_\_\_\_
  - a. Discovery and notification \_\_\_\_\_
  - b. Containment and countermeasure \_\_\_\_\_
  - c. Clean up and disposal \_\_\_\_\_
- 2. Know the containment and clean up capabilities of your terminal \_\_\_\_\_
- 3. Be familiar with equipment used during oil spill operation \_\_\_\_\_
- 4. Problem areas in oil spill containment and clean up \_\_\_\_\_
- 5. Oil spill clean up \_\_\_\_\_
  - a. Use of sorbents \_\_\_\_\_
  - b. Spill boom deployment \_\_\_\_\_
  - c. Work boat types and uses \_\_\_\_\_
  - d. Work platform \_\_\_\_\_
  - e. Containment areas \_\_\_\_\_

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- f. Estimation of spill amount \_\_\_\_\_
- g. Reporting requirements and procedures \_\_\_\_\_
  - (1) Requirements set forth in OPNAVINST 5090.1 \_\_\_\_\_
  - (2) Prepare actual mock Oil Spill Report (Report Symbol OPNAV 5090.2) \_\_\_\_\_
  - (3) OPREP-3 Navy Blue procedures set forth in OPNAVINST 3100.6 \_\_\_\_\_
  - (4) Prepare actual or mock OPREP-3 for oil spill \_\_\_\_\_
- 6. Hazardous material spill
  - a. Procedures to follow in case of spill \_\_\_\_\_
  - b. Determination of hazardous material \_\_\_\_\_
  - c. Safety requirements for containment of hazardous material \_\_\_\_\_
  - d. Available material and equipment \_\_\_\_\_
  - e. Reporting procedure \_\_\_\_\_
- 7. Disposition of recovered oil/hazardous materials \_\_\_\_\_

OIL RECLAMATION

- 1. Reclamation plant
  - a. Overview \_\_\_\_\_
  - b. System schematic \_\_\_\_\_
  - c. Receipt of ballast \_\_\_\_\_
  - d. Ballast tanks \_\_\_\_\_
  - e. Settling tanks \_\_\_\_\_
  - f. Steam heating unit operations \_\_\_\_\_
  - g. Heating tanks and temperatures \_\_\_\_\_
  - h. Chemical injection \_\_\_\_\_
  - i. API separation operation \_\_\_\_\_
  - j. Corrugated plate separator \_\_\_\_\_
  - k. Testing for Fuel Oil Reclaimed \_\_\_\_\_
  - l. Transfer of reclaimed fuel to bulk storage \_\_\_\_\_
  - m. Water analyzer \_\_\_\_\_
  - n. Blending \_\_\_\_\_
- 2. Documentation of Fuel Oil Reclaimed (FOR) \_\_\_\_\_

OILY WASTE WATER TREATMENT

- 1. Classification of oily wastes \_\_\_\_\_

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- 2. Sampling and testing
  - a. Flash point test \_\_\_\_\_
  - b. Corrosion test \_\_\_\_\_
  - c. Centrifuge percent water and oil \_\_\_\_\_
- 3. Oily waste handling system
  - a. Collection method \_\_\_\_\_
  - b. Transportation \_\_\_\_\_
  - c. Storage \_\_\_\_\_
- 4. Processing system at the fuel terminal \_\_\_\_\_
- 5. Disposal of unblendable wastes \_\_\_\_\_
- 6. Documentation \_\_\_\_\_

SECURITY AND SAFETY

- 1. Objective of POL security \_\_\_\_\_
- 2. Security hazards \_\_\_\_\_
- 3. Terminal security
  - a. Procedures for conducting security round \_\_\_\_\_
  - b. Methods available to maintain security
    - (1) Personnel access control \_\_\_\_\_
    - (2) Identification system \_\_\_\_\_
    - (3) Physical barriers \_\_\_\_\_
    - (4) Alarms \_\_\_\_\_
    - (5) Security guards \_\_\_\_\_
    - (6) Protective Lighting \_\_\_\_\_
  - c. Procedures when unauthorized person enters terminal \_\_\_\_\_
  - d. Importance of escort requirements, camera passes, smoking regulations \_\_\_\_\_
- 4. Disaster control plan \_\_\_\_\_
- 5. Accidents (personnel and equipment)
  - a. Reporting procedures in case of accident \_\_\_\_\_
  - b. Reporting safety discrepancies \_\_\_\_\_
  - c. What to do if personnel get soaked in fuel \_\_\_\_\_
  - d. Safety problem areas in a terminal \_\_\_\_\_
  - e. Precautions during cold weather \_\_\_\_\_
- 6. Weather alerts
  - a. Significance of small craft and wind warnings \_\_\_\_\_
  - b. How reports are received \_\_\_\_\_
  - c. Areas prone to flooding \_\_\_\_\_
  - d. Precautions prior to heavy weather \_\_\_\_\_
  - e. Emergency supply locations \_\_\_\_\_
  - f. Terminal recall bills \_\_\_\_\_

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- 7. Floods
  - a. Actions to be taken in case of flooding \_\_\_\_\_
  - b. Alternate routes around low areas \_\_\_\_\_
  - c. Notification procedures in case of flood \_\_\_\_\_
- 8. Snowstorms
  - a. Actions to be taken in case of snowstorm \_\_\_\_\_
  - b. Snow removal equipment \_\_\_\_\_
- 9. Hazards connected with petroleum products
  - a. Hygienic aspects \_\_\_\_\_
  - b. Fire and explosion
    - (1) Causes \_\_\_\_\_
    - (2) Static electricity \_\_\_\_\_
    - (3) Ignition sources \_\_\_\_\_
    - (4) Precautions \_\_\_\_\_
- 10. Safety devices and equipment available in the terminal
  - a. Flame arrestors \_\_\_\_\_
  - b. Portable safety lights \_\_\_\_\_
  - c. Combustible gas indicators \_\_\_\_\_
  - d. Respiratory protection \_\_\_\_\_
  - e. Bonding and grounding \_\_\_\_\_
  - f. Emergency shut-offs \_\_\_\_\_
  - g. Signs \_\_\_\_\_
  - h. Periodic tests and inspections \_\_\_\_\_
  - i. Machinery guards \_\_\_\_\_
  - j. Ventilation \_\_\_\_\_
  - k. Drains \_\_\_\_\_
- 11. Prepare and conduct a thorough fuel handling safety training session for military and civilian personnel assigned \_\_\_\_\_

TANK FARM OPERATIONS

- 1. Storage tanks
  - a. Types, sizes, construction, and coatings
    - (1) Steel tanks
      - (a) Welded \_\_\_\_\_
      - (b) Bolted \_\_\_\_\_
      - (c) Horizontal \_\_\_\_\_
      - (d) Cone roof \_\_\_\_\_
      - (e) Floating roof \_\_\_\_\_
    - (2) Concrete tanks \_\_\_\_\_
    - (3) Other types \_\_\_\_\_

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- b. Tank accessories and functions
    - (1) Vents \_\_\_\_\_
    - (2) Breather valves \_\_\_\_\_
    - (3) Flame arrestors \_\_\_\_\_
    - (4) Tank outlets \_\_\_\_\_
    - (5) Gauge and thief hatches \_\_\_\_\_
    - (6) Oil heaters \_\_\_\_\_
    - (7) Pump and pump manifolds \_\_\_\_\_
    - (8) Gauge tables \_\_\_\_\_
    - (9) Vapor recovery system \_\_\_\_\_
  - c. Maintenance and inspection of tanks \_\_\_\_\_
  - d. Transfer between tanks
    - (1) Procedures \_\_\_\_\_
    - (2) Use of pumps \_\_\_\_\_
    - (3) Use of gravity \_\_\_\_\_
    - (4) Documentation \_\_\_\_\_
  - e. First-in/first-out policy \_\_\_\_\_
  - f. Water draw-off procedures \_\_\_\_\_
  - g. Circulation \_\_\_\_\_
  - h. Changing tank service \_\_\_\_\_
2. Pipeline system
- a. Types
    - (1) Single line \_\_\_\_\_
    - (2) Loop system \_\_\_\_\_
    - (3) Double line \_\_\_\_\_
  - b. Locations \_\_\_\_\_
  - c. System design \_\_\_\_\_
  - d. Coatings \_\_\_\_\_
  - e. Markings \_\_\_\_\_
  - f. Line testing \_\_\_\_\_
  - g. Accessories and functions
    - (1) Pipes \_\_\_\_\_
    - (2) Valves \_\_\_\_\_
    - (3) Expansion joints \_\_\_\_\_
    - (4) Blocks and blinds \_\_\_\_\_
    - (5) Pressure relief system \_\_\_\_\_
    - (6) Sediment strainers \_\_\_\_\_
    - (7) Line identification \_\_\_\_\_
    - (8) FSII injection system \_\_\_\_\_
  - h. Transfers
    - (1) Precleaning \_\_\_\_\_
    - (2) Maintaining product quality \_\_\_\_\_
    - (3) Flow characteristics \_\_\_\_\_
    - (4) Optimum pumping pressure \_\_\_\_\_
    - (5) Multiproduct lines \_\_\_\_\_
    - (6) Surge pressures \_\_\_\_\_
    - (7) Lining up \_\_\_\_\_
  - i. General pipeline operating rules \_\_\_\_\_

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- j. Maintenance, inspection and repair \_\_\_\_\_
- 3. Pumps
  - a. Types
    - (1) Centrifugal \_\_\_\_\_
    - (2) Reciprocating \_\_\_\_\_
    - (3) Rotary \_\_\_\_\_
  - b. Uses
    - (1) Stripper pumps \_\_\_\_\_
    - (2) Cargo pumps \_\_\_\_\_
    - (3) Issue pumps \_\_\_\_\_
  - c. Pumping and pumphouse operation \_\_\_\_\_
  - d. Optimum pressure \_\_\_\_\_
  - e. Emergency shut-down \_\_\_\_\_
  - f. Prime movers \_\_\_\_\_
  - g. Safety precautions \_\_\_\_\_
  - h. Discharge and receipt computations \_\_\_\_\_
- 4. Valves
  - a. Types
    - (1) Gate \_\_\_\_\_
    - (2) Plug \_\_\_\_\_
    - (3) Ball \_\_\_\_\_
    - (4) Check \_\_\_\_\_
    - (5) Double block and bleed \_\_\_\_\_
  - b. Locations \_\_\_\_\_
  - c. Applications \_\_\_\_\_
  - d. Lining up \_\_\_\_\_
- 5. Hoses
  - a. Types \_\_\_\_\_
  - b. Sizes \_\_\_\_\_
  - c. Pressure testing \_\_\_\_\_
  - d. Storage and handling procedures \_\_\_\_\_
  - e. Marking \_\_\_\_\_

BARGE OPERATIONS

- 1. System familiarization \_\_\_\_\_
- 2. Receipt/Offload operation \_\_\_\_\_
- 3. Logs/Requisitions procedures \_\_\_\_\_
- 4. Sampling \_\_\_\_\_
- 5. Testing \_\_\_\_\_
- 6. Gauging \_\_\_\_\_
- 7. Grounding \_\_\_\_\_
- 8. Inspection \_\_\_\_\_
- 9. Lining up valves \_\_\_\_\_
- 10. Operating pumps \_\_\_\_\_

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TANK TRUCK OPERATIONS

- 1. Truck loading racks \_\_\_\_\_
- 2. Types of tank trucks \_\_\_\_\_
- 3. Product capabilities \_\_\_\_\_
- 4. Bonding/grounding \_\_\_\_\_
  - a. Purpose \_\_\_\_\_
  - b. Problems associated with hook-up and detachment of grounding wire \_\_\_\_\_
  - c. Proper stowage of grounding wire after operation \_\_\_\_\_
- 5. Inspections \_\_\_\_\_
  - a. Importance (refer to NAVSUP Pub 546) \_\_\_\_\_
  - b. When and how inspection is conducted \_\_\_\_\_
  - c. Equipment used for inspection \_\_\_\_\_
  - d. Who to contact if truck fails inspection \_\_\_\_\_
- 6. Pump operation \_\_\_\_\_
  - a. Operate various pumps associated with truck loading \_\_\_\_\_
  - b. Location of pumps and associated emergency cut-off switch \_\_\_\_\_
- 7. Loading procedures \_\_\_\_\_
- 8. Unloading procedures \_\_\_\_\_
- 9. Strainers and filters \_\_\_\_\_
- 10. Meters \_\_\_\_\_
- 11. Sampling \_\_\_\_\_
  - a. Purpose \_\_\_\_\_
  - b. Proper location to take samples \_\_\_\_\_
  - c. Simple visual sampling techniques \_\_\_\_\_
  - d. Equipment used for sampling \_\_\_\_\_
- 12. Pressure \_\_\_\_\_
  - a. Location of pressure gauge \_\_\_\_\_
  - b. Interpret pressure reading \_\_\_\_\_
  - c. Problems with pressure gauge \_\_\_\_\_
- 13. Seals \_\_\_\_\_
  - a. Purpose \_\_\_\_\_
  - b. When, how, who installs seals \_\_\_\_\_
  - c. Any situation when driver performs sealing operation \_\_\_\_\_
- 14. Safety precautions \_\_\_\_\_

TANKER/OILER/COMBATANT SHIP FUEL OPERATIONS

- 1. Need for advance notice \_\_\_\_\_
- 2. Tank farm preparation before arrival of vessel \_\_\_\_\_

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3. Duties of fuel personnel in charge \_\_\_\_\_
4. Mooring/Berthing operations  
a. Procedures for securing and detach-  
ing mooring lines \_\_\_\_\_
- b. Meaning of "doubling up" \_\_\_\_\_
- c. Materials used for mooring lines \_\_\_\_\_
- d. Precautions in handling mooring  
lines \_\_\_\_\_
- e. Pier fittings \_\_\_\_\_
- f. How to tell if mooring lines are  
too tight \_\_\_\_\_
5. Briefing of vessel CO/Master \_\_\_\_\_
6. Hook-up and disconnect of cargo hose \_\_\_\_\_
7. Gangways \_\_\_\_\_
8. Communications and other facilities \_\_\_\_\_
9. Sampling and testing before loading/  
unloading \_\_\_\_\_
10. Hose watch duties and responsibilities \_\_\_\_\_
11. Gauging ship's tanks \_\_\_\_\_
12. Inspection of vessel \_\_\_\_\_
13. Paperwork processing and certification \_\_\_\_\_
14. Emergency procedures  
a. Pump shut down \_\_\_\_\_
- b. Fire \_\_\_\_\_
- c. Oil spill \_\_\_\_\_
15. Periodic line samples \_\_\_\_\_
16. Additional equipment on the pier \_\_\_\_\_
17. Difference between loading and unload-  
ing operations \_\_\_\_\_
18. Back suction and hose evacuation \_\_\_\_\_

LUBE OIL OPERATIONS

1. Tanks and capacities \_\_\_\_\_
2. Packaged products  
a. Preloading drum inspections \_\_\_\_\_
- b. Drum filling process \_\_\_\_\_
- c. Other aspects  
(1) Site selections \_\_\_\_\_
- (2) Outdoor storage \_\_\_\_\_
- (3) Covered storage \_\_\_\_\_
- (4) Water in packaged petroleum  
product \_\_\_\_\_
- (5) Storage of empty containers \_\_\_\_\_
3. Tank trucks  
a. Paperwork \_\_\_\_\_
- b. Seals \_\_\_\_\_
- c. Sampling and quantity check \_\_\_\_\_

- d. Hose connection \_\_\_\_\_
- e. Tank selection and set up \_\_\_\_\_
- f. Secure operations/hose disconnect \_\_\_\_\_

COMMAND INSPECTIONS AND AUDITS

- 1. Types and purposes of audits
  - a. Defense Audit Service \_\_\_\_\_
  - b. DLA Inspector General (IG) \_\_\_\_\_
  - c. Naval Audit Service \_\_\_\_\_
  - d. General Accounting Office \_\_\_\_\_
- 2. Types and Purposes of Inspection
  - a. Inspection by local command \_\_\_\_\_
  - b. Annual inspection summary \_\_\_\_\_
  - c. NAVSUP IG \_\_\_\_\_
- 3. Conduct a NAVSUP IG
  - a. Assist the inspector in all respects during the entire process \_\_\_\_\_
  - b. Make preparations for the IG by reviewing previous inspections and data sheet \_\_\_\_\_
  - c. Become familiar with all phases of the IG
    - (1) Review NAVSUP/NAVPET IG booklet \_\_\_\_\_
    - (2) Inventory records \_\_\_\_\_
    - (3) Ground fuel records \_\_\_\_\_
    - (4) Transportation losses computed immediately after receipt \_\_\_\_\_
    - (5) POL laboratory, calibration and quality surveillance program \_\_\_\_\_
    - (6) Security plan \_\_\_\_\_
    - (7) Basic Facility Requirements/Annual Inspection Summary (BFR/AIS) \_\_\_\_\_
    - (8) Spill Prevention Control and Countermeasures Plans (SPCC Plan) \_\_\_\_\_
    - (9) 1883/1884 submission \_\_\_\_\_
    - (10) Training program \_\_\_\_\_
    - (11) Maintenance/PMS \_\_\_\_\_
    - (12) Safety \_\_\_\_\_
    - (13) Fire prevention \_\_\_\_\_
    - (14) General housekeeping \_\_\_\_\_
    - (15) High level liquid alarms \_\_\_\_\_

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TAD TO A NAVAL AIR STATION

1. Mission and Organization
  - a. Naval Air Station \_\_\_\_\_
  - b. Supply Department \_\_\_\_\_
  - c. Material/Fuel Division \_\_\_\_\_
2. NAS fuel facilities and equipment
  - a. Receiving stations \_\_\_\_\_
  - b. Storage tanks \_\_\_\_\_
  - c. Transfer lines \_\_\_\_\_
  - d. Pumps \_\_\_\_\_
  - e. Filter separators \_\_\_\_\_
  - f. Fuel monitors \_\_\_\_\_
  - g. Truck fill stands \_\_\_\_\_
  - h. Aircraft refueling and defueling equipment \_\_\_\_\_
  - i. Ground product equipment \_\_\_\_\_
  - j. Laboratory \_\_\_\_\_
3. NAS maintenance management program and inspection
  - a. Daily operator check-off inspection of all assigned equipment \_\_\_\_\_
  - b. Preventive maintenance on POL distribution and storage system \_\_\_\_\_
  - c. Preventive maintenance on nitrogen dispensing facility \_\_\_\_\_
  - d. Corrective maintenance \_\_\_\_\_
4. NAS operations
  - a. Fueling/defueling aircraft \_\_\_\_\_
  - b. Hot refueling of aircraft \_\_\_\_\_
  - c. Fuel receipts \_\_\_\_\_
  - d. Safety in fuel handling \_\_\_\_\_
5. Inventory control at a retail activity
  - a. Processing of receipt and issue document \_\_\_\_\_
  - b. Close out of records on 10th, 20th and last day of month--10 day report coincidental with Budget OPTAR Report (BOR) \_\_\_\_\_
  - c. Close out of records on last day of the month \_\_\_\_\_
  - d. Schedule and place orders for POL and cryogenic products \_\_\_\_\_
  - e. Processing contract payment invoices \_\_\_\_\_
  - f. Reports \_\_\_\_\_
    - (1) Bulk petroleum facilities report \_\_\_\_\_

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- (2) Domestic fuel requirements \_\_\_\_\_
- (3) Report of requirements for JP5  
and AVGAS (Aviation Gasoline) \_\_\_\_\_
- (4) Bulk POL receiving capabilities  
report \_\_\_\_\_
- (5) Bulk lube oil requirements \_\_\_\_\_
- (6) Cryogenics report \_\_\_\_\_
- (7) Fuel cleanliness report \_\_\_\_\_
- (8) On-order but undelivered report \_\_\_\_\_
- (9) Defense Energy Information Sys-  
tem (DEIS) \_\_\_\_\_
- 6. Quality surveillance
  - a. Sources of contamination prevention \_\_\_\_\_
  - b. Laboratory test procedures for jet  
fuel \_\_\_\_\_
  - c. Significance of test results \_\_\_\_\_
- 7. Contract refueling operations \_\_\_\_\_

PETROLEUM OFFICER TRAINEE GUIDE TO FORMAL SCHOOLS/TRAINING

COURSE	LENGTH	LOCATION	HOW TO APPLY	CONTACTS	ADDITIONAL INFORMATION
Shore Facility Planning Systems Course <u>and</u> Economic Analysis Course	1 week  1 week	West-Port Hueneme, CA East-to be announced	Contact Program Administrator, Navy Petroleum Office, Cameron Station, Alexandria, VA 22304-6180	AV 284-7480	Economic Analysis course is usually a follow-on to Shore Facility Planning. An Engineering Field Division also sponsors these courses once a year. Quotas are allocated by the sponsoring EFD. Example: PACDIV sponsors courses held in Hawaii. BOQ is very limited.
Corrosion Control Course	2 weeks	AFTT, Wright-Patterson AFB, Dayton, OH	Send DD Form 1556 to: AFIT-DES Wright-Patterson AFB Ohio 45433-5000	All Autovon Nos. Registrar: 785-2156/3025 Course Director: 785-4552	BOQ available. School makes arrangement for accommodation and provides daily bus transportation to and from school and BOQ.
Gas Free Engineering Course	2 weeks	NAVSEA Safety School Indiana University Poplars Research and Conference Center, 400 East 7th Street Bloomington, IN 47401, and other locations like Norfolk and Jacksonville.	Send DD Form 1556 to: Commanding Officer Naval Weapons Support Center (Code 83) Crane, IN 47522	Course Coordinator: AV 482-1432/1517	Reference: NAVSEA NOTE 5100 OSH 245E Gas Free Engineering for Nonmaritime Operations is recommended for POL interns.
Contracting Officer Technical Representative	3 days	Various locations	Contact your local Navy Regional Contracting Department		
NAVFAC Oil Spill Clean Up On-Site Training	1 week	Various locations	Sponsored by Naval Environmental Support Activity. Call training coordinator for schedule.	Training Coordinator: AV-360-4067	Training is held in several locations every year.

Enclosure

(4)

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COURSE	LENGTH	LOCATION	HOW TO APPLY	CONTACTS	ADDITIONAL INFORMATION
TAD to a Naval Air Station	2 weeks	Various	Contact the Supply Officer at the nearest Naval Air Station		
Command Inspection	1-2 weeks	Various	Contact Program Administrator, NAVPETOFF to schedule	AV 284-7480	Participation in IG will normally be scheduled after one year in the program.
Program Indoctrination at NAVPETOFF	1 week	NAVPETOFF Alexandria, VA	Contact Program Administrator, NAVPETOFF	AV 284-7480	Scheduled the week before or after the corrosion control course.
QAR/Refinery Training	2 weeks	Various	West Coast contact DCASR, Concord, CA. East Coast contact DCASR, Dallas, TX	(415) 686-6200 AV 940-1476	Training will be observing/working with QARs in their day-to-day operations.
Civilian Personnel Management		Various	Contact your local civilian personnel office		
Petroleum Tank Cleaning Supervisor Course C3AZR54571-000	2 weeks	Chanute AFB, IL	Send message to Chief of Naval Technical Training, NAS Memphis, Millington, TN 38054 ATTN: Code N1232 or CNTECHTRA Millington, TN Code N1232	CNTECHTRA: AV 966-5987 Chanute AFB: AV 862-2060	CNTECHTRA controls quotas for Navy. Contact NAVPETOFF before any arrangements are made.

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PETROLEUM OFFICER TRAINEE PROGRESS REPORT FORMAT

From:

To: Commanding Officer, Navy Petroleum Office

Via: Commanding Officer, Naval Supply Center

Subj: BIMONTHLY PETROLEUM OFFICER TRAINEE PROGRESS REPORT

Ref: (a) NAVSUPINST 1540.1D

Encl: (1) Sign-Off Sheet for On-the-Job Training

1. In accordance with reference (a), my progress report is submitted.
2. Enclosure (1) shows the on-the-job training I have completed. To date I have completed \_\_\_\_\_ percent of the total areas assigned.
3. I have completed the following formal courses approved in my development plan:  
  
To date I have completed \_\_\_\_\_ percent of the total courses approved. (Identify any funding or scheduling problems. Make any suggestions/comments about courses attended.)
4. The following are significant achievements for this bimonthly reporting period:
5. Optional - job preference, suggestions about the Petroleum Trainee Program, etc.

NOTE: When computing percentage of OJT completed, a general area of training (e.g., Maintenance Management) will not be counted as complete until all sub areas (e.g., Importance of Maintenance Management, Objectives of Maintenance Management, etc.) are completed.

Enclosure (5)