



United States Department of the Interior
Office of Aviation Services
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DOI OPERATIONAL PROCEDURES MEMORANDUM NO. 13-09

Subject: Fuel Procurement Procedures

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Supersedes: OPM 11-09 dated December 19, 2011

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1. **Purpose.** This OPM establishes the Department of the Interior, Office of Aviation Services (OAS) procurement service procedures for the acquisition of aviation fuel and other related services.

2. **General.** Upon request, OAS will furnish fuel procurement, billing, payment and other services to all Interior bureaus, to the extent described below. OAS will be responsible for procurement, billing, payment, for aviation fuels only. Receipt, inspection (quality and quantity), and accounting for fuel at bureau locations are the responsibility of the requesting bureau. OAS can provide advice and assistance for development of programs to meet their responsibilities. OAS will furnish previously listed services to non-DOI agencies when requested. All costs will be fully reimbursed in accordance with OPM-6.

3. **Bulk Fuel and Oil.** OAS will procure bulk fuels and oil required by DOI bureaus to support activity needs. Bureaus desiring this service shall follow the procedures outlined below.

A. Establish a special reimbursable service agreement for fuel/oil procurement through OAS. Submit requisitions to OAS identifying following requirements: product type(s), estimated quantities, type of delivery (e.g., bulk, drums, into-plane), delivery location, frequency or delivery dates, names of individual(s) authorized to order, ordering method (verbal or written), and bureau accounts to be charged. Requisitions may initiate one-time purchases or Blanket Ordering Agreements to cover a specific period of time at one location.

B. Requesting bureaus will be billed for all bulk fuel and oil in one of two ways:

1. **Payment upon delivery and receipt:** Is required for bulk delivery ordered through OAS on a one-time or infrequent basis. A bureau representative shall sign for product(s) delivered and forward the signed receipt to OAS. OAS will pay the vendor and bill the bureau for the cost of product. Deposits charged by a vendor for returnable barrels will be credited to the user bureau when the barrels are returned and the vendor passes the credit back to OAS.

2. Payment upon issue and use: Is required for bulk delivery ordered through OAS on a recurrent basis for bureau managed fuel sites. Fuel is charged to customers as it is issued through the use of form OAS-59, *Fuel and Oil Issue Record*. The direct cost of fuel will be billed to the agency for fuel issued. It is the managing bureau's responsibility to assure that fuel receipt delivery tickets vendor invoices and OAS-59s are mailed promptly to OAS. Issue and receipt documents are due at OAS on the 10th and 25th of each month. Rates are based on fuel cost, transportation costs, taxes, etc. Rates are subject to change due to cost fluctuations during the year. Rates will be adjusted as needed, but not more than once each month. Only OAS purchased fuel will be stored in these facilities. OAS retains ownership until fuel is issued.

Note: Bureau management must maintain an accounting ledger of all fuel activity, to include beginning inventory, receipts, and issues. The accounting ledger balance must agree within 1% of the actual physical inventory, determined by gauging or other acceptable measurement. Variances greater than 1% shall be investigated. OAS shall be reimbursed for unexplained losses.

a. The bureau is responsible for fuel receipt activity and acceptance inspection (quality and quantity). Bureaus are also responsible for maintaining fuel sites according to established safety and EPA standards. All fuel issues shall be recorded on OAS-59 in whole gallons. Joint bureau/OAS physical inventories shall be accomplished at the beginning and end of the use period for seasonal sites. For year-round sites, joint physical inventories are required on the last workday of March and September. The amount of fuel on hand shall be recorded on the OAS-59. A line entry shall be made stating "physical inventory amount," date taken, and names of individuals accomplishing the physical inventory. The OAS-59 is dated and submitted to the OAS with gallons on hand entered as the last entry.

b. A beginning fuel balance will be established and adjusted by quantities delivered and issued throughout the reporting period. The OAS will bill the bureau for the quantity not accounted for after reconciliation at the end of the reporting period.

D. Present fuel locations with type of fuel available are:

<u>Office</u>	<u>Location</u>	<u>Type of Fuel</u>
114	Ft. Wainwright	AVGS/JETF
116	Galena	AVGS/JETF
134	Fort Wainwright (AFS) Fuel Trucks	AVGS/JETF
138	NPS, Big Bend, TX	AVGS
500	Park Police, Washington D.C.	JETF

Offices 114-Ft. Wainwright and 116-Galena are supported by the OAS contracted fueler. All others are staffed by Bureau of Land Management-Alaska Fire Service (BLM-AFS) personnel. Those locations staffed by BLM-AFS personnel are operated during the fire season only and are primarily for BLM-AFS use.

Bureaus desiring to draw fuel from these locations must have a OAS billee code or BLM reimbursable agreement and coordinate their requirements with the BLM-AFS Logistics Coordinator at 907-356-5680. The Washington, DC, stores site is operated by the U.S. Park Police solely for their helicopters. The Big Bend, TX stores site is operated by NPS solely for their aircraft.

4. Government Credit Cards. Upon written request by bureaus, OAS will arrange for the issue of the Government charge cards for fuel acquisition. OAS will pay charges incurred and, in turn, bill the user bureau for costs, or through the aircraft use rate (Lower-48 states).

The customer copy of the charge card transaction must be submitted promptly to OAS. Following are charge cards authorized for fuel procurement listed in descending order of preference:

A. Department of Defense Jet Fuel Ident-A-Plate (DD Form 1896) or U.S. Air Force AVGAS Ident-A-Plate (AF Form 1245). The Ident-A-Plate allows the bearer to charge fuel from military installations. These cards are issued at bureau request and assigned to a specific fleet aircraft, by FAA registration number. Ident-A-Plates may only be used for acquiring fuel for the aircraft to which the card is assigned. The card remains with the aircraft, however the assigned pilot and the Bureau to which the aircraft and card are assigned are responsible for proper use and security. Requests for card issuance must include the number of cards required, the FAA registration number of the aircraft to which it will be assigned. In Alaska, the request must also include an appropriate four-digit billee code, to be embossed on the card, for charging back to the bureau. DOD is phasing out Ident-A-Plates. When all military installations are equipped with electronic card readers, the Ident-A-Plate cards will be replaced with the contracted AirCard.

B. Air Card (Gold). This is a commercial fuel card for use at commercial sites. This card can be presented at any Defense Energy Support Center (DESC) contracted Commercial Fixed Base Operator location in lieu of the old Ident-A-Plate cards. This card is available for purchase of overwing fuel, oil, tie downs, or landing fees for fleet aircraft operated by a Government pilot, or for bulk fuel purchases from a major oil company only. Users should assure, in advance, that the vendor would accept it.

User bureaus should submit requests to the OAS, indicating quantities desired and appropriate four-digit billee code (FAA identifier in lower-48 states) to be embossed on the cards.

C. Bank of America MasterCard. The MasterCard issued by Bank of America may be used to procure aviation fuel if the vendor will not accept the DOD or Air Card. MasterCards are assigned to individual bureau employees who are responsible for their proper use. Requests for issuance of this charge card must include the name of the bureau employee and work address and must be submitted by the employee's immediate supervisor or Bureau Aviation Officer. Monthly statements must be reconciled, signed by the individual using it, and forwarded promptly to the OAS Approving Official. The transmittal to the OAS must include the statement, receipt copies of the charge slips, billee code and bureau account data, and cardholder signature certifying that all charges are only for official government business.

D. Lost, stolen or misplaced charge cards. Bureaus are responsible for prompt reporting to the OAS (unless otherwise instructed) of any loss or theft of charge cards. The Bureau remains responsible for charges made against the card until such time the OAS is notified. When so notified, the OAS will report the loss or theft to the card issuer.

5. Fuel Purchases by Aircraft Contractors in Alaska and Hawaii. Many contract and rental aircraft are provided to the Government under dry rates, with the Government either providing fuel and oil or reimbursing the contractor for fuel and oil purchases necessary for Government missions. When necessary for contract or rental operations, the following procedures will apply:

A. The Contracting Officer's Administrative Representative (COAR) or the Government representative responsible for the flight shall confirm that Government provided fuel is authorized by the Contract/Agreement. The COAR may then authorize the contractor to procure (and pay for) commercial fuel directly, and seek reimbursement from the OAS on the OAS-23 Aircraft Use Report, or OAS will arrange for the issue of the Government charge cards for fuel acquisition.

B. When purchased by the contractor, fuel quantity and costs shall be recorded as a line entry and summarized under "Other Charges/Credits" on the Aircraft Use Report (Form OAS-23) and shall be supported by paid itemized invoices from the supplier. Certified true copies may be submitted in lieu of the original invoice.

C. Due to the fluctuation of aviation fuel taxes and inconsistent amounts billed to OAS by various DOD fuel stations, costs of procuring fuel cannot be billed to various agencies until such time that the OAS processes payment to DOD. The billing process will take into consideration direct DOD costs, all aviation fuel taxes and any additional charges per OPM-6.

6. Technical Fuel Services Available in Alaska and Hawaii. The OAS/Alaska Regional Office will provide on request the following fuel management services. Assistance in developing specific fuel site operation and maintenance procedures, fuel quality control procedures, fuel system specification development, equipment design, new fuel system installation, and assistance in retrofitting existing systems. Services also include the periodic inspection of existing systems to ensure operation as designed, as well as ensuring compliance with existing national codes and safety regulations. The OAS also provides training sessions for fuel quality control, the proper operation of fuel systems and for tests and quality control measures that can be performed on-site.



Director, Office of Aviation Services