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## HEADQUARTERS EUFOR

### HQ EUFOR / NHQ Sa SOP – DCOS SPT / HQ CAMP CMDT SOP 3941

#### HQ CAMP COMMANDANT LOGISTICS FUEL POINT

AUTHORITY: HQ CAMP COMMANDANT  
DRAFTER: S4 LOGISTICS MANAGER  
LAST UPDATE: 16 SEP 2013

#### REFERENCES:

- A. HQ EUFOR/NHQ Sa – DCOS SPT / HQ CAMP COMMANDANT SOP 3940 – HQ CAMP COMMANDANT LOGISTICS.
- B. HQ EUFOR/NHQ Sa – DCOS SPT / HQ CAMP COMMANDANT SOP 3900 – ORGANIZATIONAL CHART HQ CAMP COMMANDANT.
- C. HQ EUFOR/NHQ Sa – DCOS SPT / J8 SOP 6412 – FREEDOM OF MOVEMENT AND THE CONTROL AND SALE OF DUTY FREE GOODS.
- D. THE STATUS OF FORCES AGREEMENT, APPENDIX B TO ANNEX 1A.

#### 1. SITUATION:

The HQ Camp Commandant has a responsibility to ensure that all measures for control, accountability, and issuing of all duty free goods including petroleum, oils, and lubricants (POL) are of the highest standard possible within Camp BUTMIR.

#### 2. PURPOSE:

This SOP delineates the mission, functions, responsibilities, and procedures of the HQ Camp Commandant Logistics Section Fuel Point. The purpose of this SOP is to establish control, additional accounting procedures, and the preventative measures in order to ensure that the high value and non-traceability of petroleum, oils and lubricants that make it particularly vulnerable to misuse, is protected.

**3. MISSION:**

- a. The HQ Camp Commandant Logistic Fuel Point provides bulk, packaged, and retail POL to NHQ Sa, HQ EUFOR Camp BUTMIR, Troop Contributing Countries, Concessionaires, Civilian Contractors and privately owned vehicles.
- b. NHQ Sa and HQ EUFOR organizations and agencies may draw POL on a cost recovery basis for vehicles and cost share basis for heating.
- c. National Support Elements (NSEs) may draw fuel on a cost recovery basis. It is the responsibility of the Senior National Representatives (SNRs) for all NSEs to ensure that an up to date list of all vehicles is supplied to the HQ Camp Commandant Fuel Point. Any vehicle not declared to the Fuel Point will be REFUSED fuel.
- d. Concessionaires and Civilian Contractors will submit written request for heating fuel and vehicle fuel respectively to the HQ Camp Commandant.
- e. All international civilian personnel with a "C" or a "CC" stamped ID Card and military personnel with NATO or EUFOR "M" stamped ID Card who have a privately owned vehicle registered for parking inside the Camp will submit the Fuel Application form (see Annex J) to the HQ Camp Commandant Area Issuing Manager (AIM) in order to be issued a Fuel Ration Card (see Annex K).
- f. Visiting units (national, KFOR etc.) who wish to draw fuel and pay in cash immediately after the receipt of fuel will submit a written request and justification to the HQ Camp Commandant.

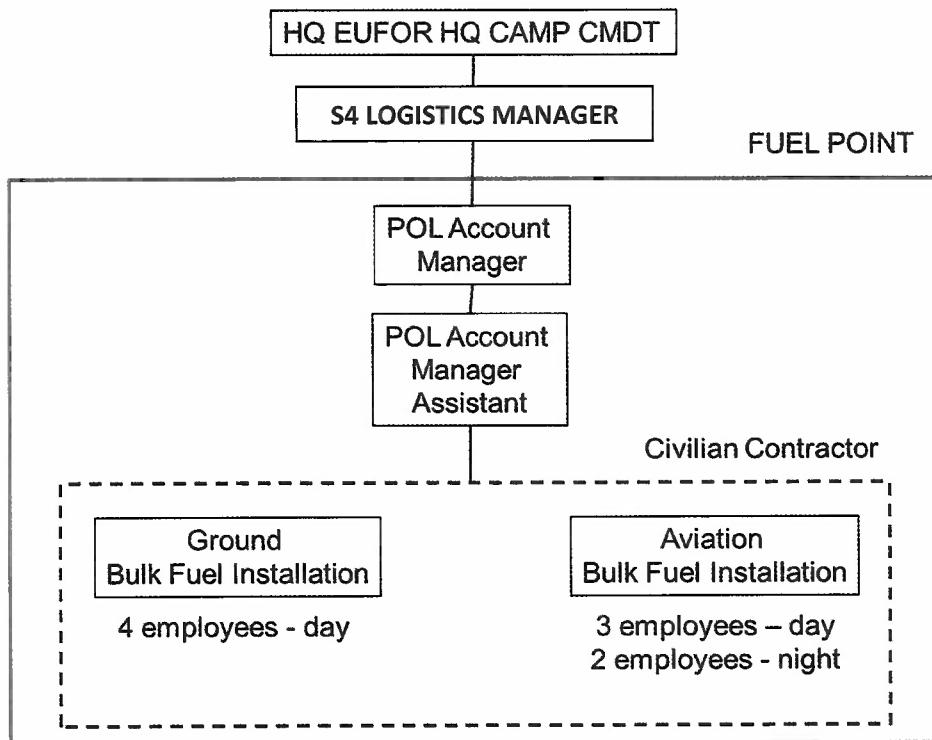
**4. POL AVAILABE AT THE FUEL POINTS:**

- a. F-54 – Diesel;
  - (1) "Summer diesel" used from 01 APR to 30 SEP.
  - (2) "Winter diesel" used from 01 OCT to 31 MAR.
- b. F-35 Aviation fuel.
- c. F-67 unleaded benzene – 95 RON.
- d. Various oils and lubricants.

## 5. STRUCTURE:

The Fuel Point consists of two distribution points, Ground & Aviation Bulk Fuel Installation (BFIs).

- a. Ground Fuels consists of a retail service pumps area, diesel capacity 260,000 litres, unleaded petrol capacity 22,500. HQ EUFOR/HQ Camp Commandant Logistics Fuel Point staff is responsible for supply, storage, distribution and accounting. An independent contractor operates the Fuel Point under the supervision of HQ Camp Commandant Logistics Section.
- b. Aviation Fuel point consists of a BFI (Bulk Fuel Installation) 60,000 litres capacity and three Tankers (2x4500 litres and 1x7500 litres) operated by a contractor with supervision from the Fuel Point staff, covering the management for accounting, ordering and distribution.
- c. Subordination of the Fuel Point and Command and Control relationships are described on the chart below:



- (1) S4 Logistics Manager is part of the NHQ Sa Crisis Establishment (CE).
- (2) POL Account Manager and POL Account Manager Assistant are employed under Nation Born Cost (NBC). They are responsible for POL products ordering, accounting procedures, as well as coordination with fuel inspection contractor (fuel quality) and maintenance contractors of both Fuel Points. Scopes of Work (SOWs) for fuel supply, distribution, maintenance and fuel inspections are prepared in coordination with the Supply Manager.
- (3) Civilian contractor is responsible for running both Ground and Aviation Bulk Fuel Stations and may vary the employees engaged.

## 6. OPERATING HOURS:

- a. Ground Fuels operating hours of retail pumping operation are as follows:  
Monday – Saturday: 0700 – 2000 hours  
Sunday: 0800 – 1600 hours
- b. Aviation Fuels operating hours:  
7 days a week: 24 hours operations for tankers  
7 days a week: 0800-1600 hours refuelling from BFI to Tankers

## 7. VEHICLES REFUELING:

### a. Ground fuels:

Refuelling of vehicles and plants is conducted using retail fuel pumps that are operated by contractor. Generators are refuelled by fuel distribution trucks.

- (1) Refuelling procedures:
  - (a) Unit or branch, vehicle registration number, name, rank/grade, ID Card number are recorded in POL Issue Voucher (see Annex B). Oils and lubricants (Annex B) will be issued only for the use of the HQ EUFOR and NHQ Sa vehicles.
  - (b) Vehicle is refuelled.
  - (c) The amount of issued fuel is verified and figures are entered in the Issue Voucher with the transaction signed by the recipient.

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Jerry cans can be issued only for the HQ EUFOR and NHQ Sa vehicles use in special circumstances (exercise, recovery mission etc.). The requesting Branch Chief will submit a memo of justification to the HQ Camp Commandant for approval. Concessionaires, civilian contractors and private vehicle owners are not authorized to have fuel issued in jerry cans.

(d) SNRs will give their approval for issue of fuel jerry cans in Annex L.

**(2) Privately owned vehicles – eligible personnel and procedures.**

All international civilians/military who are in possession of a Camp BUTMIR Car Pass are allowed to draw fuel from the Camp BUTMIR Fuel Point.

The following criteria apply:

- (a) They must be in possession of a valid HQ EUFOR/NHQ Sa ID Card stamped with "C" or "CC" for international civilians, or "M" for military personnel.
- (b) The applicant will fill out the Application Form (see Annex J) and attach copies of Camp BUTMIR Car Pass, ID Card and car registration papers.
- (c) The applicant will submit the Application Form to the Area Issuing Manager (AIM) who will check the validity of the application paperwork. If the paperwork is correct, the AIM will confirm the validity with their signature and submit the application to the HQ Camp Commandant for approval. The AIM will then produce a Fuel Ration Card for the applicant's use (see Annex K).
- (d) The Fuel Ration Card will expire the same date of the applicant's ID Card expiry.
- (e) The maximum amount of fuel which will be issued in a calendar month will be 300 litres.
- (f) The EUFOR Disbursing Office will verify the payment of the applicant's fuel bill in the section of the Fuel Ration Card designated for the purpose.
- (g) The applicants can apply for up to two family owned vehicles for which they can prove the ownership by enclosing the car registration papers.

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In case an applicant applies for two vehicles, the limit of 300 litres will be split between the vehicles in accordance with the user's needs.

**(3) Refuelling procedures for privately owned vehicles:**

- (a)** It is the customer's responsibility to identify the required type of fuel for their vehicle before the refuelling starts.
- (b)** Valid HQ EUFOR/NHQ Sa ID Card (as described in paragraph 7. (a).2. (a) above) and Camp BUTMIR Parking Pass must be produced and shown to the Fuel Point attendant.
- (c)** The Fuel Point attendant can refuse to refuel if the fuel consumed in the previous month has not been paid before the 15<sup>th</sup> day of the current month.
- (d)** The amount of fuel is to be entered on the Fuel Ration Card by the Fuel Point attendant.
- (e)** The customer will verify the drawn amount of fuel by signing the Issue Voucher (see Annex B).
- (f)** Only bulk fuel will be issued (no jerry cans or other commodities will be filled at the Fuel Point).
- (g)** A vehicle will be refuelled by its owner PERSONALLY.
- (h)** Any changes to International Civilian/Military personal information relevant for the refuelling procedures (ID Card, replacement of the vehicle, additional vehicle) will be reported to the Area Issuing Office and a new Fuel Ration Card will be issued.
- (i)** The Area Issuing Manager will keep record of fuel consumption and payment. All individuals will return their Fuel Ration Cards to the AIM before the end of their tour, and the AIM will confirm this by their signature on the Out-Processing Form (Annex D to SOP 3900)

**b. Aviation:**

- (1)** Refuelling/defueling of aircraft is conducted by civilian contractor.

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- (2) Routine daily testing and inspection of fuel is conducted by contractor staff with equipment supplied by the HQ EUFOR.
- (3) Laboratory testing is conducted by an independent laboratory firm after every delivery or when the routine daily testing is not satisfactory.
- (4) Accounting, ordering and supervision is conducted by the HQ EUFOR/HQ Camp Commandant/Logistics Fuel Point staff.
- (5) All issues of aviation fuel are based on NBC.

## **8. REFUELING OF HEATING TANKS AND GENERATORS:**

- a. Fuel requirements for heating tanks and generators are conducted using Fuel Tanker Trucks. Refuelling of heating tanks and generators is conducted on pre-scheduled basis according to list of tanks and generators maintained by the POL Accounts Manager.
- b. Individuals or organizations requiring an additional heater tank or generator to be included during daily tanker routes must contact the Supply Manager for their approval, in writing, one week prior to the commencement of service.
- c. **Refuelling procedures:**
  - (1) Unit or branch, heating tank or generator registration number, name, rank/grade, ID Card of responsible person is recorded in POL Issue Voucher (see Annex I). No fuel will be issued if the recipient is not present to verify delivered amount.
  - (2) Heating tank or generator is refuelled.
  - (3) Concessionaires are required to submit a written request for heating tank refuelling to the HQ Camp Commandant.

## **9. ORDERING POL PRODUCTS:**

The POL Accounts Manager is designated as the ordering officer for POL products within HQ EUFOR/NHQ Sa, and is responsible for keeping the stock levels.

**10. ACCOUNTING:**

The following accounting procedures are in addition to those currently in practice and have been created to protect all parties who use POL within Camp BUTMIR:

- a. Vouchers will be numbered consecutively. All vouchers will be controlled and recorded in the Register of Receipt/Issue Vouchers (see Annex A).
- b. Issue of POL is registered in Petroleum, Oils and Lubricants Issue Voucher (see Annex B).
- c. Receipt of POL is registered in Receipt Voucher (see Annex C).
- d. The following periodical check-ups will be carried out:

**(1) Daily:**

- (a) A daily dip check of all fuel tanks to be conducted prior starting distribution and recorded on the form in Annex D. Any suspicious irregularities are to be addressed directly to the HQ Camp Commandant.
- (b) A daily summary of issued and received POL is to be recorded on a Daily Issue and Receipt Report (see Annex E).
- (c) A daily stock balance is to be adjusted according to the form in Annex B and recorded on Stock Record Card (see Annex F) for each line item of POL.

**(2) Monthly:**

- (a) A monthly inspection by HQ Camp Commandant Logistics Branch (POL Accounts Manager) is to be completed with irregularities recorded and addressed directly to the HQ Camp Commandant.
- (b) Monthly stock taking will be carried out and recorded on an Inventory Adjustment Voucher (see Annex G). Any suspicious irregularities are to be immediately addressed to the HQ Camp Commandant. As a result of evaporation and temperature variations, it is allowed to have a loss of fuel (Diesel F 54, Unleaded F 67, Jet F 35) up to 2% of stock balance.

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- (c) The balance on hand in the Stock Record Card of POL (see Annex F) is to be adjusted against the Inventory Adjustment voucher (see Annex G).

**(3) Unannounced inspections:**

- (a) HQ Camp Commandant may request the assistance of Chief J8 to conduct an unannounced inspection if the HQ Camp Commandant believes it is warranted.
- (b) Chief J8 may conduct an unannounced inspection where they deem there is a requirement.

**e. Booking Out Sheets:**

A Lodging Fuel Booking Out Sheet (see Annex I) has been created to ensure that all accountability of duty free fuel delivered to buildings under HQ Camp Commandant's control is accurately logged by two parties, thus ensuring the avoidance of accidental human error. A copy of the Sheet will be a part of the abovementioned audits. Only the nominated person can enter the start and end readings from the tanker gauge used for refuelling. This is to be carried out before the start of the first delivery and after the last delivery of the same day. If at any time the gauge on a fuel tanker becomes inoperative then the issuing of fuel will not be allowed unless strict authorization from HQ Camp Commandant has been granted.

**f. Accountability for POL:**

The POL Accounts Manager is to ensure accountability for POL at the Fuel Point. The POL Office located at the Camp BUTMIR Fuel Point controls all issues/receipts of POL. However when the POL Accounts Manager is absent, the POL Accounts Manager Assistant will oversee the procedures.

POL Accounts Manager consolidates monthly fuel usage of HQ EUFOR, NHQ Sa, nations, and other organizations and submits a monthly report and required paperwork to the HQ EUFOR J8 for reconciliation.

**g. Preventative measures:**

The following procedures are to be carried out to protect both the civilian driver of a contracted fuel tanker working from Camp BUTMIR and the duty free goods when leaving the base:

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- (1) The POL staff is to ensure that the IMPs are available to escort the fuel tanker. If no IMP escorts are available then the delivery will have to be delayed until such a time when IMP cover is obtained. At no time will a tanker be allowed to leave Camp BUTMIR without an escort.
- (2) All BUTMIR fuel tankers needing to leave Camp BUMTIR for local repair etc. will either have an IMP escort for short repair (within a few hours) or be drained into another container before being allowed to leave Camp BUTMIR. This will be entered on the Tank Truck Departure Log Sheet (see Annex H).

## 11. SUMMARY:

This SOP is not designated to question procedures currently in practice but to enhance them and give protection to all personnel involved in control and distribution of duty free goods.



- ANNEXES:
- A. REGISTER OF RECEIPT/ISSUE OF VOUCHERS
  - B. PETROLEUM, OILS AND LUBRICANTS ISSUE VOUCHER
  - C. RECEIPT VOUCHER
  - D. DAILY DIP CHECK OF THE FUEL TANKS
  - E. DAILY ISSUE AND RECEIPT REPORT ISSUE VOUCHER
  - F. STOCK RECORD CARD
  - G. INVENTORY ADJUSTMENT VOUCHER
  - H. TANK TRUCK DEPARTURE LOG SHEET
  - I. LODGING FUEL BOOKING OUT SHEET
  - J. APPLICATION FORM – FUEL FOR PERSONAL VEHICLES
  - K. FUEL RATION CARD
  - L. NSE LIST OF VEHICLES