BY ORDER OF THE COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN INSTRUCTION 23-101

28 February 2011

Supply

PETROLEUM OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: USFJ/J43P (J43OrgBox@usfj.mil) Certified by: USFJ/J4 (COL E. McDaniel)
Supersedes USFJ Instruction 23-101, 15 April 2004 Pages: 33
Distribution: A

PURPOSE: This instruction provides guidance to US Military Service Commands on theater Petroleum, Oil, and Lubricants (POL) policies and procedures.

SUMMARY OF CHANGES: Deletes In-Country Contract Lift Procedures and Procurement Related Issues. Renumbers attachments to maintain sequence and updates Attachment 6, Required Reports. Adds the DLA Energy Japan Redistribution Order (Attachment 7) and deletes the Laboratory Capabilities Report; the USPACOM Port and Terminal Data Report; the Tankage Data Update Report; and the Bulk Petroleum Inventory Report (1884). Updates Attachment 12, Pollution Incident Reporting (Spill Reporting) to reflect current spill reporting guidance from the Defense Logistics Agency Energy and adds Facility Management under the Strategic Fuels Infrastructure Program–Japan (SFIP-J) as outlined in Attachment 13. Makes minor changes not affecting procedures and/or content/intent to any previous typographical errors. The Sub-Area Petroleum Officer Japan (SAPO-J) and Defense Logistics Agency Energy Japan verified this document to ensure that it is in compliance with current petroleum operations in Japan and complies with COMMANDER, USPACOM J422, Joint Petroleum Office (JPO) and DLA Energy Pacific guidance and requirements.

1. Scope: This instruction is applicable to all Department of Defense organizations in Japan.

2. General: Service commanders will ensure dissemination of the provisions of this policy letter to all petroleum-related activities. Service component implementing instructions will be forwarded to COMUSJAPAN/J4/J43P (SAPO-J).

2.1. A glossary of relevant petroleum terminology is included at attachment 1.

3. Responsibilities:

3.1. Commander, U.S. Forces, Japan (COMUSJAPAN) established the Sub-Area Petroleum Office Japan (SAPO-J) (J43P) to discharge joint staff petroleum logistics responsibilities.

3.1.1. Serves as the COMUSJAPAN point of contact for all petroleum related issues.

3.1.2. SAPO-J serves as the Co-Chair of the USFJ Strategic Fuels Infrastructure Program-Japan (SFIP-J) Working Group and directs the USFJ Strategic Fuels Infrastructure Program-Japan (SFIP-J) for COMUSJAPAN

3.1.3. Serves as the USPACOM Joint Petroleum Office (JPO) point of contact for all petroleum related issues for mainland Japan and Okinawa.

3.1.4. Plan and coordinate the receipt, storage, and distribution of petroleum products in theater in coordination with the Defense Logistics Agency's (DLA) subsidiary Defense Logistics Agency Energy (DLA Energy).

3.1.5. Coordinate and prioritize petroleum military construction and qualified maintenance and repair projects and provide petroleum logistics planning and policy guidance to component commanders.

3.1.6. Ensure fuel requirements, operations and constraints are addressed in the fuels annex of operation plans and operation plans in concept format with assigned time-phased force deployment data.

3.1.7. Negotiate, in coordination with DLA Energy, formal host-nation support and coordinate the development and release of petroleum planning information.

3.1.8. Release or reallocate pre-positioned war reserve stocks IAW Joint Chiefs of Staff (JCS) guidance.

3.1.9. Direct tactical movement of fuels by means available to any service component in the Japan area of operations.

3.1.10. Communicate directly with Commander, DLA Energy Japan, personnel, staff offices, organizations, and activities of local component commanders regarding time sensitive petroleum operations. (COMUSJAPAN/J43P (SAPO-J) will advise commands concerned with actions to be taken under such circumstances.)

3.1.11. Advise and coordinate petroleum logistics planning and policy matters.

3.1.12. Conduct reviews of operational plans and capabilities to ensure all units/areas are provided with Japan-based petroleum support during peacetime and contingency operations.

3.1.13. Verify bulk petroleum and bulk additive requirements for all U.S. military activities assigned to U.S. Forces, Japan with Commander, DLA Energy Japan and USPACOM Joint Petroleum Office (JPO).

3.1.14. Monitor Bulk Petroleum War Reserve Stock (BPWRS) inventories, as authorized in the Defense Logistics Agency Energy (DLA Energy) Inventory Management Plan (IMP), and direct inventory management controls as necessary.

3.1.18. Advise on allocation of petroleum products and facilities under emergency conditions.

3.1.19. Coordinate petroleum logistics planning with the Japan Joint Staff Office and GOJ Ministry of Defense Bureaus as required ensuring continued support to U.S. Forces during peacetime and contingency periods.

3.1.20. Provide technical assistance to service components.

3.1.21. Assist Defense Logistics Agency Energy in the execution and administration of Japan petroleum supply and service contracts.

3.2. Commander, U.S. Naval Forces, Japan (CNFJ): Submits reports as contained in attachments 4, 10, 11, and 12.

3.3. Commander, U.S. Air Forces, Japan (COMUSAFJ/5 AF): Submits reports as contained in attachments 4, 10, 11, and 12. . .

3.4. Commander, U.S. Army, Japan (CDRUSARJ: Submits reports as contained in attachments 4, 10, 11, and 12.

3.5. Commanding General, Marine Corps Bases, Japan (COMMARFORJ/COMMARCORBASESJAPAN): Submits reports as contained in attachments 4, 10, 11, and 12.

3.6. Commander, Military Sealift Command, Far East (COMSCFE): Ensures that COMUSJAPAN/J43P (SAPO-J) is added to distribution lists on all loading and discharge reports for petroleum cargoes loaded out of, or discharged into, Japan terminals.

3.7. Defense Logistics Agency Energy Japan (DLA Energy Japan):

3.7.1. Mission: Manages the peacetime inland bulk petroleum distribution for mainland Japan and Okinawa activities. Manages daily coordination of transportation (tanker, barge, pipeline, rail tank car and tank truck) for movement of bulk petroleum from intermediate Defense Fuel Support Points to base level terminals.

3.7.1.1. Submits data, as requested by COMUSJAPAN/J43P (SAPO-J), for inclusion in the reports at Attachments 7 through 12.

3.7.2. Responsibilities:

3.7.2.1. Reports any changes to the inland petroleum distribution mission which affect the capability to resupply Japan bases during peacetime or increased periods of tension.

3.7.2.2. Reports any incident involving fuel spills/leakage from DLA Energy contracted, in transit, rail tank cars or tank trucks in accordance with Attachment 12 instructions.

3.7.2.3. Prepares sea tanker slating documents in support of COMUSJAPAN in accordance with attachments 7 and 8.

4. Procedures:

4.1. Operating procedures and associated notification requirements are discussed at numbered attachment as follows:

4.1.1. Attachment 1: Bulk Petroleum War Reserve Stock (BPWRS) Management .

4.1.2. Attachment 2: Changes in Requirements, Consumption, or Storage Capability.

4.1.3. Attachment 3: Quality Surveillance of Petroleum Products.

4.1.4. Attachment 4: DLA/DLA Energy Funding Support for Petroleum Facilities.

4.1.5. Attachment 5: Issues to Foreign Governments.

4.1.6. Attachment 13: Strategic Fuels Infrastructure Program-Japan (SFIP-J).

5. Reports:

5.1. Required Reports are listed in Attachment 6 and attachments 7 through 12 provide detailed formats and/or examples with specific completion instructions.

6. References:

6.1 DODM 4140.25, Management of Bulk Petroleum Products, Natural Gas and Coal.

6.2. Joint Publication 4-03, Joint Bulk Petroleum and Water Doctrine.

6.3. MIL-STD-3004 series, Quality Surveillance Handbook for Fuels and Lubricants and Related Products.

6.4. USPACOMINST 0601.1A, Petroleum Operations in United States Pacific Command.

6.5. 2010 Joint Environmental Governing Standards (JEGS).

W. Blake Crowe
Brigadier General, U.S. Marine Corps
Deputy Commander

ATTACHMENTS

FIGURES

ATTACHMENT 1

BULK PETROLEUM WAR RESERVE STOCK (BPWRS) MANAGEMENT

1. DODM 4140.25 gives the COMMANDER, USPACOM J422 Joint Petroleum Office (JPO) the authority to approve relocation of terminal BPWRS when inventory levels at USPACOM terminals fall below assigned inviolate levels as prescribed in the DLA Energy Inventory Management Plan (IMP). Causes requiring relocation may include unprogrammed issues, tank cleaning or maintenance, or delays in scheduled resupply actions. Notification of unavoidable BPWRS penetration, and subsequent management of inventories, allow terminals to continue issuing fuel when normal peacetime operating stocks have been temporarily exhausted.

2. SAPO-J manages BPWRS levels and submits notification messages to the COMMANDER, USPACOM J422 JPO prior to inventory levels at intermediate and base-level DFSPs falling below minimum (inviolate) or exceeding maximum authorized levels. DFSPs falling under COMUSJAPAN operate under a combined inventory concept which consolidates intermediate terminals with the supported bases for BPWRS management purposes.

2.1. Linked DFSPs are:

2.1.1. DFSP Tsurumi, (Operating Unit #1, and Operating Unit #2) to Yokota Air Base.

2.1.2. DFSP Hakozaki to DFSP Atsugi

2.1.3. DFSP Hachinohe I and DFSP Hachinohe II to Misawa Air Base.

2.1.4. DFSP Sasebo (Yokose, Akasaki, and Iorizaki terminals) to MCAS Iwakuni.

2.1.5. DFSP Okinawa (Chimu-wan, White Beach, and Kuwae terminals) to Kadena Air Base and MCAS Futenma.

ATTACHMENT 2

CHANGES IN REQUIREMENTS, CONSUMPTION, OR STORAGE CAPACITY

1. Any anticipated abnormal increase or decrease in consumption or requirements will be promptly reported to COMUSJAPAN/J43P (SAPO-J) providing detailed information as to product grade, quantities, and time periods involved.

1.1. Abnormal increases or decreases include variances which exceed 25-percent of the computed monthly consumption.

1.2. Advance information of significant changes in consumption or requirements is necessary to supply the demands of all services without jeopardizing minimum reserve levels, committing terminal tankage beyond the capability of each product allocation, or creating excessive and expensive changes in tanker schedules.

2. Any increase or decrease of allocated bulk storage capacities resulting from tank cleaning, repair, or rehabilitation programs have a direct and significant effect on petroleum slating which is accomplished five months in advance of projected requirements.

2.1. Plans for such programs must first be approved by COMUSJAPAN/J43P (SAPO-J), COMMANDER, USPACOM J422 Joint Petroleum Office (JPO), and DLA Energy Japan. Accordingly, proposals to remove tankage from service, for any reason, will be coordinated with COMUSJAPAN/J43P (SAPO-J) a minimum of 90 days in advance of planned execution. Notification prior to the 90-day minimum is encouraged.

2.2. COMUSJAPAN/J43P (SAPO-J) will coordinate resulting changes in storage capacity totals with the COMMANDER USPACOM J422 JPO prior to removal of tankage from service.

3. In view of the advanced age and condition of some tankage at Japan terminals, an aggressive and continuing tank cleaning, repair, and/or rehabilitation program is considered essential and will receive the full support of COMUSJAPAN/J43P (SAPO-J).

4. It is recognized that emergencies will arise which will necessitate immediate removal of a tank from service. COMUSJAPAN/J43P (SAPO-J) will be notified immediately of the circumstances by telephone with a detailed follow-up report by the most expeditious means. COMUSJAPAN/J43P (SAPO-J) will notify Commander USPACOM of the removal of such storage tanks from service.

5. Recommendations for reallocation of terminal tankage require advance coordination between COMNAVFORJAPAN or CDRUSARJ and COMUSJAPAN. A consolidated position will be obtained by SAPO-J prior to the submission to Commander USPACOM for approval.

ATTACHMENT 3

QUALITY SURVEILLANCE OF PETROLEUM PRODUCTS

1. Quality Surveillance is defined as the aggregate of measures to be applied to determine and maintain the quality of US government-owned bulk and packaged petroleum products so that these products are suitable for immediate use.

2. Commands maintaining physical possession of fuel or lubricant products for general issue are directly responsible for establishing and maintaining an adequate quality surveillance program.

2.1. Commander USPACOM Instruction 0601.1, Petroleum Operations in U.S. Pacific Command, Military Standard 3004, Quality Surveillance Handbook for Fuels and Lubricants and Related Products, and service publications establish general instructions and minimum procedures to be utilized by all activities.

2.2. Any deviation from outlined procedures must be coordinated with COMUSJAPAN/J43P (SAPO-J).

3. The Defense Energy Logistics Energy (Quality Division), COMUSJAPAN/J43P (SAPO-J), and DLA Energy Japan will be notified by the most expedient means of communication possible when quality surveillance tests performed on specific overseas tanker cargoes exceed one or more of the applicable use limits as detailed by Military Standard (MIL-STD) 3004.

4. COMUSJAPAN/J43P (SAPO-J) and DLA Energy Japan will be included as an information addressee on all communications regarding requests for a disposition of off-specification product.

ATTACHMENT 4

DEFENSE LOGISTICS AGENCY/DEFENSE LOGISTICS AGENCY ENERGY FUNDING SUPPORT

1. COMUSAFJ, CDRUSARJ, CNFJ and COMMARFORJ/COMMARCORBASESJAPAN will annually provide COMUSJAPAN/ J43P (SAPO-J) their prioritized DLA-funded requirements for distribution facilities modernization, renovation, and increase in capabilities (i.e., additional storage) projects in accordance with the DLA/DLA Energy Annual Data Calls for Military Construction (MILCON). Construction requests for the Japan AOR must be considered for Host Nation Funded Construction (HNFC) under the Japan Facilities Improvement Program (JFIP) before being considered for DLA/DLA Energy MILCON funding. Construction Requests submitted for DLA/DLA Energy MILCON funding require an official Turn-Down Letter certifying that Host Nation Funding is not available. SAPO-J ensures official Turn-Down Letters are forwarded to COMMANDER USPACOM J422 Joint Petroleum Office (JPO) for enclosure with the DLA MILCON DD Form 1391, Military Construction Project Data, submission packets.

1.1. Requirement due dates (Data Call suspense dates) are published by message and Data Call requirements are distributed to each Defense Fuel Support Point (DFSP) via NIPR email.

1.2. DFSPs will submit DLA MILCON Data Call Project packets through NIPR email to COMUSJAPAN/J43P (SAPO-J).

1.3. COMUSJAPAN/J43P (SAPO-J) and Commander DLA Energy Japan will review and prioritize projects for potential DLA funding support. Prioritization is accomplished using the SFIP-J Project Ranking Criteria at Figure 1 and the SFIP-J Project Ranking Worksheet at Figure 2.

2. USPACOMINST 0601.1A, Petroleum Operations in U. S. Pacific Command, provides detailed instructions on the preparation of supporting documentation.

FIGURE 1

SFIP-J PROJECT RANKING CRITERIA				
AREA	RATING	STATEMENT OF EFFECT	RESPONSE	SCORE
Mission	0	No mission impact	True or False	
Mission	1	Impact to indirect support facilities or missions	True or False	
Mission	2	Theater/Service mission impact (work-around exists)	True or False	
Mission	3	Strategic mission impact (work-around exists)	True or False	
Mission	4	Theater/Service mission impact (no work-around)	True or False	
Mission	5	Strategic mission impact (no work-around)	True or False	
Safety	0	No safety hazard exists	True or False	
Safety	1	Unspecified safety concern that cannot be overcome or compensated for by training or procedural controls	True or False	
Safety	2	Existing safety hazard that has an imminent potential for a mishap	True or False	
Safety	3	Existing safety hazard with a history of accidents	True or False	
Safety	4	Existing safety hazard that requires a "safety exemption/deviation"	True or False	
Safety	5	Unsafe for use	True or False	
Environmental	0	No change/additional environmental concern	True or False	
Environmental	1	Future environmental concern (not imminent)	True or False	
Environmental	2	Present environmental concern (not imminent)	True or False	
Environmental	3	Past history of environmental releases; over 12 months since last incident	True or False	
Environmental	4	Recent history of environmental releases; incident within last 4 to 12 months	True or False	
Environmental	5	Recent history of environmental releases; incident within last 3 months	True or False	
Economic	0	No economic gain	True or False	
Economic	1	Possible economic gain: savings may eventually result, but cannot be quantified	True or False	
Economic	2	Undetermined economic gain: savings will result, but not quantifiable	True or False	
Economic	3	Defined economic gain under $50K within 1 year	True or False	
Economic	4	Defined economic gain between $50K and $150K within 1 year	True or False	
Economic	5	Defined economic gain over $150K within 1 year	True or False	

RANKING PROCEDURES

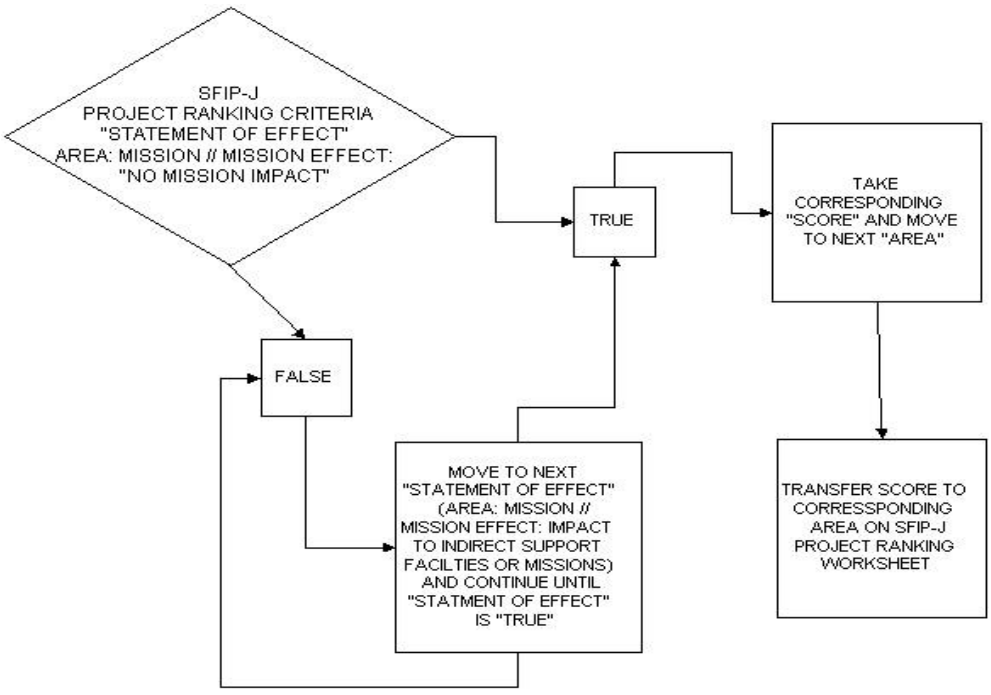

FIGURE 2

SFIP-J PROJECT RANKING WORKSHEET									
DFSP LOCATION	PROJECT SHORT TITLE	CWE (000)	MISSION X6	SAFETY X4	ENVIRON X3	ECON PAYBACK X1	TOTAL	REGIONAL PRIORITY	GRAND TOTAL

RANKING PROCEDURES

- Transfer Scores from SFIP-J Project Ranking Criteria to appropriate Area using the designated multiplier to determine overall score for that area.
- Regional Priority is based on evaluation conducted by SAPO-J and DLA Energy Japan to prioritize projects achieving the same overall scores from the SFIP-J Project Ranking Criteria evaluations.

ATTACHMENT 5

ISSUES TO FOREIGN GOVERNMENTS

1. Authority to issue fuel to a foreign government is outlined in DODM 4140.25, Management of Bulk Petroleum, Natural Gas and Coal. When authorized, issues to foreign governments are handled as follows:

1.1 Deliveries from Contract.

1.1.1. Ordering Officer, as designated in the contract, will place orders as required to meet the needs of the foreign government concerned.

1.1.2. DD Form 250, Tanker/Barge Material Inspection and Receiving Report, is used to document the transaction. Unit or organization, country, and other identification will be clearly identified on DD Form 250. The TDODAAC is obtained from the Defense Logistics Agency Energy website (http://www.desc.dla.mil/default.asp).

1.1.2.1. Include record control number for all Military Assistance Program issues, if applicable, and enter the case number for all Foreign Military Sales.

1.2 Deliveries from Service Stocks.

1.2.1. Fuel is issued using appropriate service documentation and receipted for by a representative of the recipient country.

1.2.2. National Stock Number (NSN) and quantity issued is reflected on the service document and the service document clearly identifies the receiving organization or unit and the recipient country.

1.2.3. Billing is accomplished in accordance with established service component procedures.

1.3. Replacement-in-Kind (RIK)/Fuel Transfer/Cross Servicing Agreements.

1.3.1. RIK agreements are managed in accordance with DODM 4140.25 and the terms of the applicable agreement.

1.3.2. COMUSJAPAN/J43P (SAPO-J) is notified of all changes to existing RIK agreements or Fuel Transfer Procedures and any initiatives to establish agreements.

ATTACHMENT 6

REQUIRED REPORTS

REPORT TITLE	ATTCH #	REPORT FREQUENCY	SUBMITTED BY	SUBMITTED TO	SUBMISSION MODE
DLA Energy Japan Redistribution Order	7	Monthly	DLA Energy Japan	COMUSJAPAN/J43P (SAPO-J) All DFSPs DLA Energy Pacific	Via NIPR e-mail or FAX
DLA Energy Japan Tanker Schedule Report	8	Weekly	DLA Energy Japan	COMUSJAPAN/J43P (SAPO-J) All DFSPs DLA Energy Pacific	Via NIPR e-mail or FAX
Bulk Petroleum Products Slate	9	Monthly	DLA Energy Japan	DLA Energy Pacific	Via NIPR email (Via SIPR during contingency and exercises)
Petroleum Capability Report (POLCAP)	10	Annual (31 Mar)	COMNAVFORJAPAN CDRUSARJ COMUSAFJ MARFORJ DLA Energy Japan	COMUSJAPAN/J43P (SAPO-J)	Via SIPR email (SAPO-J submits a Japan-wide report with input from components)
Bulk Petroleum Contingency Report (REPOL)	11	As required by PACOM JPO and JCS.	All DFSPs	COMUSJAPAN/J43P (SAPO-J)	Via SIPR email (SAPO-J submits a Japan-wide report with input from components)
Pollution Incident Report (USFJ SPILL REPORT)	12	As Required by Attachment 12 and JEGS	COMNAVFORJAPAN CDRUSARJ COMUSAFJ MARFORJ DLA Energy Japan	U.S. Forces Japan Command Center	Most expeditious means (email, FAX, Message)

ATTACHMENT 7

DEFENSE LOGISTICS AGENCY ENERGY REDISTRIBUTION ORDER (RDO)

1. Background:

1.1. Report Format: E-mail.

1.2. Purpose: The purpose of the RDO is to direct shipments of Defense Working Capital Fund (DWCF) product between Defense Fuel Support Points (DFSPs) to ensure inventory levels are maintained above required control limit as directed by the Inventory Management Plan (IMP).

1.3. Submission Frequency: Monthly.

1.4. Notification/Distribution: SAPO-J, DFSPs, DLA Energy PAC, DLA Energy-JA-D, and DLA Energy-JA-DD,

2. General.

2.1. The report will cover a period of approximately 30 days from the publication date.

2.2. Information provided will include data regarding cargoes scheduled to be lifted from DLA Energy terminals and receipts from DLA Energy contracts.

2.3. DLA Energy Japan will telephonically inform SAPO-J and DFSPs concerned of any change which requires immediate action.

3. An example Redistribution Order at Figure 3.

FIGURE 3

DEFENSE LOGISTICS AGENCY ENERGY REDISTRIBUTION ORDER

DEFENSE LOGISTICS AGENCY
DLA ENERGY JAPAN
BLDG 714, RM 108, UNIT 5266
APO AP 96328-5266

DLA ENERGY JAPAN-O (Mr. Walter Humko) July 30, 2010

MEMORANDUM FOR DLA Energy Japan's Defense Fuel Supply Points

SUBJECT: Redistribution Order # 10-08

1. The purpose of this RDO is to direct shipments of Defense Working Capital Fund (DWCF) product between DFSPs to ensure inventory levels are maintained above required control limit as directed by the Inventory Management Plan (IMP). The below shipping DFSPs are authorized to ship up to the quantity indicated below. If the receiving DFSP requires additional product please notify our office for an update. In addition, DLA Energy Japan authorizes the shipping DFSP to accept calls or order shipment during this RDO periods.

Date	Product	SHIPPING DFSP	RECEIVING DFSP	QUANTITY IN BARRELS	MODE
1 - 31 Aug 10	JP5/F76	Akasaki	Iorizaki / Yokose	100,000	Water/Truck
1 - 31 Aug 10	JP5/F76	Iorizaki	Akasaki /Yokose	100,000	Water/Truck
1 - 31 Aug 10	JP5/F76	Yokose	Akasaki /Iorizaki	100,000	Water/Truck
1 - 31 Aug 10	JP8	Hakozaki	Tsurumi	60,000	Water
1 - 31 Aug 10	JP5	Hakozaki	Atsugi	40,000	Truck
1 - 31 Aug 10	MUM	Hakozaki	Camp Fuji (UY7343)	2,000	Truck
1 - 31 Aug 10	JP8	Hachinohe	Misawa	55,000	Truck
1 - 31 Aug 10	JP8	Hachinohe	Misawa	55,000	Pipe
1 - 31 Aug 10	JP8	Hachinohe2	Hachinohe	55,000	Pipe
1 - 31 Aug 10	JP8	Okinawa 505th	Kadena	500,000	Pipe
1 - 31 Aug 10	JP8	Okinawa 505th	Okinawa Gas Stations	2,000	Truck
1 - 31 Aug 10	JP5	Okinawa 505th	Futenma	20,000	Pipe/Truck
1 - 31 Aug 10	JP8	Tsurumi	Yokota	60,000	Rail/Truck
1 - 31 Aug 10	FJ1	Tsurumi	Yokota (Owada)	2,000	Truck
1 - 31 Aug 10	JP8	Tsurumi	Camp Fuji (UY7343)	2,000	Truck
1 - 31 Aug 10	FJ1	Tsurumi	Camp Fuji (UY7343)	2,000	Truck

2. DLA Energy Japan weekly tanker schedule is the authorization to load and offload the DLA Energy tanker cargos shown on the schedule. In addition, DFSP Hakozaki, DFSP Sasebo, and DFSP Okinawa 505th are authorized to load and offload fuel from capitalized ships.

3. The shipping and receiving DFSPs must communicate requirements and inventory levels to ensure the fuel shipping process is effectively managed to maintain inventories at the highest possible levels above IMP control limits.

4. If you have any questions please call Mr. Walter Humko, DLA Energy Japan, at 225-2674.

Walter Humko
Inventory Manager

CC:
DLA ENERGY PAC
DLA ENERGY JAPAN-D
DLA ENERGY JAPAN-DD
SAPO Japan

ATTACHMENT 8

DEFENSE LOGISTICS AGENCY ENERGY JAPAN TANKER SCHEDULE

4. Background:

4.1. Report Format: E-mail.

4.2. Purpose: To provide updated information to bulk petroleum facilities on fuel to be received or issued at ocean terminal locations via Military Sealift Command (MSC) or contractor tankers/barges.

4.3. Responsible unit: DLA Energy Japan.

4.4. Submission Frequency: Weekly.

4.5. Notification/Distribution: COMUSJAPAN/J43P (SAPO-J) and DFSPs,

5. General.

5.1. The report will cover a period of approximately 45 days from the publication date.

5.2. Information provided will include data regarding cargoes scheduled to be lifted from DLA Energy terminals and receipts from DLA Energy contracts.

5.3. DLA Energy Japan will telephonically inform SAPO-J and Defense Fuel Support Points (DFSP) concerned of any change requiring immediate action.

6. An example DLA Energy Japan Tanker Schedule is at Figure 4.

FIGURE 4

DEFENSE LOGISTICS AGENCY ENERGY JAPAN TANKER SCHEDULE REPORT

JAPAN CONSOLIDATED TANKER SCHEDULE

28 Jul 10 Tanker Schedule

TRANSPACIFIC LIFT SCHEDULE

CARGO #	VESSEL	LOAD PORT	LOAD DATE	DISCHARGE PORT	DISCHARGE DATE	JP5	JP8	MUM	F76	Remarks
WC7750	Transpacific	HAKOZAKI	16-Jul-10	HACHINOHE	22-Jul-10		33.0			Delay in offloading due to tank tighness testing.
WC7756	Transpacific	SK ENERGY	1-Aug-10	AKASAKI	3-Aug-10	35.0				Cargo Ordered
WC7768	Transpacific	HAKOZAKI	6-Aug-10	HACHINOHE	9-Aug-10		33.0			
WC7757	Transpacific	SK ENERGY	15-Aug-10	IWAKUNI	17-Aug-10	35.0				Cargo Ordered
WC7769	Transpacific	HAKOZAKI	20-Aug-10	HACHINOHE	23-Aug-10		33.0			
WC7752	Transpacific	HAKOZAKI	25-Aug-10	KWAJALEIN	3-Sep-10				35.0	
WC7771	Transpacific	Guam	10-Sep-10	KWAJALEIN	17-Sep-10	21.0			12.0	New Cargo
	Transpacific	HAKOZAKI	27-Sep-10	TBD						

T-1 SK ENERGY LIFT SCHEDULE

CARGO #	VESSEL	LOAD PORT	LOAD DATE	DISCHARGE PORT	DISCHARGE DATE	JP5	JP8	MUM	F76	Remarks
WC7748	BRO HAWAII	HAKOZAKI	26-Jul-10	KWAJALEIN	4-Aug-10	22.0			12.0	
WC7751	BRO HAWAII	GUAM	11-Aug-10	WAKE	17-Aug-10	38.0				
WC7758	BRO HAWAII	SK ENERGY	1-Sep-10	HAKOZAKI	4-Sep-10	38.6				Order NLT 17 Aug
WC7770	BRO HAWAII	HAKOZAKI	5-Sep-10	HACHINOHE	8-Sep-10		35.0			
WC7759	BRO HAWAII	SK ENERGY	14-Sep-10	AKASAKI	16-Sep-10	38.6				Order NLT 27 Aug
WC7767	BRO HAWAII	HAKOZAKI	19-Sep-10	HACHINOHE	22-Sep-10		35.0			
WC7760	BRO HAWAII	SK ENERGY	28-Sep-10	AKASAKI	30-Sep-10	38.6				Order NLT 13 Sep
WC7761	BRO HAWAII	SK ENERGY	6-Oct-10	HAKOZAKI	9-Oct-10	38.6				Order NLT 21 Sep
WC7762	BRO HAWAII	SK ENERGY	14-Oct-10	TBD		38.6				

MSC LIFT SCHEDULE

CARGO #	VESSEL	LOAD PORT	LOAD DATE	DISCHARGE PORT	DISCHARGE DATE	JP5	JP8	MUM	F76	Remarks
CC4071	MAERSK RH	SKENRGYULS	20-Aug-10	Okinawa Chim-Wan	24-Aug-10		235			USA flagged ship. Order Cargo 30 Jul
DC4084	TBN	FOB D	NA	HAKOZAKI	20-Sep-10				180	Order Cargo 20 Aug
DC4103	TBN	FOB D	NA	AKASAKI	20-Sep-10				235	Order Cargo 20 Aug
CC4087	MAERSK RH	SKENRGYULS	24-Sep-10	Okinawa Chim-Wan	28-Sep-10		85			Order Cargo 3 Sep
CC4087	MAERSK RH	SKENRGYULS	24-Sep-10	HAKOZAKI	1-Oct-10		150			Order Cargo 3 Sep
CC4137	TBN	SKENRGYULS	15-Nov-10	Okinawa Chim-Wan	19-Nov-10		235			Order Cargo 26 Oct

SPOT CHARTER LIFT SCHEDULE

CARGO #	VESSEL	LOAD PORT	LOAD DATE	DISCHARGE PORT	DISCHARGE DATE	JP5	JP8	MUM	F76	Remarks

Remarks:

Notes: Okinawa 505th Quartermaster Battalion receives fuel at 3 different locations. F-76 is received pier side via the Transpacific at White Beach. JP-5 is received via the Transpacific at Chim-wan Bay's Three Point Mooring (TPM) (5-ton crane required). JP-8 is received via T-5 tanker at Chim-wan Bay's Single Point Mooring (SPM) (5-ton crane required). Cargo numbers starting with DC are FOB Destination cargos.

ATTACHMENT 9

BULK PETROLEUM PRODUCTS SLATE

1. Background.

1.1. Report Format: NIPR E-mail (SIPR email during contingency/exercise).

1.2. Purpose: Submits three-month requirement for bulk petroleum products to appropriate organizations for procurement/scheduling actions.

1.3. Responsible unit: DLA Energy Japan.

1.4. Submission Frequency: Monthly.

1.5. Routine Notification/Distribution: DLA Energy Pacific.

1.6. Contingency/Exercise Notification/Distribution: COMUSJAPAN/J43P (SAPO-J), COMMANDER US PACOM J422 Joint Petroleum Office (JPO) and DLA Energy Pacific

2. General.

2.1. DLA Energy Japan computes petroleum requirements and data for the current month plus a three month period for all intermediate-level Defense Fuel Support Points (DFSPs) within its geographic area of responsibility and submits a monthly requirement report to DLA Energy Pacific, SAPO-J, and COMMANDER USPACOM J422 Joint Petroleum Office (JPO) as outlined in paragraphs 1.5 and 1.6.

2.2. The submitted slate takes into consideration minimum/maximum authorized levels as prescribed in the DLA Energy Inventory Management Plan (IMP), past usage rates, current status of stocks on hand, and future usage rates which are obtained from the various reports prescribed herein and/or information supplied by commands concerned.

2.3. The slate is numbered 1 through 12 corresponding to the months of the fiscal year. (Slate #1 is submitted in October; #2 in November, etc.)

3. An example slate is depicted at Figure 5.

FIGURE 5

COMUSJAPAN BULK PETROLEUM SLATE

BULK PETROLEUM SLATE NO. 11
10SLATE Japan 11.Docx
8/3/2010

JAPAN

Month	Period	Method	Product	Amount	Location	Cargo No
AUG	1	Barge	JP5	38.0	AKAS	WC7756
AUG	1	Barge	JP5	38.0	AKAS	WC7758
AUG	1	Barge	JP5	35.0	IWKU	WC7757
AUG	1	Barge	JP8	33.0	HACHC	WC7768
AUG	2	Barge	JP8	33.0	HACHC	WC7769
AUG	3	MSC CARGO	JP8	235.0	CHIM	CC4071
AUG	3	Barge	JP8	33.0	HACHC	WC7770
SEP	1	Barge	JP5	38.0	AKAS	WC7759
SEP	1	Barge	JP8	33.0	HACHC	WC7767
SEP	2	FOB D CARGO	F76	180.0	HAKO	DC4084
SEP	2	Barge	JP5	38.0	HAKO	WC7760
SEP	3	Barge	JP5	38.0	AKAS	WC7761
SEP	3	Barge	JP5	35.0	IWKU	
OCT	1	Barge	JP5	38.0	HAKO	
OCT	1	MSC CARGO	JP8	145.0	HAKO	CC4087
OCT	2	FOB D CARGO	F76	235.0	AKAS	DC4103
OCT	2	Barge	JP5	35.0	CHIM	
OCT	2	Barge	JP5	38.0	AKAS	
OCT	3	Barge	JP5	38.0	HAKO	
OCT	3	MSC CARGO	JP8	235.0	CHIM	CC4137
NOV	1	Barge	JP5	38.0	AKAS	
NOV	2	Barge	JP5	38.0	HAKO	
NOV	3	Barge	F76	35.0	WBEA	
NOV	3	Barge	JP5	38.0	AKAS	
NOV	3	Barge	JP5	35.0	IWKU	

Requirements Balance:

Remarks:

- Due to this draft restriction at Hakozaki and the new CY2010 Contract the below ERQ were used:
  - F76 Hakozaki -- 180,000 due to CY2010 contract. ERQ starts 1 Jan.
  - JP8 Hakozaki – 145,000 per Linda Barnette's email.
  - JP5 for Akasaki and Hakozaki will be 38,000 since the Bro Hawaii is a smaller ship.

ATTACHMENT 10

PETROLEUM CAPABILITIES REPORT (POLCAP)

1. Background.

1.1. Report Format: SIPR email or, if unavailable, the most expedient means available.

1.2. Purpose: To update petroleum capabilities, distribution methods, and shortfalls for the Japan area of operations.

1.3. Responsible unit: CNFJ, COMMARFORJ/COMMARCORBASESJAPAN, CDRUSARJ, COMUSAFJ, DLA Energy Japan and COMUSJAPAN/J43P (SAPO-J).

1.4. Submission Frequency: Annually (31 March or as directed), at the onset of contingency operations, and/or as required by COMUSJAPAN/J43P (SAPO-J), COMMANDER, USPACOM J422 Joint Petroleum Office (JPO) and the Joint Chiefs of Staff (JCS).

1.5. Notification/Distribution: Submit reports to COMUSJAPAN/J43P (SAPO-J); COMUSJAPAN forwards a consolidated report to COMMANDER, USPACOM J422 Joint Petroleum Office (JPO).

2. General.

2.1. Updates may be required during periods of increased activity, contingency operations, or during exercises by COMUSJAPAN/J43P (SAPO-J) to ensure current petroleum consumption and logistics capability data is reported.

2.1.1. Follow up reports will reflect only changes from the initial/most recent update.

2.1.2. Rapid response is required therefore service commands must ensure that implementing instructions provide for the rapid availability of required data and submission capability.

2.2. COMUSJAPAN/J43P (SAPO-J) forwards a consolidated POLCAP to COMMANDER, USPACOM/J422 Joint Petroleum Office (JPO) annually NLT 01 April and/or as directed.

2.3. The POLCAP is classified SECRET.

2.4. In accordance with COMMANDER, USPACOM Instruction 0601.1A, if the POLCAP is submitted by message it will receive a precedence of “Priority.” Update/follow-up POLCAPs are transmitted with an “Immediate” precedence

3. Format: POLCAP format/information required is detailed at the USPACOM Joint Petroleum Office (JPO) website (http://psp.hq.pacom.smil.mil/orgareas/J4/J42/J422).

ATTACHMENT 11

BULK PETROLEUM CONTINGENCY REPORT (REPOL)

1. Background.

1.1. Report Format: SIPR email, or if unavailable use the most expedient means available. If secure communications are lost, the REPOL is submitted telephonically using established communications-out (COMOUT) procedures IAW Appendix 1 to Annex D of applicable OPLAN. Report format (automated, SIPR, COMOUT) used will be directed by COMMANDER USPACOM J422 Joint Petroleum Office (JPO).

1.2. Purpose: To provide updated inventory status, DOS sustainability analysis, and status of damages/deficiencies of petroleum facilities during contingencies/exercises.

1.3. Responsible unit: COMNAVFORJAPAN, CDRUSARJ, COMUSAFJ, COMMARFORJ/COMMARCORBASESJAPAN and COMUSJAPAN/J43P (SAPO-J).

1.4. Submission Frequency: In USPACOM the REPOL is submitted upon direction of the COMMANDER USPACOM J422 Joint Petroleum Office (JPO) through coordination with the Joint Staff J4. Upon activating the REPOL the JPO will specify frequency, cut-off times, and submission times. Components will be notified via email or message outlining reporting requirements for peacetime reporting.

1.5. Notification/Distribution: Responsible units forward input to COMUSJAPAN/J43P (SAPO-J); COMUSJAPAN/J43P (SAPO-J) forwards consolidated report to COMMANDER, USPACOM J422 Joint Petroleum Office (JPO)

2. General.

2.1. The report provides summary information on damage and deficiencies affecting bulk petroleum supplies, storage, and distribution systems.

2.2. The REPOL is classified “SECRET”.

2.3. In accordance with COMMANDER, USPACOM Instruction 0601.1A, if the POLCAP is submitted by message it will receive a precedence of “Priority.”

3. Format Instructions. USPACOMINST0601.1, Petroleum Operations in the U.S. Pacific Command, Chapter 5, details specific reporting requirements and information.

4. Automated REPOL.

4.1. The Automated REPOL is available via SIPR net and is used as directed and for all exercises. The Automated REPOL may be accessed via the Defense Logistics Agency Energy webpage (http://www.dla.smil.mil/desc), the USPACOM J422 SIPR webpage (http://psp.hq.pacom.smil.mil/orgareas/J4/J42/J422), and the U.S. Forces Japan J4 webpage (http://www/usfj.smil.mil/J4/J43/POL).

ATTACHMENT 12

POLLUTION INCIDENT REPORT (SPILL REPORT)

1. Background.

1.1. Report Format: USFJ Spill Report (USFJ Form 50).

1.2. Purpose: To report petroleum spills and/or pollution incidents.

1.3. Responsible unit: CNFJ, COMMARFORJ/COMMARCORBASESJAPAN, CDRUSARJ, COMUSAFJ, and DLA Energy Japan

1.4. Submission Frequency: As required.

1.5. Notification/Distribution: COMUSJAPAN Command Center (J341CommandCenter_DL@usfj.mil)

1.6. COMUSJAPAN Command Center Distribution: J3, J42E, J43P, J06, and DLA Energy Japan

2. Reporting Requirements.

2.1. USFJ Spill Reports are used as feeder reports to other agencies and organizations requiring spill reporting information. The updated USFJ Spill Report (USFJ Form 50) reflects additional information required by other agencies and organizations to include Defense Logistics Agency Energy reporting requirements.

2.2. 2010 Joint Environmental Governing Standards (JEGS) reporting requirements are supplemented by this instruction to specifically apply to petroleum products.

2.3. To clarify USFJ Spill Reporting requirements for petroleum products, the following definitions apply:

2.3.1. Spill or Release: Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, escaping, leaching, dumping, or disposing into the environment of a petroleum product.

2.3.1. Contained Spill or Release: Any spill or release contained inside an impervious berm, or on a nonporous surface, or inside a building, or is not volatilized, and is cleaned up is considered a contained release.

3. Reporting Procedures.

3.1. Report telephonically and electronically to HQ USFJ all known or suspected pollution incidents meeting one or more of the conditions described in Paragraph 2 (above) or which meet or exceed the reportable quantity as described by Appendix A of the JEGS (Ref 6.6). Organizations will apply the most stringent condition to determine reporting requirements. Except for emergency situations described in Paragraph 3.2.1(below), service components

will notify HQ USFJ prior to notifying local Regional Defense Bureaus/Defense Branches/Defense Offices/Branch Offices/GOJ Authorities. All reports are made to HQ USFJ Command Center (telephonically: DSN 223-6065/6066; FAX: 225-8200 // electronically: J341CommandCenter_DL@usfj.mil). Spill reports are submitted to USFJ as indicated by Paragraph 4 (below).

3.1.1. The Facility Incident Commander (FIC) (previously known as the Installation On-Scene Commander) is responsible for ensuring all reports are submitted IAW this instruction.

3.2. Local commanders will not notify local Japanese officials directly on any matter concerning non-emergency and/or politically sensitive incidents without prior coordination and approval of the Environmental Executive Agent (EEA) (COMUSJAPAN). Local officials are to be notified by GOJ organizations and/or agencies; specifically the Regional Defense Bureau/Defense Branch/Defense Office/Branch Office that normally maintains liaison between the installation and the city or prefecture concerned.

3.2.1. When a POL spill or hazardous substance release occurs on a DOD installation which cannot be contained within the installation boundaries and a threat to off-base Japanese personnel, property, or drinking water exists, the EEA and GOJ authorities will be notified immediately. In such a case, no prior approval by the EEA (COMUSJAPAN) is required since time is essential to rapidly activate local off-base spill response to alleviate/mitigate threats to the populace or environment.

3.2.2. If a significant spill occurs outside of a DOD installation, the person in charge at the scene will immediately notify the local authorities listed in 3.2 (above) and local fire departments, obtaining all necessary assistance.

3.2 The USFJ Spill Report (USFJ Form 50) (Figure 6) is available at https://www.usfj.mil/mil/Index.html.

4. Reporting Frequency

4.1. Initial Report: Within 4-hours of occurrence. Initial Report will include, as a minimum, Blocks 1 through 8 of the USFJ Spill Report.

4.2. Supplemental Report(s)/Updates: Every 12-hours after the Initial Report unless otherwise directed by HQ USFJ.

4.3. Final Report: Within 12-hours of completion of clean-up activities by all agencies concerned/involved.

4.4. Additional Report(s): As directed by HQ USFJ and/or upon discovery of additional information bearing on the degree of contamination and/or media/GOJ/community attention.

5. When to Report

5.1. When there is attention/interest from the media and/or host nation municipal, prefectural, or national level authorities/organizations/individuals in a known or suspected

release of material(s) and/or waste in any quantity.

5.2. When there is a known or suspected release of material(s) and/or waste which meet or exceed the reportable quantity described in Appendix A of the 2010 Joint Environmental Governing Standards (JEPS).

5.3. A spill or release which occurs inside a DOD installation as defined by paragraph 2.3 (above).

5.4. A possible contamination of an on-base or off-base water resource.

5.5. Any spill, of any quantity, that goes off-base including spills into the ocean, on base/off-base drainage system or public roadway.

5.6. Any toxic or hazardous material/waste spill defined in Section 18-2.8 of the JEGS, or any spill that the Facility Incident Commander (FIC) determines to be significant as defined by Section 18-2.8 of the JEGS.

FIGURE 6

Obverse

USFJ SPILL REPORT			Print Form
SPILL INCIDENT DATA			
1. DATE AND TIME OF SPILL	2. DATE AND TIME OF REPORT	3. LOCATION/INSTALLATION	
4. MISSION IMPACT	5. PRODUCT INVOLVED	6. QUANTITY SPILLED (GALLONS)	
7. BRIEF DESCRIPTION OF SPILL INCIDENT (INCLUDE SOURCE OF SPILL)			
8. CAUSE AND CIRCUMSTANCES OF SPILL/INCIDENT			
ENVIRONMENTAL			
9. DID THE FUEL ENTER A WATERWAY?	YES. (Describe effects in block 9A.) ☐	NO. (Proceed to block 10.) ☐	
9A. ENVIRONMENTAL IMPACT, SEVERITY, AND GEOGRAPHIC AREA AFFECTED BY THE SPILL/INCIDENT.			
10. DID THE FUEL SPILL/INCIDENT GO OFF-BASE?	YES. (Describe effects in block 10A.) ☐	NO. (Proceed to block 11.) ☐	
10A. EFFECTS OF OFF-BASE SPILL/INCIDENT.			
11A. WEATHER CONDITIONS AT TIME OF SPILL.	11B. WEATHER CONDITIONS AT TIME OF REPORT.		
PUBLIC RELATIONS			
12. HAS ANYONE BEEN NOTIFIED PRIOR TO SUBMISSION OF THIS SPILL REPORT TO USFJ?	YES. (Fill out blocks 12A. and 12B.) ☐	NO. (Proceed to block 13.) ☐	
12A. WHAT US ORGANIZATIONS/AGENCIES?	12 B. WHAT JAPANESE ORGANIZATION/AGENCIES?		
DLA ENERGY OWNED FUEL			
13. IS THIS DLAE OWNED FUEL?	YES. (Fill out 13A., 13B., and 13C.) ☐	NO. (Proceed to block 14.) ☐	13A. DODAAC.
13B. COUNTRY.	13C. DESCRIBE CLEANUP SUPPORT OR FUNDING REQUIRED FROM DESC.		
REPORT INFORMATION			
14. SPILL REPORT SEQUENCE NUMBER	16. SPILL DISCOVERED BY SECTION		
15. SPILL REPORTED BY SECTION	16A. NAME		
15A. NAME	16B. RANK/PAY GRADE		
15B. RANK/PAY GRADE	16C. ORGANIZATION		
15C. ORGANIZATION	16D. EMAIL		
15D. EMAIL	16E. TELEPHONE		
15E. TELEPHONE	16F. STATUS		

USFJ FORM 50, 20100930 (EF) PREVIOUS EDITION IS OBSOLETE CONITNUED ON REVERSE

FIGURE 6

Reverse

SAFETY, HAZARDOUS WASTE, AND COUNTERMEASURES	
17. PERSONNEL INJURIES/CASULTIES FROM SPILL/INCIDENT (NUMBER AND TYPES OF INJURIES).	
18. CORRECTIVE ACTION(S) TANKEN TO CONTROL, CONTAIN, AND CLEANUP THE SPILL/INCIDENT.	
19. OUANTITY OF PRODUCT RECOVERED (GALLONS)?	19A. HOW AND WHERE IS RECOVERED PRODUCT STORED?
20. DID THE SPILL/INCIDENT GENERATE ANY HAZARDOUS WASTE (HW)?	YES. (Fill out blocks 20A, 20B, 20C) ☐ NO. (Proceed to block 21.) ☐
20A. HW WAS TAKEN TO WHAT FACILITY?	
20B. HW MANIFEST NUMBER?	20C. DISPOSAL METHOD (Pick from list or type in.)
21. NAME AND PARTIES INVOLVED IN CLEANUP	
21A. NAME	21B. RANK/PAY GRADE
21C. TELEPHONE	21D. ORGANIZATION
21E. EMAIL	21F. SECURE EMAIL
22. MEASURES TAKEN TO PREVENT RECURRENCE OF THE SPILL/INCIDENT.	

INSTRUCTION FOR PREPARATION OF THE USFJ SPILL REPORT

1. **References:**
a. USFJ Instruction 23-101
b. Japan Environmental Governing Standard (JEGS)
c. DLA Energy-I-13.

2 General:

a. The form will be prepared by the organization and submitted per Japan Environmental Governing Standard (JEGS). All known or suspected pollution incidents which meet or exceed the reporting requirements as described in Chapter 18 or any spill that goes off-base, Service Component shall report to USFJ within 4 hours after the spill report, notify, in turn either: USFJ/J42E at 225-4733 (Voice) / 225-6743 (FAX); or Command Center (24-hour operations) 225-2456/2457/2458 or 223-6065/6066/ Unclassified fax 225-8200 (Command Center will notify appropriate sections (J3, J42E, J43P, J06, DLA Energy Japan)
b. This form provides the minimum information which shall be contained in a spill report to USFJ.
c. A spill is any release from the original container designed to hold the product. Example: If fuel is released from a pipe into a concrete vault or pit this is a spill. The pipe is the original container.
d. Please spell out acronyms the first time used.

3. Entries in numbered blocks. (Self-explanatory block omitted.)

a. Block 3: Enter location on installation where spill occurred, e.g. Tank 3 east side pump house, tiger ramp flight line.
b. Block 4: Did spill or incident cause equipment to be out of service?
c. Block 5: Please use DLA Energy 3 letter code and type. FJ1 (Diesel), FJ3 (Winter Diesel), JP8, JP5 (Jet Fuel), MUM (Gasoline)
d. Block 6: All quantities are in U.S. gallons.
e. Block 7: How did the spill happen?
f. Block 8: Provided details of the "how" from block 7. Include any initial evidence of negligence, abuse, wilful misconduct, deliberate unauthorized use/disposition of USG property, and/or sabotage.
g. Block 9: Include environmental impact and potential hazards such as fire, explosion, and so forth.
h. Block 10. Off-base notification is critical to host nation relations and will be done through USFJ.
i. Block 11A. Enter the weather condition at time of spill, e.g. Cloudy, Sunny, Windy, Rainy Etc. Weather is vital for determining evaporation rates.
j. Block 11B. Enter the weather condition at time of the report. Weather condition may have changed between time of spill and time of report.
k. Block 12. Enter who was notified on the United States and Government of Japan (GOJ). All public relations will be coordinated through USFJ.
l. Block 13C. See DLA Energy-I-13 for 24 hour follow-up reporting instructions.
m. Block 13C. For large spills, the US Navy's Supervisor of Salvage Oil Spill Response (SUPSALV) is available to assist in clean up operations. http://www.supsalv.org/essm/
n. Block 14. Spill report number are in sequence 001/002/003/etc.
o. Block 19. All quantities are in U.S. gallons.
P. Block 20. For information on Hazardous Waste reporting see the JEGS.

USFJ FORM 50, 20100930 *(REVERSE)*

ATTACHMENT 13

STRATEGIC FUELS INFRASTRUCTURE PROGRAM-JAPAN (SFIP-J)

1. Background

1.1. The U.S. Forces Japan Strategic Fuels Infrastructure Program-Japan (SFIP-J) is the overarching program aligning Combatant Commands, Service Components and DLA Energy roles and responsibilities as outlined under Joint Publication 4-03, Joint Bulk Petroleum and Water Doctrine.

1.2. Purpose: The Strategic Fuels Infrastructure Program-Japan (SFIP-J) serves as definitive guidance on equipment, facilities, and capabilities of base and intermediate Defense Fuel Support Points (DFSPs) to support current and planned missions.

1.3. Responsible unit: CNFJ, COMMARFORJ/COMMARCORBASESJAPAN, CDRUSARJ, COMUSAFJ, and DLA Energy Japan.

2. General.

2.1. The U.S. Forces Japan (USFJ) Strategic Fuels Infrastructure Program-Japan (SFIP-J) provides direction for the maintenance and improvement of existing USFJ DFSPs to meet USFJ and USPACOM mission – War Fighter – requirements.

2.2. The SFIP-J is based on ongoing Capability Assessments of individual DFSPs and distribution systems operational capabilities to receive, store, and issue fuels. These capabilities are compared to service component identified operational requirements – both peace time and contingency – as identified by current operations, current contingency plans (OPLAN/CONPLANS), and current service component/JCS guidance.

2.2.1. SFIP-J Capability Assessments are conducted in Three Phases. Phase One looks strictly at the capabilities to receive, store, and issue fuels. Phase Two looks at established operational requirements based on approved current OPLANS. Phase Three consists of an in depth “Gap Analysis” of the DFSP capabilities versus DFSP requirements and looks jointly at combined Base Terminals and Intermediate Terminals capabilities to support operational requirements (Support Chains).

2.3. The SFIP-J identifies projects to maintain and improve operational support to the War Fighter. Projects are prioritized according to projected methods of funding (HNFC and MILCON) and designed to compliment service component responsibility to plan, budget, and fund operating costs of fuel terminals to include organizational maintenance such as lubricating valves, replacing gaskets, and cleaning/maintaining equipment as outlined in DODM 4140.25, Management of Bulk Petroleum Products, Natural Gas and Coal (see attachment 4).

2.4. The SFIP-J is a chartered organization co-sponsored by U.S Forces Japan and Defense Logistics Agency Energy Pacific through the Defense Logistics Agency Energy Japan as outlined by the 01 May 2008 HQs USFJ Charter for the SFIP-J Executive Steering Committee and Working Group (Figure 7).

Figure 7

01 May 2008

CHARTER

HQs USFJ Charter for the Strategic Fuels Infrastructure Program – Japan
Executive Steering Committee and Working Group

A. Purpose

This charter defines the Strategic Fuels Infrastructure Program-Japan (formerly Strategic Fuels Infrastructure Action Plan-Japan) Executive Steering Committee (ESC) and Working Group (WG). These groups will assess and identify bulk fuels infrastructure requirements, provide direction for the resolution of current and future bulk petroleum infrastructure issues, and provide input as requested by USFJ and/or PACOM to the PACOM Enroute Infrastructure Steering Committee & Working Group (PERISC) through the USFJ/J4/SAPO. Tenure is indefinite. This charter will be reviewed during each joint meeting of the Executive Steering Committee and the Working Group.

B. Applicability

This charter applies to HQs USFJ, all U.S. Service components in Japan, Defense Energy Support Center (DESC)–Japan, DESC-Pacific, and DLA Enterprise Support (DES)-Division Pacific (DP).

C. Mission

The ESC and Working Group serve as forums for HQs USFJ, all U.S. service components in Japan, DESC-Japan, DESC-Pacific, HQs DESC and PACOM representatives to research, identify, prioritize and act on current and future bulk petroleum infrastructure related initiatives. The scope of the ESC and Working Group will encompass an end-to-end view of infrastructure issues. The mission objectives are as follows:

1. Develop, provide input and guide the execution of the bulk petroleum infrastructure strategy.
2. Ensure successful and timely implementation of current and future infrastructure initiatives.
3. Ensure all current and future Japan infrastructure requirements are documented and prioritized.
4. Identify information/data requirements to adequately analyze Japan's bulk petroleum infrastructure.
5. Prioritize and de-conflict MILCON, SRM and Host-Nation Funded Construction (HNFC) projects to ensure maximum impact for OPLAN support.
6. Determine necessary tasking and priorities for supporting the Strategic Fuels Infrastructure Program-Japan.

Figure 7 (Cont'd)

D. Organization
Standing members will be one primary and one alternate representative with the appropriate level of decision-making authority in support of the Executive Steering Committee and the Working Group. The Executive Steering Committee and/or the Working Group may solicit input and/or invite outside sources and experts as deemed necessary on a non-voting basis.

1. Executive Steering Committee (ESC):

The Executive Steering Committee (0-6 Level Officers) membership includes: USFJ/J4 (Chairman), USFJ-J01, Commander DESC-Pacific, 5th AF/A4, 5th AF/A7, ACSA/G4 MCB Camp S.D. Butler, CNFJ-N4/Commander NAVFACFE -Yokosuka, Commander, FISC Yokosuka, PWC Yokosuka, USARJ-DCSLOG, USARJ DPW, and 10th ASG Commander.

2. Working Group (WG):

The Working Group membership includes representatives from: HQs USFJ, DESC, DES, FISC Yokosuka, NAVFACFE, 5th AF, MCB Camp S.D. Butler, and USARJ and includes the functional experts capable of addressing bulk fuel issues from the following organizations:

- USFJ/J43P (SAPO-Japan)
- USFJ/J42
- Commander and Deputy Director, DESC-Japan
- DES-DP Japan Engineer
- FISC Yokosuka Fuels Director and Engineer
- FISC Yokosuka Sasebo Fuels Director and Engineer
- FISC Yokosuka Hachinohe Fuels Director and Engineer
- NAF Atsugi Fuels Mgmt Officer and Engineer
- NAVFACFE – Regional Engineer
- 5th AF/A4 and 5th AF/A7
- Misawa AB Fuels Officer/Superintendent and Engineer
- Yokota AB Fuels Officer/Superintendent and Engineer
- Kadena AB Fuels Officer/Superintendent and Engineer
- MCAS Futenma Fuels Officer/Superintendent and Engineer
- MCB Butler Fuels Officer/NCO and Engineer
- MCAS Iwakuni Fuels Officer and Engineer
- USARJ/G4 Fuels NCOIC and Facilities Mgr/Engineer
- Cdr, 505th Quartermaster Battalion
- 505th QM Bn Fuels Manager and Facilities Engineer
- MCB Butler Facilities Engineer (FE)
- Misawa AB, Base Civil Engineer
- Kadena AB, Base Civil Engineer
- Yokota AB, Base Civil Engineer
- Commander Fleet Activities Yokosuka, Public Works Officer

Figure 7 (Cont'd)

- NAF Atsugi, Public Works Officer
- Commander Fleet Activities Sasebo, Public Works Officer
- MCAS Iwakuni, Facility Engineer
- MCAS Futenma, Facility Engineer

E. Responsibilities

1. Executive Steering Committee (ESC):

The Committee provides strategic direction for current and future bulk petroleum infrastructure initiatives, reviews the Working Group's recommendations, and submits issues for prioritization and action.

2. Working Group (WG):

The Working Group will resolve issues at the lowest level possible by identifying and recommending improvements to the full spectrum of bulk petroleum infrastructure considerations. The Working Group will provide input/feedback to the Executive Steering Committee and status reports of unresolved issues for further guidance.

F. Functions

Sub-working groups will be formed as deemed necessary based on identified initiatives/requirements based on the taskings of the Working Group and/or as directed by the Executive Steering Committee.

G. Procedures

The Working Group receives its direction from the Executive Steering Committee. The Working Group will meet annually, or as deemed necessary by the ESC. The Executive Steering Committee and the Working Group will meet every two years, or as deemed necessary by the ESC Chairman, to update SFIP-J Program Master Plan to COMUSJAPAN, USCINCPAC and Director, Defense Energy Support Center.

MICHAEL C. PRESNELL
Colonel, U.S. Army
Director, J4
Chairman, Executive Steering Committee

3

ATTACHMENT 15

GLOSSARY

1. Barrel. Unit of measure for petroleum products equal to 42 US gallons.

2. Bulk Petroleum Products. Petroleum product delivered in volumes greater than 55 U.S. gallons. Normally transported by pipeline, rail tank car, tank truck, tank trailer, barge and/or ocean tanker.

3. Bulk Petroleum War Reserve Requirement (BPWRR). The portion of the War Reserve Materiel Requirements which the Secretary of Defense guidance dictates be reserved and positioned at or near the point of planned use for issue in support of a specific OPLAN until replenishment can be secured.

4. Bulk Petroleum War Reserve Stocks (BPWRS). Inventory held in support of bulk petroleum war reserve requirements at a specified location for a specified product. BPWRS is in addition to peacetime stocks.

5. Defense Fuel Automated Management System (DFAMS). An automated data system with a central data bank which records MILSPETS transactions. DFAMS is designed to: (1) integrate bulk fuel management data (supply transactions, inventory, financial, procurement, requirements, and distribution), (2) incorporate GAO approved accounting principles and standards to ensure proper inventory and financial accounting, and (3) provide DLA Energy and other DOD components with management data required in support of decisions and actions in meeting the fuel needs of the Military Services and Federal Agencies.

6. Defense Logistics Agency Energy (DLA Energy). An organizational component of the Defense Logistics Agency (DLA). DLA Energy is the integrated materiel manager and the DOD central procurement agent for bulk petroleum products and associated services. DLA Energy is responsible for the acquisition of bulk petroleum products and provides product support to the geographic combatant commands and military services. DLA Energy functional responsibilities include procurement, ownership, quality surveillance, accountability, budgeting, and distribution of bulk petroleum stocks to the point of sale (end user).

7. Defense Fuel Support Point (DFSP). A bulk fuel storage facility (or terminal) which receives, stores, and issues DLA-owned product in support of military/federal agency requirements. There are two types of DFSPs: (1) intermediate and (2) base-level.

8. Intermediate Storage (or DFSP). Facility (or terminal) where DLA-owned product is stored for subsequent issue to multiple end users.

9. Base-Level Terminal (or DFSP). Bulk fuel storage facilities located within base (installation) boundaries.

10. Inventory Management Plan (IMP). A DOD integrated plan of bulk fuel inventory levels and storage requirements designed to utilize DOD resources more efficiently and provide financial management data.

11. Joint Petroleum Office (JPO). Responsible for the overall planning of petroleum logistics support for joint operations within their area of responsibility. A unified command staff function whose chief responsibility is to coordinate war readiness plans for bulk petroleum products in support of military requirements.

12. Sub-Area Petroleum Office (SAPO). Responsible for petroleum, oil and lubricants planning and execution matters within a specific joint operations area. This level of planning focuses on support for each Service Component. A component of the COMMANDER, USPACOM JPO (geographically located in the area of operations for which responsible).

13. Bulk Petroleum Contingency Report (REPOL). One of two key joint petroleum reports that are submitted annually or more frequently at the direction of the Chairman of the Joint Chiefs of Staff. The REPOL provides the Joint Staff, COMMANDER, USPACOM, Services, and DLA Energy with summary information on bulk petroleum inventories, damage to and damage assessment for bulk petroleum distribution systems, and other strategic information pertaining to bulk petroleum support posture.

14. Bulk Petroleum Capabilities Report (POLCAP). The second of two key joint petroleum reports that provides the Joint Staff, COMMANDER, USPACOM, Services, and DLA Energy with an assessment of bulk petroleum support capabilities for contingency requirements in a specific theater.

15. MBbls. Abbreviation used to designate units in thousands of barrels, e.g., 200 MBbls = 200,000 barrels.

16. Packaged Petroleum Products. Petroleum products in containers of 55 gallons or less and usually issued to the consumer in the original package. Packaged products normally consist of lubricants, oils, greases, and specialty items listed under National Stock Number (NSN), Group 19. Resupply is accomplished through MILSTRIP (Military Standard Requisitioning and Issue Procedures).

17. Peacetime Operating Stock (POS). The quantity of product allocated to be held at a location, on a Regional or Worldwide scale, to sustain peacetime operations to ensure fuel is available for issue/sale.

18. Point of Sale. Where title (ownership) of stocks transfer from DLA (DLA Energy) to the Military Services or federal agency.

19. Tankage. Refers to bulk petroleum storage tanks.

20. Expansion Space (Vapor Space). Space at the top of the tank which is reserved for expansion of contents resulting from increases in temperature.

21. Innage. The measured height of liquid in a tank or container as measured from the bottom of the tank to the top surface of the liquid.

22. Ullage (or Outage). The difference between the top surface of the liquid in a drum, tank, or tank car and the top of the container. The difference between the full (rated) capacity and the actual contents of a storage container. In some tanks (and tank cars) it is the difference between a reference mark and the top surface of the liquid. It is important that some appreciable difference always exists in order to allow expansion/vapor space for the expansion of the contents as temperatures rise/increase.

23. Unusable Inventory. That portion of the inventory required to prime the storage/distribution system. It consists of cross-country pipeline fill, manifold inventory, and tank bottom inventory below the suction line. The inventory is not available to meet day-to-day operations.

24. Usable Storage Capacity. Net volumetric capacity (including pipeline and manifold capacity that can be used for product storage). It is measured from maximum fill level to, and including, non-recoverable tank bottoms.

25. Release (Spill). Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment of a hazardous or toxic chemical or extremely hazardous substance.

26. Days of Supply (DOS). Number of days that current inventory will sustain operations based on an average consumption for the past seven days. During contingency or emergency situations the combatant commander may adjust as required.