

**CAMP RIPLEY COMMAND  
POL  
BLDG 17-99  
CLASS III**

**PETROLEUM OFFICE Full-Time Staff  
(From left to right: SGT Olson and SFC Fenske)**

**EXTERNAL STANDING  
OPERATING  
PROCEDURES  
1 JAN 09**



**Petroleum Office  
15000 Hwy 115  
Camp Ripley, Bldg. 17-99  
Little Falls, MN 56345**

**Telephone Numbers  
COM: 320-616-3001  
DSN: 871-3001  
FAX: 320-632-7787  
ATTN: POL OFFICE**

**Mon – Fri (Hours of Operation 0700-1630)  
Sat – Sun (Hours of Operation 0700-1530)  
Extended Hours - Upon Request & Approval**

**Effective: 1 Jan 09**

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## **TABLE OF CONTENTS**

	<b><u>Par</u></b>	<b><u>Page</u></b>
<b>SECTION I – GENERAL</b>		
Purpose	1-1	3
Reference	1-2	3
Scope	1-3	3
Effective Date	1-4	3
<b>SECTION II – REQUEST PROCEDURES</b>		
Establishment of Account	2-1	3
Submission of Requests	2-2	3
Class III Requests	2-3	3
Class IIIA Requests	2-4	4
<b>SECTION III – FUEL DRAW PROCEDURES</b>		
Camp Ripley is a DESC Capitalized Site	3-1	5
Bulk Fuel Procedures	3-2	5
Retail Fuel Procedures	3-3	5

## **SECTION IV – PROKEE QUESTIONS AND ANSWERS**

Lost Key Procedures	4-1	6
Change of Vehicle Ownership	4-2	6
One Key for Multiple Vehicles	4-3	6
Emergency Fuel Key	4-4	6

## **SECTION V – TURN-IN PROCEDURES**

Bulk Fuel	5-1	6
Retail Fuel	5-2	6
Contaminated Fuel	5-3	6

## **SECTION VI – HAZARDOUS MATERIAL TRAINING**

Hazardous Material Training is Required	6-1	7
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## **SECTION I - GENERAL**

- 1-1. **PURPOSE.** This External Standing Operating Procedure (ESOP) is to provide guidance to Property Book Account Managers and Unit Supply Sergeants for day-to-day supply transaction with the Camp Ripley Command Petroleum Office.
- 1-2. **REFERENCE.** The following are references that may be needed to assist organizations/activities to complete paperwork prior to reporting to the Petroleum Office: MNGR 710-2, DA 10-67-1, DA PAM 710-2-1 and DOD 4140.25-M.
- 1-3. **SCOPE.** This ESOP has procedures outlined to give quick reference and define areas that are/are not covered in existing guidance. It is the responsibility of all organizations/activities supported by the Petroleum Office to follow these procedures.
- 1-4. **EFFECTIVE DATE.** ESOP, 1 Jan 09 supersedes all previous ESOP.

## **SECTION II – REQUEST PROCEDURES**

- 2-1. **ESTABLISHMENT OF ACCOUNT.** Organizations/activities will prepare a DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) and submit an original copy along with the Memorandum of Assumption of Command to the Petroleum Office. These are updated upon Change of Command or authorities. Activity Supervisors/Company Commanders may designate one or more individuals as authorized representatives to request/receipt petroleum products from the POL office. Civilian agencies will need to contact the DMA Civilian Liaison 320-616-2708 to establish an account with the Operations Office prior to drawing fuel.
- 2-2. **SUBMISSION OF REQUESTS.** Units must submit an ATS Form 23 through the Camp Ripley Operations Office (90) days prior to arrival. Units will request fuel under the POL Class III section of the ATS Form 23. Units may also request Class III products via e-mail to the Petroleum Supervisor. Unit should list unit name, type of product requesting along with quantities and draw date. Petroleum office personnel will notify unit of disapproved request.
- 2-3. **CLASS III REQUESTS.** Request for fuel will be submitted via e-mail or telephone (320-616-3001). The Petroleum Office requests a projected estimate of the fuel draw requirements ninety (90) days prior to the training period. Non-Minnesota ARNG units must submit fuel projections and the following billing information (90) days out prior to arrival in order to establish a good billing account before fuel may be drawn. The following information must be submitted:

## PROKEE REQUEST FORM

Camp Ripley has become a Capitalized Site for Petroleum (Bulk Fuel). The following information will be required by the POL office in order for your unit/activity to draw fuel while you are training at Camp Ripley.

**ARNG:** will need the following info:

1. **UNIT DODAAC** = \_\_\_\_\_
2. **SUPPLEMENTAL DODAAC** = \_\_\_\_\_ Sup DODAAC's are used if the Unit DODAAC is not the billing DODAAC. This will be the DODAAC that receives the billing.
3. **SIGNAL CODE** = \_\_\_\_\_ (EXAMPLE: MUST BE EITHER "A" = Bill to Unit DODAAC or "B" = Bill to Supplemental DODAAC)
4. **FUND CODE** = \_\_\_\_\_ (EXAMPLE: FY 2005 IS 52)
5. **APC CODE** = \_\_\_\_\_ (STANNFINS APC)

**USAR:** will need the following info:

1. **UNIT DODAAC** = \_\_\_\_\_
2. **SIGNAL CODE** = \_\_\_\_\_ (EXAMPLE: USUALLY "A" FOR USAR UNITS)
3. **FUND CODE** = \_\_\_\_\_ (EXAMPLE: FY 2005 IS 5A)
4. **ORG CODE** = \_\_\_\_\_
5. **SUPPLEMENTAL DODAAC** = \_\_\_\_\_ (USUALLY DO NOT USE SUP. DODAAC)

Submit the above information to the Petroleum Office and submit the fuel projections on ATS Form 23 through the Operations Office 90 days out. Direct all question to the Camp Ripley Petroleum Office @ 320-616-3001 or DSN 871-3001

- 2-4. **CLASS IIIA REQUESTS.** Camp Ripley is a DESC Capitalized site. **All** packaged petroleum products (grease-gear lube-oil-etc.) will be the responsibility of the visiting unit. Arrangements may be made with the Petroleum Office to have packaged products shipped and stored at the bulk petroleum compound prior to arrival.

### SECTION III – FUEL DRAW PROCEDURES

- 3-1. Camp Ripley is a DESC Capitalized site and is fully automated. The only way a unit may draw fuel is with the use of a PROKEE. The PROKEE will be issued by petroleum office personnel and will have all unit information and appropriate billing information encoded as required in section 2-3 of the Request Procedures section.



- 3-2. **BULK FUEL.** Bulk Fuel will be issued by full time staff at the Tank Farm location (BLDG 17-99, located east of MATES facility) and will require the use of a PROKEE. Bulk fuel may be drawn from the Tank Farm Monday through Friday between the hours of 0700 to 1600 hours and Saturday & Sunday between the hours of 0700 to 1500 hours. If bulk fuel is required outside of normal duty hours, arrangements must be made with the Petroleum Office 320-616-3001.



- 3-3. **RETAIL FUEL.** Retail fuel may be drawn 24 hours a day/7days a week at Camp Ripley's POL points. POL Point No. 1 (located by Mates) has six fuel dispensers with JP8 being the only product available. This point is the only point on post which has track vehicle accessibility. POL Point No. 2 (located in Area 9) is a wheeled vehicle **only** refueling site located in area 9 that has JP8 and Mogas availability. POL Point No. 3 (located in Area 7) is also a wheeled vehicle **only** refueling site that has JP8 and Mogas. Fuels from these POL Points require the use of a Prokee.



## **SECTION IV – PROKEE QUESTIONS AND ANSWERS**

- 4-1. **LOST KEY PROCEDURES.** In the event that a PROKEE is lost and cannot be found you must report it to the POL Office immediately. The vehicle registration number or key identification number must be known in order to properly identify the PROKEE that is lost. Once the PROKEE has been identified it will be locked out of the system and a new PROKEE will be issued at no cost to the unit.
- 4-2. **CHANGE OF VEHICLE OWNERSHIP.** When a vehicle is either turned-in or issued to another unit, on a permanent basis, you must pull the PROKEE from the vehicle. This key needs to be turned in to the POL Office and taken out of the system. If the key is not turned in the new owning unit will not be able to draw a new key for the vehicle until it is.
- 4-3. **YOU MAY USE ONE KEY TO FUEL MULTIPLE VEHICLES IN EMERGENCY CASES.** If you need to fuel a unit vehicle that does not have an assigned PROKEE or you forgot the Prokee for a vehicle you can fill the vehicle by utilizing a PROKEE from another vehicle in your unit. Please limit this use. Note that a PROKEE that is encoded for JP8 cannot be used to draw MOGAS and vice versa. Each PROKEE is encoded for a specific grade of fuel to match whatever the vehicle utilizes.
- 4-4. **EMERGENCY FUEL KEY.** If you come to Camp Ripley and need to draw fuel and discover that you forgot a PROKEE you can go to the POL Office and hand receipt your unit emergency fuel key. You must return it after refueling your vehicle.

## **SECTION V – TURN-IN PROCEDURES**

- 5-1. **BULK FUEL.** Units may turn in bulk fuel only if the fuel has been determined un-contaminated. The fuel must be metered off through a filter separator and only the amount metered off will be given credit. This procedure will be conducted by POL full-time personnel only.
- 5-2. **RETAIL FUEL.** Fuel that was dispensed at the retail points either in vehicles or fuel cans (containers) by the customer will become the property of the customer. Turn-ins of fuel in cans or vehicles will not be accepted.
- 5-3. **CONTAMINATED FUEL.** Fuel that has been determined to be contaminated will be turned in at the MATES facility for recycling. Phone 320-616-3052

## SECTION VI – HAZARDOUS MATERIAL TRAINING

- 6-1. HAZARDOUS MATERIAL TRAINING IS REQUIRED TO TRANSPORT FUEL. Drivers attempting to receive bulk fuel for issue must furnish documentation showing:
- a. Hazardous Material Driver Training was completed in the last two years.
  - b. Signature of the trainer and tester.
  - c. A brief summary of training conducted. For example: “Training conducted complies with Hazardous Material Training Requirements outlined in CFR 49, sections 172.704 and/or 177.816.”

\*\* Drivers who are unable to furnish the appropriate documentation will be unable to draw bulk fuel.

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