Prescribed by: DoD 4140.25M

(Updated 20241212)

DoD MILSPETS TRANSFER OF ACCOUNT DOCUMENT	**1.a. DFSP NAME AND TYPE** *(Mil/COCO/GOCO/TOA)*	**b. DODAAC**	**c. DATE** *(MM DD YY)*

PART I - FUEL INVENTORY STORED IN TANKS, BLADDERS, SCATS, ETC.

	A			B			C		
2.	**PRODUCT**			**PRODUCT**			**PRODUCT**		
3.	**TANK/FACILITY NUMBER**			**TANK/FACILITY NUMBER**			**TANK/FACILITY NUMBER**		
	(1) Tank/Gauge Reading		(2) QUANTITY *(U.S. Gallons)*	(1) Tank/Gauge Reading		(2) QUANTITY *(U.S. Gallons)*	(1) Tank/Gauge Reading		(2) QUANTITY *(U.S. Gallons)*
a.	FUEL			FUEL			FUEL		
b.	WATER			WATER			WATER		
c.	DIFFERENCE *(Fuel - water)*			DIFFERENCE *(Fuel - water)*			DIFFERENCE *(Fuel - water)*		
d.	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR
e.	TANK NET FUEL QUANTITY		0	TANK NET FUEL QUANTITY		0	TANK NET FUEL QUANTITY		0
4.	**TANK/FACILITY NUMBER**			**TANK/FACILITY NUMBER**			**TANK/FACILITY NUMBER**		
	(1) Tank/Gauge Reading		(2) QUANTITY *(U.S. Gallons)*	(1) Tank/Gauge Reading		(2) QUANTITY *(U.S. Gallons)*	(1) Tank/Gauge Reading		(2) QUANTITY *(U.S. Gallons)*
a.	FUEL			FUEL			FUEL		
b.	WATER			WATER			WATER		
c.	DIFFERENCE *(Fuel - water)*			DIFFERENCE *(Fuel - water)*			DIFFERENCE *(Fuel - water)*		
d.	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR
e.	TANK NET FUEL QUANTITY		0	TANK NET FUEL QUANTITY		0	TANK NET FUEL QUANTITY		0
5.	**NET TANK FUEL TOTAL BY COLUMN**		0	**NET TANK FUEL TOTAL BY COLUMN**		0	**NET TANK FUEL TOTAL BY COLUMN**		0

PART II - REFUELING UNIT AND FUEL TRANSPORT VEHICLE INVENTORY SUMMARY

6.	**PRODUCT**			**PRODUCT**			**PRODUCT**		
a.	GROSS REFUELING UNIT FUEL INVENTORY			GROSS REFUELING UNIT FUEL INVENTORY			GROSS REFUELING UNIT FUEL INVENTORY		
b.	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR
c.	NET REFUELING UNIT FUEL INVENTORY		0	NET REFUELING UNIT FUEL INVENTORY		0	NET REFUELING UNIT FUEL INVENTORY		0

PART III - TOTAL FUEL INVENTORY SUMMARY BY PRODUCT

7.	**PRODUCT**	(1) TOTAL TANK NET INVENTORY THIS PAGE	(2) TOTAL TANK NET INVENTORY OTHER PAGES	(3) TOTAL CERTIFIED MANIFOLD/PIPELINE INVENTORY	(4) TOTAL NET REFUELING UNIT INVENTORY	(5) TOTAL INVENTORY REPORTED THIS PRODUCT
a.	**PRODUCT**	(1) TOTAL TANK NET INVENTORY THIS PAGE	(2) TOTAL TANK NET INVENTORY OTHER PAGES	(3) TOTAL CERTIFIED MANIFOLD/PIPELINE INVENTORY	(4) TOTAL NET REFUELING UNIT INVENTORY	(5) TOTAL INVENTORY REPORTED THIS PRODUCT
b.	**PRODUCT**	(1) TOTAL TANK NET INVENTORY THIS PAGE	(2) TOTAL TANK NET INVENTORY OTHER PAGES	(3) TOTAL CERTIFIED MANIFOLD/PIPELINE INVENTORY	(4) TOTAL NET REFUELING UNIT INVENTORY	(5) TOTAL INVENTORY REPORTED THIS PRODUCT

8.	**a. PREPARED BY** *(Printed Name and Signature)*	**b. TRANSFER DATE** *(MM DD YY)*	**c. OUTGOING RO/PA** *(Name and Signature)*	**d. INCOMING OFFICIAL** *(Name and Signature)*

DD FORM 2920 INSTRUCTIONS

LINE	INSTRUCTIONS
1a	Enter DFSP Name and type (GOCO, COCO, Transportation Service Provider (TSP), Military).
1b	Enter DFSP DODAAC.
1c	Enter the date of the physical inventory (MM DD YY).
Part I - Record Fuel Inventory in tanks, bladders, SCATS, etc., in Part I of this form.	
2	Enter the product code for each column. Use a separate column for each product. Use DD Form 2921c (Continuation) if additional sheets are needed.
3	Enter the individual tank number or facility number as applicable. Repeat entry for each tank recorded on the form under the appropriate product code column.
3a	Enter the fuel gauge reading in feet, inch and 1/8 inch (millimeters if gauge charts are metric) or 1/16 inch increments, when available, along with the corresponding quantity from the certified tank gauge/strapping chart for each tank in the appropriate product code column. Repeat entry for each tank recorded on the form under the appropriate product code column.
3b	Enter the water gauge reading in feet, inch and 1/8 inch (millimeters if gauge charts are metric) or 1/16 inch increments, when available, along with the corresponding quantity from the certified tank gauge/strapping chart for each tank in the appropriate product code column. Repeat entry for each tank recorded on the form under the appropriate product code column.
3c	Enter the observed fuel quantity (fuel quantity on line 3a minus water quantity on line 3b) for each tank in the appropriate product code column. Repeat entry for each tank recorded on the form under the appropriate product code column.
3d	Enter the observed temperature and unit of measure ("C" for Celsius or "F" for Fahrenheit), API Gravity at 60 degrees Fahrenheit, and conversion factor from appropriate API Table. Repeat entry for each tank recorded on the form under the appropriate product code column.
3e	Enter the Net Fuel Quantity (fuel quantity from line 3c multiplied by the conversion factor on line 3d). Repeat entry for each tank recorded on the form under the appropriate product code column.
Lines 4a through 4e: Follow instructions provided for lines 3a through 3d above for all tanks.	
5	Enter the total net fuel quantity for each tank recorded on lines 3e and 4e for each of the columns.
Part II - Record DWCF Fuel Inventory stored in Refueling Units and Fuel Transport Vehicles in Part II of this form.	
6	Enter the product code for refueling unit inventory. Repeat entry for refueling units of each grade of product.
6a	Enter the total gross inventory for all refueling units or fuel transport vehicles storing DWCF fuel inventory. Repeat entry for refueling units for each grade of product in the appropriate product code column.
6b	Enter the observed fuel temperature, API at 60 degrees Fahrenheit, and appropriate conversion factor from applicable API tables. Repeat entries for refueling units for each grade of product.
6c	Enter the Net Fuel Quantity (fuel quantity from line 6a multiplied by the conversion factor on line 6b). Repeat computation for each product stored in refueling units and enter result in applicable columns.
Part III - Summarize Total Fuel Inventory reported by grade of product in Part III of this form. Enter page numbers as appropriate.	
7	Enter the Product Code; net inventory for tanks recorded on this sheet; net inventory for tanks recorded on other continuation sheets; certified manifold and pipeline inventory; and net refueling unit/fuel vehicle inventory. Compute total physical inventory reported for this product by adding the subtotals on this line (Net Inventory This Sheet + Net Inventory Other Sheets + Certified Manifold/Pipeline Inventory + Net Refueling Unit Inventory) and enter result as "Total Inventory Reported This Product".
Lines 7a and 7b: Repeat entries and computations as discussed in line 7 for each grade pf DWCF fuel inventory.	
8a	Enter the printed name of the person preparing the DD Form 2920. May also be digitally signed.
8b	Enter the date of the account transfer from the outgoing RO/PA to the incoming RO/PA (MM DD YY).
8c	Enter the printed name and signature of the outgoing official. May also be digitally signed.
8d	Enter the printed name and signature of the incoming official. May also be digitally signed.