

C18. CHAPTER 18

DEFENSE FUEL SUPPORT POINT (DFSP) MANAGEMENT TRAINING

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C18.1. GENERAL

This chapter provides general training procedures for Defense Logistics Agency (DLA) Energy, DLA Energy field activities, and defense fuel support points (DFSPs) that store Defense Working Capital Fund (DWCF) petroleum products to include Government owned/Government operated (GOGO), Government owned/contractor operated (GOCO), and contractor owned/contractor operated (COCO) DFSPs managed by or contracted by DLA Energy and DoD Components. These procedures ensure uniform business system modernization-energy (BSM-E) and petroleum quality assurance training. The chapter further prescribes specific DFSP personnel training levels and provides information regarding availability of both formal training and field training courses.

C18.2. MANDATORY DFSP TRAINING

C18.2.1. DFSPs shall have two trained DWCF inventory transaction processors or recorders, (one primary and one alternate), and two trained DWCF inventory transaction approver and adjustment authority responsible officers (ROs) (one primary and one alternate), when staffing permits. If unable to meet the requirement, an approved waiver shall be on file for the reduced manning level. Deployed locations with personnel rotations of 120 days or less do not require alternate inventory transaction processors or recorders or alternate ROs. Course descriptions, schedules, and registration are available at the DLA Energy library page on the Defense Knowledge Online website.

C18.2.1.1. Inventory transaction processors or recorders shall initially attend the Joint BSM-E Course and complete annual computer-based refresher training.

C18.2.1.2. Inventory transaction processors or recorders that use FuelsManager® Defense (FMD) Express shall complete the FMD Express computer-based training annually but are not required to attend the Joint BSM-E Course.

C18.2.1.3. Upon appointment, ROs, terminal managers (TM), and property administrators shall complete the computer-based RO training, attend the RO/TM Course within 90 days, and complete the computer-based refresher training every 2 years.

C18.2.2. Training Allocations. The service control points (SCP) and Defense Energy regions (DER) shall submit BSM-E course allocations to DLA Energy-Order Fulfillment 2 months prior to the start of the next contract period.

C18.2.2.1. DLA Energy-Order Fulfillment shall determine quotas by balancing the requested allocations with available student openings for all courses during the training contract period.

C18.2.2.2. DFSPs that require additional allocations shall request approval from DLA Energy-Order Fulfillment in coordination with the respective SCP.

C18.2.2.3. Funding for contractors that require training is contingent upon the contract language. DLA Energy will fund training travel costs when required by the contract. All other costs, including labor associated with salaries for students attending training, are the responsibility of the contractor.

C18.3. OPTIONAL TRAINING

C18.3.1. Regional and Focused Training. DLA Energy-Order Fulfillment shall schedule regional training for high turnover areas or as requested by the SCP or DER. DLA Energy-Order Fulfillment will develop focused training to satisfy specific requirements as necessary.

C18.3.2. DLA Energy shall designate a specific training course to satisfy the mandatory training requirement as applicable.

C18.3.3. BSM-E professional enhancement teleconferences are another venue DLA Energy uses to provide timely reinforcement training to installation level personnel. Personnel suggestions or system data analysis serve as the basis for topic presentations.

C18.3.4. The Petroleum Quality Assurance Course provides overview of the DLA Energy quality assurance and surveillance programs and practical application to the bulk petroleum purchase programs.

C18.3.4.1. The DFSP may submit a memorandum to the Quality/Technical Support Office through the SCP to request course attendance.

C18.3.4.2. DFSPs may view quality assurance course descriptions and registration instructions at the DLA Energy website on the Supply Chain Management Training page.

C18.4. RESPONSIBILITIES

C18.4.1. DLA Energy-Order Fulfillment shall:

C18.4.1.1. Develop training allocations and provide quotas and course schedules to the SCPs and DERs.

C18.4.1.2. Post course descriptions on the DLA Energy website and coordinate training requirements with the SCPs and DERs.

C18.4.1.3. Provide training documentation to the SCPs and DERs when requested.

C18.4.1.4. Budget funding for required training to include per diem costs. DLA Energy will not fund rental car costs.

C18.4.2. DoD Components shall:

C18.4.2.1. Develop and conduct Service training necessary to fulfill petroleum and energy management responsibilities. Joint training with other DoD Components will be conducted when appropriate and cost effective.

C18.4.2.2. Submit requirements to DLA Energy-Order Fulfillment for DLA Energy-sponsored training courses when requested.

C18.4.2.3. Fund personnel training attendance costs when above the DFSP required level.