

Common Sense Guide to Fuel Purchasing

for the United States Coast Guard
Revision A – 1/10/08

Everything You Ever Wanted To Know About
Buying Fuel For the United States Coast
Guard But Didn't Know Who to Ask



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This guide is organized to make it easier to follow regulations governing the purchase of fuel for the United States Coast Guard. Since asset-specific (or purpose-specific) uses for USCG fuel resources require different sources of supply, this brochure is broken down to cover many specific types of asset and fuel usage. Each type of asset or other use is identified by title and object class code – **but all these USCG activities follow one simple principal of preferred purchasing priority.** Remember the **Priority Order is not optional!** For example, if there is a DESC source available and you meet the requirements for the contract, you may **not** buy from commercial sources, not matter what deal is offered.

On page 4, you will find the Coast Guard’s order of preference for fuel buying. On pages 5-6, you will find a resource guide corresponding to the different steps in the prioritization scheme, color-coded to show supply source(s) a resource applies to. Individual panels elsewhere in the guide identified by short descriptions and object class codes, will feature specific types of fuel purchases. The panel for your specific type of purchase will always follow the priority order on page 4 – but checking the panel on your own area of concern is the best way to make sure you are “buying right!”



United States Coast Guard Fuel Purchasing Priority Order

1. Coast Guard Owned (local fuel tanks)
2. DOD or other Government Agency
3. Defense Energy Supply Center (DESC) contract
4. Commercial Sources (Open Market)

On the following page, you will find contact information for resources to be used in one or more of the above categories.



Resources

DESC website/phone number

<http://www.desc.dla.mil>

1-800-2TOPOFF (1-800-286-7633)

DFAS, Columbus Ohio (bunker fuel)

Attention DFAS-FVSFA-CO

DEFAS, Columbus Center

Fuels Acct & Pay. Div. PO Box 182317

Columbus, OH 43218-6251

FINCEN Address

USCG Finance Center

PO Box 4115

Chesapeake, VA 23327-4115

FINCEN site to track Fleet Fuel Charges

<http://cgweb.fincen.uscg.mil/PayHist/>

FINCEN SOP

<http://www.fincen.uscg.mil/sop.htm>

USCG Fuel Testing Program Web Site

<http://cgweb.elcbalt.uscg.mil/docs/fueltest/fueltest.htm>

USCG Energy Purchase Reporting Web Site

<http://webapps.mlca.uscg.mil/fdiv/energyrep/>

USCG Energy Program Web Site

<http://cgweb.comdt.uscg.mil/G-CFP/g-cfm-2/CFM-2%20Energy/energyprogrammenu.htm>

USCG Supply Policy and Procedure Manual

http://www.uscg.mil/ccs/cit/cim/directives/CIM/CIM_4400_19B.pdf

USCG Electronic Forms

<http://www.uscg.mil/ccs/cit/cim/forms1/>

USCG Simplified Acquisition Procedures

<http://www.uscg.mil/ccs/cit/cim/directives/cim.html>



Please Note: This brochure is outlined as a handy reference guide. For more detailed information, please reference [Supply Policy and Procedure Manual \(SPPM\)](#), Chapter 5, Fuel Management.

Standard Price

DESC (standard price) Cutter fuel prices are set

Check the web site for fuel prices & remember Aviation & shoreline facilities (PC&S) heating fuel prices change every week!

Ordering a Credit Card

USCG uses 4 credit cards for purchasing fuel

Fleet Fuel Master Card (currently JP Morgan Chase) –Open Market purchases for cutters, small boat, aircraft, vehicles, shore unit

fin-dg-fleetfuel@uscg.mil

Ident-a-Plate – DOD or other Gov. Agency Fuel used for aircraft

AIRCardSM – DESC Contract Fuel & Accepting vendors used for aircraft

fin-dg-aircard@uscg.mil

GSA Voyager Card – used with GSA Leased vehicles – contact Henry Herzberg @ CG HQ

USCG uses 2 web-based systems for purchasing fuel

SEACardSM – DESC Bunker Fuel Contracts for cutters

fin-dg-seacard@uscg.mil

PORTS – DESC PC&S Contracts for Shore Units



Summary – CG Cutter Fuel Procurement Methods

Cutter Fuel	Priority	Fuel Type	Pricing Method	Procurement Method	Billing Source
BULK: These are the Defense Fuel Supply Points (DFSPs) or the Department of Defense (DOD) terminal facilities (ex Naval Stations such as Tyndall and Scott). The USCG has one bulk terminal facility in Kodiak.	1 st	F76 F-44 (JP-5)	Standard Contract Price	DD-1149	DFAS/DESC
BUNKER: Fuel procured via a government contract with a local commercial vendor and delivered direct from the vendor's truck/barge/tank to vessel	1 st	MGO B-76 F-44 (JP-5) DF2	Standard Contract Price	SF-44 < 180' SF-1449 > 180' OF-347 SEACard SM	DFAS/DESC
PC&S: The DESC solicits, awards and manages contracts with local vendors that deliver petroleum ground fuels or various marine diesel fuels to a customer's service or storage tank.	2 nd	DF2 MGO	Current contract Price	SF-1449 PORTS	DFAS/DESC
Open Market: Commercial Fuel	4 th	Commercial Petroleum products	Current Open Market Price	Fleet Fuel Master Card	JP Morgan Chase



Summary – CG Aircraft Fuel Procurement Methods

Aircraft Fuel	Priority	Fuel Type	Pricing Method	Procurement Method	Billing Source
BULK: These are the Defense Fuel Supply Points (DFSPs) or the Department of Defense (DOD) terminal facilities (ex Naval Stations such as Norfolk and Mayport). The USCG has one bulk terminal facility in Kodiak.	1 st	JP-5, JP-8	Standard Contract Price	DOD Ident-a-Plate	DFAS/DESC
IntoPlane: A DESC program that establishes aviation fuel contracts at many commercial airfields	1 st	CONUS Jet-A OCONUS Jet-A1	Standard Contract Price	AIRCard SM	DFAS/DESC
Open Market: Purchase of non-contract fuel and additional aviation group services (ramp fees, oxygen, servicing, etc)	2 nd 3 rd	CONUS Jet-A OCONUS Jet-A1	Current Open Market Price	AIRCard SM Fleet Fuel Master Card	DFAS/DESC JP Morgan Chase



Cutters

Bunkers, Main Propulsion (object class code 2639)

The Right Source (in descending order):

- **CG Owned**
- **DOD or other Government Agency Sources**
- **DESC Contract**, check the DESC web site for the Bulletins or the SEACardSM web site.
IMPORTANT: Do not use the wrong contractor or the USCG could incur additional charges.
- **Commercial** (open market). Note: purchases over \$2.5K require competition.

The Right Tool for the Right Buy

- **CG Owned Storage**: DD-1149
- **DOD or other Government Agency Sources**: DD-1149
- **DESC Contract**: SF-1449 (submit to DFAS for payment) or SEACardSM
- **Commercial (open market)**: Fleet Fuel Master Card (if accepted)
- **Commercial (open market)**: SF-44 SF-1449 OF-347 . Submit to FINCEN for payment
- **Commercial (open market)**: Purchase Card –see SAP, Chap 4, Limitations on Purchase Authorities.

Administering Cutter Fuel Procurement Documents

- ● **CG owned or DOD/Other Government Agency**: Completing DD-1149

To complete the DD1149, you need to know your unit information, document number, accounting data of receiving and issuing entities, description, quantity, and price (which varies from purchase to purchase). Distribute copies to the seller and the FINCEN. When issuing DD1149s to the DOD, information should also include UIC, Fund Code and Signal Code (FINCEN SOP DD-1149)



Cutters (continued)

Bunkers, Main Propulsion (object class code 2639)

Administering Cutter Fuel Procurement Documents

- **DESC Delivery Order: [SF-1449](#) Submit to DFAS for payment**

DESC purchases for cutter fuel (not done through SEACardSM) will be forwarded to DFAS, Columbus Ohio for payment. These documents must contain:

1. **(Block 1)** Requisition Number (IMPORTANT this is what FINCEN uses to charge back to your unit). The Requisition is built like this
Z-DODAAC/OPFAC-Julian-Serial ex. Z1121062561234

This is a milstrip number and could be generated from CMPLUS. When the requisition numbers are processed at FINCEN they will be converted into a CAS document number as follows:

Doc Type	FY	OPFAC/DODAAC	Julian Date	Serial Num
35	06	11210	356	1234

2. **(Block 2)** Contract Number for Vendor (found in DESC Bulletin for Contract locations)
3. **(Block 9)** Ships Information
4. **(Block 16)** DESC, 8725 John J Kingman Rd, Ft Belvoir, VA 22060
5. **(Block 18a)** Attention: DFAS-FBSFA-CO
Def. Fin. & Acct. Serv. Columbus Cent.
Fuels Acct & Pay Div PO Box 182317
Columbus, OH 43218-6251
6. **(Block 19)** Indicate CLIN (contract line item), Milstrip # (same as block 1), Signal Code B, Current Fund Code (Supply Fund Code for all Cutters > 180' is = 'XQ')
7. **(Block 25)** Indicate DFAS accounting line:
DFAS 97X4930.5CFO 01 26.1 S33150
8. **(Blocks 31 a, b, c)** Ordering Official's name & signature (Does not have to be warranted for DESC Contract Purchase)
9. **(Blocks 32 b, c, d)** Approving Official's name & signature (Does not have to be warranted for DESC Contract Purchase)

NOTE: The date in Block 1, Block 3, and Block 32d must match



Cutters (continued)

Bunkers, Main Propulsion (object class code 2639)

Administering Cutter Fuel Procurement Documents

- **Commercial (open market):** SF-44 OF-347 SF-1449 . Submit to FINCEN for payment

1. **(Block 1)** *Standard Document Number for PO (OF347/SF1449 doc type 23)*

Document Type	FY Funded	Procurement Site	FY Contract Originated	Region	Program Element	Document Sequence	Suffix
23	08	90	6	F	AB	001	000

Standard Document Number for SF-44 (doc type 22)

Document Type	FY Funded	Procurement Site	FY Contract Originated	Region	Program Element	Document Sequence	Suffix
22	08	90	6	F	AB	001	000

2. **(Block 9)** Ships Information
3. **(Block 18a)** Purchase Order/Delivery Order (SF-1449 doc type 23) or
PO-Invoice-Voucher (SF-44 doc type 22)
USCG Finance Center
PO Box 4115
Chesapeake, VA 23327-4115
4. **(Block 19)** Indicate product description, quantity & price
5. **(Block 25)** Indicate Cutter's Fuel Accounting Line
6. **(Blocks 31 a, b, c)** Ordering Official's name & signature (Does not have to be warranted)
7. **(Blocks 32 b, c, d)** Approving Official's name & signature (Requires Contracting Officer signature)

NOTE: SF-1449 - The date in Block 1, Block 3, and Block 32d must match



Aircraft

INTO-Plane/Acceptor (object class code 2632)

The Right Source (in descending order):

- **CG Owned Supply:** Fuel farm, DESC supplied or other CG owned Storage facility
- **Out of Town (1)** Contact USCG/DOD facilities in advance, Otherwise check with CG Owned military supply for instructions upon arrival.
- **Out of Town (2)** Check with DESC web site (INTO-Plane) contracts. Keep a current copy in each aircraft.
- **Out of Town (3)** Acceptor contract; non-INTO-Plane contractors that accept the AIRCardSM.
- **Out of Town (4)** (open market). Commercial sources (airport should know them). Note: purchases over \$2.5K require competition

The Right Tool for the Right Buy

- **CG Owned Storage (for your aircraft):** local procedures
- **CG Owned Storage (for CG & OGA aircraft):** DD1898
- **DOD or other Government Agency Sources:** DD1898 or Ident-a-Plate Card
- **DESC Contractors:** AIRCardSM
- **Acceptor Contract (open market):** AIRCardSM
- **Commercial (open market):** Fleet Fuel Master Card (if accepted)
- **Commercial (open market):** SF-44 Submit to FINCEN for payment
- **Commercial (open market):** Purchase Card –see SAP, Chap 4, Limitations on Purchase Authorities.



Aircraft (continued)

INTO-Plane/Acceptor (object class code 2632)

Administering Aviation Fuel Procurement Documents

- **CG Owned fill-up (fuel farm):** use local procedures
- **Purchase orders issued Submit to FINCEN for payment:**

Purchase Order/Delivery Order (SF-1449 doc type 23) or

PO-Invoice-Voucher (SF-44 doc type 22)

USCG Finance Center

PO Box 4115

Chesapeake, VA 23327-4115



Shore Facilities (PC&S*) Heating Fuel

*Posts, Camps & Stations (PC&S, Shore Facilities)

Ground heating and other forms of power generation (object class code 2641)

The Right Source (in descending order):

- **CG Owned:** storage tanks (fuel farm) DESC supplied
- **DESC Contract:** Check the web site PC&S heating fuel
- **Commercial** (open market). Note: purchases over \$2.5K require competition

The Right Tool for the Right Buy

- **CG Owned Storage:** use local procedures (for CG distribution)
- **DESC Contract:** Annual SF-1449 issued with monthly payment via purchase card (KO Warrant required) or PORTS (KO Warrant Required). Note: delivery instructions (auto fill, etc) shall be noted on the PO issued.
- **Commercial (open market):** Fleet Fuel Master Card (if accepted)
- **Commercial (open market):** SF-44 Submit to FINCEN for payment

About Shore Facilities (PC&S) Heating Fuel CG Owned Storage Tanks

- Shore facilities (PC&S) heating fuel CG Owned storage tanks (fuel farms) almost always use DESC contracts to fill or keep tanks full. Use the DESC web site to verify pertinent information about fuel availability for CG Owned storage tanks, delivery schedules, etc.



Rental/Leased Vehicles

Vehicles, Rental/Leased (object class code 2634)

The Right Source (in descending order):

- **CG Owned:** storage tanks (fuel farm) if available
- **Commercial** (open market). Note: purchases over \$2.5K require competition

Why no DESC Contracts?

- Quantities of fuel must be sufficient for DESC to negotiate a contract (1000gl) or
- Your unit hasn't asked DESC to establish a contract

The Right Tool for the Right Buy

- **CG Owned:** Purchase Card Note: COCO approval not required for vessels renting vehicles away from homeport or for transporting visiting dignitaries.
- **CG Owned: For GSA-Leased Vehicles:** Voyager fleet MasterCard (GSA supplies this card with each vehicle).
- **Open Market:** Purchase Card Note: COCO approval not required for vessels renting vehicles away from homeport or for transporting visiting dignitaries.
- **Open Market:** Fleet Fuel Master Card for any commercial vehicle CG is leasing for a time frame of 3 months or more.
- **Open Market For GSA-Leased Vehicles:** Voyager fleet MasterCard (GSA supplies this card with each vehicle).



CG Owned Vehicles

Vehicles (object class code 2634)

The Right Source (in descending order):

- **CG Owned:** storage tanks (fuel farm) if available
- **Commercial** (open market). Note: purchases over \$2.5K require competition

Why no DESC Contracts?

- Quantities of fuel must be sufficient for DESC to negotiate a contract (1000gl) or
- Your unit hasn't asked DESC to establish a contract.

The Right Tool for the Right Buy

- **CG Owned storage:** use local procedures
- **Fleet Fuel Master Card:** fleet fuel credit card (object class code 2634)



Small Boats

Small Boat (object class code 2637)

The Right Source (in descending order):

- **CG Owned:** storage tanks (fuel farm) if available
- **Commercial** (open market). Note: purchases over \$2.5K require competition

Why no DESC Contracts?

- Quantities of fuel must be sufficient for DESC to negotiate a contract (1000gl) or
- Your unit hasn't asked DESC to establish a contract.

The Right Tool for the Right Buy

- **CG Owned storage:** use local procedures
- **Open Market:** Fleet Fuel Master Card (object class code 2637)
- **Open Market:** Submit [SF-44](#) to FINCEN for payment



Other Small Engines

Other Small Engines (Lawnmowers, etc) (object class code 2641)

The Right Source (in descending order):

- **CG Owned:** storage tanks (fuel farm) if available
- **Commercial** (open market). Note: purchases over \$2.5K require competition

Why no DESC Contracts?

- Quantities of fuel must be sufficient for DESC to negotiate a contract (1000gl) or
- Your unit hasn't asked DESC to establish a contract.

The Right Tool for the Right Buy

- **CG Owned storage:** use local procedures
- **Open Market:** Fleet Fuel Master Card (object class code 2641)
- **Open Market:** Purchase Card (with COCO approval)
- **Open Market:** Submit [SF-44](#) to FINCEN for payment



LP or Propane Gas

Propane or LP Gas (object class code 2641)

The Right Source (in descending order):

- **CG Owned:** storage tanks (fuel farm) if available
- **Commercial** (open market). Note: purchases over \$2.5K require competition

Why no DESC Contracts?

- Quantities of fuel must be sufficient for DESC to negotiate a contract (1000gl) or
- Your unit hasn't asked DESC to establish a contract.

The Right Tool for the Right Buy

- **CG Owned storage:** use local procedures
- **Open Market:** Fleet Fuel Master Card (object class code 2641)
- **Open Market:** Purchase Card (with COCO approval)
- **Open Market:** Submit [SF-44](#) to FINCEN for payment



Become a DESC Jockey!

Or, How <http://www.desc.dla.mil/> can tell you if a DESC contract is available

You can always contact DESC the old way (by phone) at 1-800-2TOPOFF (1-800-286-7633), or contact your servicing ISC. But to really be in control of your own “DESC-iny,” learning to use the DESC web site is a must! Example Shown is for Alaska:

- <http://www.desc.dla.mil/> (save this link and use it)

- Next click these links, in the following order:

- Doing Business with DESC → Contracts → Information → Contract Bulletins

From here you will see the three types of bulletins: Bunkers, INTO-Plane and Shore Facilities (PC&S)

- For Bunkers (cutter) or INTO-Plane (but not acceptor contracts):

- Go to DOMESTIC or OVERSEAS → Go to EDIT

From here get the contract #, item #, and vendor name for your records or purchase document

- For Shore Facilities (PC&S) heating fuel:

- Go to New DESC’s CIS server, CIS, Alaska Picture, continue ordering, continue, Next....now available activities

- » Highlight your location, move item (to selected items) highlight, next, look for CG. If the fuel you require is available

- » Note the contract number, item number and vendor. Don’t forget to click on “price”. Use the current “escalated” price for your ordering period.

You may try and use any contract (even from other agencies) for an fuel your nit may need! The CG contracts listed are our projected requirements, however, we can always request (directly to the vendor) to use other available contracts. The worst that can happen is they’ll say no.



Other Transactions, Accounting and the “Fine Print”

All those Credit Cards (for all fuels!)

Paying for fuel with any credit card is no different
Than using a personal credit card.

*Each type of card should have a POC

Assigned to receive monthly statements

Or use the online statements.

- The POC must review their statement compared to invoice/delivery tickets. If an error is found, first contact the vendor, then the bank and finally your ISC for resolution
- The fuel card POC must also let the unit supply person know of any dollar amount changes.

Fuel usage and reporting

- Supply Fund submit monthly report to FINCEN
- Energy Reporting Application within 14 days

Accounting for Fuel

For the accuracy of your local financial records in FPD it's recommended that you obligate all fuel purchases. Inquire with vendors or billing offices When charges have not been cleared via PES Within 30 days.

- DESC Contract fuel purchases will appear (after SF1080 billing from DFAS to the FINCEN) as a 35 doc type and should be recorded as doc type 35 in FPD.
- Fleet Fuel MasterCard charges will appear as a 32 doc type and should be recorded as a doc type 32 in FPD. (32 doc id is same format as purchase card except the fuel card will contain a “F” instead of a “B” in the document number)
- Use the [FCR](http://cgweb.fincen.uscg.mil/PayHist/) and/or <http://cgweb.fincen.uscg.mil/PayHist/> To track fleet fuel charges



Other Transactions, Accounting and the “Fine Print” (continued)

Issuing Fuel to other CG units

Get the following information from the receiving unit

1. Organization name
2. Unit OPFAC, name, address, phone (no DSN)
3. Asset Number (tail number of vessel hull)
4. Customer name and grade
5. Accounting Information
6. Description of sale

Information should be incorporated into a document (memo or CG letter) for submission to FINCEN (OGR)

Cutters or small boats should complete a DD1149 to document the sale

Aviation fuel recipients must complete a DD1898

Complete details for sale of fuel etc to other CG units are found in the [Supply Policy & Procedures Manual M4400.19A \(Chapter 5\)](#)

Issuing Fuel to other Government Agencies

Use same procedures as selling fuel to other Coast Guard units.

Issuing Fuel to Civilians

Use same procedures as selling fuel to other Coast Guard units except:

- Exclude the use of DD forms
- Obtain vendor or individual name and address versus unit

Reference the [FINCEN SOP Chapter 9](#).

For more details see: [Supply Policy & Procedures Manual M4400.19A](#)

Point of Contact (POC)

Remember, each unit should have someone assigned as a POC in each area of fuel procurement (fleet fuel cards, Air Cards, DOD Ident-a-Plate cards, PORTS, Sea Card)

What does this mean? When a POC transfers you need to notify the card issuing authority of a POC change (you can always call your ISC for assistance).

Ordering/Canceling or Transferring of Fleet Fuel, Air Cards or DOD Ident-a-Plate Cards

Click on link for information on ordering cards, canceling cards or transferring of asset

[Fleet Fuel Master Card](#)

[Air Cards](#)

[Ident-a-Plate](#)



Other Transactions, Accounting and the “Fine Print” (continued)

Verification of your DESC Fuel Requirements

- DESC will contact the CG for verification of existing fuel requirements before soliciting for a new contract period
- This is normally a bi-annual verification
- Your unit may be contacted directly by DESC or via another CG Unit (MLC/ISC)

Changes to your DESC fuel Requirements

- *Changes to your fuel requirements for a new contract period*
 - Notify DESC of changes to: type of fuel, location/s, delivery methods, quantities or when it's considered appropriate
 - Your unit fuel POC (reviewing statements) may reply in this matter
- *Changes during the contract Period*
 - Notify DESC & this office immediately when either
 - The vendor changes any of the items noted above
 - Your unit changes any of the items noted above

Cutter Fuel Mobilization cost versus DESC Prices

- When mobilizing to DESC locations just for fuel cost savings one should consider other mobilization cost factors. Do the math.
- If your vessel homeport is in a non-DESC contract location you are paying open market prices. Help your ship's budget by checking with local vendors to negotiate better local prices.
- Keep the list of current DESC contractors handy. When refueling in areas other than homeports, schedule refueling at contract locations when possible.
- Identify and include requirements call

Fuel Prices

- DESC (standard price) Cutter fuel prices are set & remain the same for a one year period.
- Check the web site for fuel prices & remember Aviation & Shore Facility prices change every week.
- Open Market etc
 - Shop around and keep in mind you can negotiate...Why not?



Other Transactions, Accounting and the “Fine Print” (continued)

LOGREQs

LOGREQ replies should provide DESC contractor for refueling when requested. Check the contract.

Make sure you are on the list to see/review all LOGREQs.

