



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO

OPNAVINST 4100.8A
Op-413
29 March 1983

OPNAV INSTRUCTION 4100.8A

From: Chief of Naval Operations

Subj: Defense Energy Information System (DEIS)

Ref: (a) DOD Manual 5126.46-M of 6 October 1982 (NOTAL)
(b) OPNAVINST 4100.11 (NOTAL)
(c) DODDIR 5126.46 of 25 April 1978 (NOTAL)
(d) DOD 4140.25-M of 20 December 1978 (NOTAL)
(e) OPNAVINST 4020.25 (NOTAL)

Encl: (1) Navy Guidelines for DEIS-I Reporting
(2) Navy Guidelines for DEIS-II Reporting

1. Purpose. To provide policy and guidance for preparation and submission of Defense Energy Information System (DEIS) reports. (R)
It provides comprehensive guidelines to replace all previous DEIS guidance, implements revised format instructions issued by reference (a), and eliminates ships from the DEIS system in accordance with reference (b).
2. Cancellation. OPNAVINST 4100.8 and report control symbol DD-I&L(AR)1313(4100).
3. Background. DEIS was established by reference (c) to provide (R)
energy data for use at all levels of Navy and Department of Defense management. DEIS data are used to formulate energy policy, correct energy-related problems, and measure energy conservation achievement. DEIS is also the primary source of DOD energy data provided to the Department of Energy as required by law. Policy for managing bulk fuels is contained in reference (d). Policy for managing ground fuels is contained in reference (e).
3. Content. DEIS consists of two reports: (R)
 - a. DEIS-I, Bulk Petroleum Product Report, provides information on the inventory, consumption, resupply, and sale of petroleum fuels.
 - b. DEIS-II, Utility Energy Report, provides information on the consumption of energy at shore facilities. DEIS-II also contains information on coal and propane and on energy costs. (D)
4. Action. Commanding officers of shore activities shall submit (R)
DEIS reports promptly and accurately as required by enclosures (1) and (2). The reporting formats contained here are effective as of the date of this instruction.

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- A) 5. Summary of Changes. The DEIS report formats remain essentially unchanged from previous guidance. Major changes in this directive are expansion and clarification of reporting guidelines and examples and the following specific revisions:
- a. DEIS-I
 - (1) Removal of ships from the DEIS-I system, as previously directed by reference (b).
 - (2) Change of cut-off date to last day of month vice last Friday of month (formalizes current practice).
 - (3) Changes report control symbol.
 - (4) Changes report addressee.
 - (5) Changes from Julian date to month/year in data lines.
 - (6) Adds new product codes.
 - b. DEIS-II
 - (1) Changes report control symbol.
 - (2) Adds heat content conversion factors and product codes for renewable energy sources.
 - (3) Changes report addressee.
 - (4) Deletes requirement to report variance codes.
- R) 6. Report. Symbol DD-M(M)1313(4100) has been assigned to the reporting requirement in paragraph 4 and is approved for three years only from the date of this instruction.
- A) 7. Forms. DD 173/2 Joint Message (Red), SN 0102-LF-001-1735; and DD 173/3 Joint Message (Blue), SN 0102-LF-001-1730 are available through normal Navy supply channels in accordance with NAVSUP P2002, Navy Stock List of Publications and Forms.
- A) 8. Publications. Reference (d), with changes, is available from NAVPUBFORMCEN Philadelphia, PA, in accordance with NAVSUP P2002, Navy Stock List of Publications and Forms.



B. A. POMPONIO
By direction

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Distribution:

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NAVY GUIDELINES FOR DEIS-I REPORTING

The DEIS-I report is a monthly report of petroleum inventories, consumption, resupply, and sales. It is read by computer and therefore requires strict adherence to the specified formats.

These guidelines are a comprehensive guide for DEIS-I reporters within the Navy. The guidelines are in five parts. Part A describes who must report, what must be reported, gives the reporting deadlines, and describes what is covered by each data element. Part B describes the reporting formats in detail for transmission by message or AUTODIN. Part C is a sample report for a typical activity, showing how the data is calculated and submitted. Part D is a set of common questions and answers about correct DEIS-I reporting. Part E is a list of steps to take to avoid the most commonly committed errors.

PART A - GENERAL

1. REPORTERS

a. Who must report? The DEIS-I report must be submitted by all shore activities, except those described in paragraph b below, which maintain, consume, or issue any quantity of the fuels listed in Attachment 1 to this enclosure. DEIS-I reports are assigned Reports Control Symbol DD-M(M)1313(4100) and are not subject to MINIMIZE (i.e., DEIS-I reports must be submitted even under MINIMIZE conditions).

b. Who needs not report? The following types of activities are exempt from reporting DEIS-I:

(1) Activities being decommissioned or disestablished are not required to submit DEIS-I reports once fuel usage is discontinued. On the last message report before usage is discontinued, the remarks section will indicate the change of status. NAVPETOFF ALEXANDRIA VA shall be included as information addressee on all messages which change the reporter's status.

(2) Tenant commands and aviation squadrons are exempt from DEIS-I reporting if and only if their fuel transactions are reported by their host activity. In such cases, firm procedures must exist to guarantee comprehensive, accurate reporting by the host activity.

(3) Navy-managed Defense fuel support points (DFSPs) maintaining wholesale fuel stocks owned by the Defense Logistics Agency will not report these stocks in the Navy DEIS-I report. DFSPs will report DLA stocks separately using Defense Fuel Supply Center procedures.

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(4) Ships are not required to submit DEIS-I reports. Ships will report fuel consumption through the Navy Energy Usage Reporting System (NEURS) in accordance with reference (b). However, each shore station must report fuel consumed by vessels assigned to it (e.g., berthing barges, yard oilers, motor launches, etc.). When directed by the appropriate fleet commander in chief, supporting shore activities will also report fuel used by AFDB, AFDL, AFDM and YTB.

c. What must be reported? In addition to fuel held, consumed, or issued at the reporting activity, the following fuel must also be included in the DEIS-I report:

(1) When aircraft obtain fuel from a commercial or other non-DOD supplier away from their home station, the quantities procured shall be relayed back to the home station to be reported in DEIS-I. When aircraft are deployed aboard carriers or other ships, their fuel consumption is exempt from DEIS-I and is covered by NEURS.

(2) Any fuel procured through the use of credit cards from commercial vendors, such as motor gasoline bought with the U.S. Government National Credit Card (SF 149) at an off-base service station, shall be relayed back to the reporting activity to be reported in the DEIS-I report.

2. REPORTING FREQUENCY

The DEIS-I report shall be prepared as of close of business on the last day of each month. The report will be transmitted to arrive at the Navy Pentagon Computer Service (NAVPECOS) no later than 1200 ZULU time three working days after the end of the month.

3. DATA ELEMENTS

DEIS-I reports are made as a series of lines on a message or as a series of AUTODIN cards. The beginning of each line or card consists of information identifying the reporting unit, the type of data on the line or card, the period covered by the report, and the fuel product being reported. The remainder of the line or card is made up of from five to seven data elements, each covering a different type of fuel transaction. The purpose of this section is to explain what is and is not included in each data element.

a. Opening Inventory. This is the measured quantity in barrels of each fuel product in the reporting activity's fuel system at the beginning of the reporting period. A barrel is equal to 42 U.S. gallons. This number must be equal to the closing inventory shown on the report for the preceding period. The DEIS computer system will reject the report if these two quantities do not agree.

b. Issues and Transfers. This is the quantity of fuel, in barrels, which has been issued or transferred from the reporting activity's fuel system. It includes issues to all consuming equipment regardless of ownership, and all bulk transfers and sales whether to other Navy activities, other Services, or outside DOD. It also includes any decreases in inventory because of regrading of product or determinable losses. For example, JP-5 regraded to DFM is reported as a JP-5 issue. The issues figure does not include fuel received off-base by the reporting activity's aircraft, vehicles, or other equipment from sources such as other Services, commercial service stations, civil airports, other Navy activities, etc.

c. Commercial Receipts. This data element is the total quantity in barrels of fuel received into the reporting activity's fuel system from commercial contract sources such as direct delivery, contract bulletins and local purchases. It also includes any fuel delivered into the reporting activity's fuel system from foreign governments under fuel exchange agreements. This figure does not include fuel received off-base by the reporting activity's aircraft, vehicles, or other equipment.

d. Receipts from DOD. This data element is the quantity in barrels of all bulk fuel receipts from either Navy or other U.S. military activities. It includes any gains to inventory resulting from regrading of product. For example, JP-5 regraded to DFM is reported as a receipt from DOD on the DFM line or card. The receipts from DOD figure does not include fuel received off-base by the reporting activity's aircraft, vehicles, or other equipment.

e. Closing Inventory. Closing inventory is the measured inventory, in barrels, of the reporting activity's fuel system, as of the close of business on the last day of the reporting month.

f. Primary Use. "Primary use" is the DEIS term for the use by Navy equipment of fuel for the purpose for which the fuel product was manufactured. The primary use data element is the quantity in barrels of each product issued by the reporting activity into Navy-owned fuel-burning equipment, such as aircraft, boats, heating plants, vehicles, and so on for primary use. Primary use does not include fuel transferred in bulk to another activity, nor does it include fuel transferred to a ship which is covered by the Navy Energy Usage Reporting System (NEURS). NEURS covers all major ships of the Navy but not such vessels as service craft or small patrol craft. Vessels covered by NEURS are listed in reference (b). Include fuel used by AFDB, AFDL, AFDM, and YTB if directed by the appropriate fleet CINC. This data element does not include fuel received off-base by the reporting activity's equipment.

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Primary fuel uses are as follows:

- (1) DFM, DFW, NSF: Fuel issued to Navy watercraft (other than ships covered by NEURS).
- (2) JP5: Fuel issued to Navy aircraft.
- (3) DF1, DF2, DFA: Fuel issued to Navy ground vehicles
- (4) FS1, FS2, FS4, FS5, FS6, FSL, FSD, FOR: Fuel issued to/burned in stationary equipment (generators, heating, etc.).
- (5) All other fuels: Report all consumption/issues as primary.

g. Secondary Use. This is the DEIS term for fuel used for a purpose that, while a common use of the fuel, is not the purpose for which the product was manufactured. The secondary use data element is the quantity in barrels of each product issued by the reporting activity into Navy-owned fuel-burning equipment for the secondary use. Some products are not assigned a secondary use. All consumption/issues of these products are included in primary use. Secondary use does not include fuel transferred in bulk to another activity, nor does it include fuel transferred to a ship covered by NEURS. It also excludes fuel received off-base by the reporting activity's equipment. Secondary fuel uses are as follows:

- (1) DFM, DFW, NSF, DF1, DF2, DFA: Fuel issued to/burned in stationary equipment (generators, heating, etc.).
- (2) JP5, FS1, FS2, FS4, FS5, FS6, FSL, FSD, FOR: Fuel issued to Navy watercraft (other than ships covered by NEURS).

h. Other use. Fuel used for any purpose other than primary or secondary use. The other use data element includes all fuel issued to Navy-owned fuel burning equipment that is not accounted for under primary or secondary use. It does not include bulk transfers to other activities, transfers to ships covered by NEURS, or fuel received off-base by the reporting activity's equipment.

i. Losses from inventory. The quantity, in barrels, of each product downgraded, plus determinable losses. This amount is a subset of the issues and transfers data element.

j. Miscellaneous receipts. The quantity, in barrels, of fuel received by the reporting activity's equipment from non-DOD sources, including fuel received directly into the activity's equipment under fuel exchange agreements. Examples of miscellaneous receipts are fuel received under into-plane contracts and purchases with Form 44s or U.S. Government National Credit Cards.

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k. Issues to Army. The quantity, in barrels, of products issued directly to fuel consuming equipment belonging to the U.S. Army for immediate use. This data element does not include bulk fuel transfers to Army activities.

l. Issues to Air Force. The quantity, in barrels, of products issued directly to fuel-consuming equipment belonging to the U.S. Air Force for immediate use. This data element does not include bulk fuel transfers to Air Force activities.

m. Issues to Marine Corps. The quantity, in barrels, of products issued directly to fuel-consuming equipment owned by the U.S. Marine Corps for immediate use. This data element does not include bulk fuel transfers to Marine Corps activities.

n. Issues and transfers to non-DOD. The quantity, in barrels, of products issued, sold, or transferred, whether in bulk or for immediate use, to anyone outside the U.S. Department of Defense. This includes issues or sales to morale, welfare and recreation activities, Navy exchange service stations, etc. It also includes fuel delivered to foreign military forces by sale or under fuel exchange agreements.

o. Transfers within Navy. This data element contains the quantity in barrels of products transferred in bulk to other Navy activities. This includes fuel delivered to ships covered by NEURS but not fuel issued directly into any other fuel burning equipment such as watercraft, aircraft, vehicles, generators, etc. There is no overlap between this data element and primary use, secondary use, or other use. In other words, if a particular quantity of fuel is reported in primary, secondary, or other use, it should not be included in this data element.

p. Transfers to other DOD. This data element contains the quantity in barrels of products transferred in bulk to non-Navy activities within the Department of Defense. It does not include fuel delivered directly into fuel burning equipment such as aircraft, watercraft, or vehicles. There is no overlap between this data element and issues to Army, Air Force, or Marine Corps.

4. CORRECTED REPORTS

Corrections may be submitted up to 90 days after the original report due date. Corrections after 90 days must be submitted via Commanding Officer, Navy Petroleum Office. Corrections are made by either message or AUTODIN transmission containing only the line(s) or card(s) requiring correction. A complete set of lines or cards is not required, but each data element on the corrected line or card must be filled in, even if only one data element was in error. Be sure to use the proper year and month in spaces 14-17. Use the month and year for the reporting period being corrected.

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PART B - REPORT FORMATS

DEIS-I may be reported either through AUTODIN or by using the standard message form (DD Form 173).

1. STANDARD MESSAGE FORM (DD FORM 173)

a. When a DD form 173 is used to transmit DEIS I data, the following information will be included in the applicable blocks.

This information modifies ACP 126 procedures where applicable.

<u>BLOCK</u>	<u>COMMENT</u>
Security Classification	Enter "UNCLASSIFIED"
Page	Number consecutively; i.e, 1 of 1; 1 of 2; 2 of 2
Drafter or Release Time	Leave Blank
Precedence-Action	Enter "PP"
Precedence-Info	Enter "RR" if an info addressee is listed; otherwise leave blank
Class	Enter "UUUU"
SPECAT	Leave blank
LMF	Enter "TC"
CIC	Enter "HHBW"
From	Enter message address of reporting activity
To	Enter "NAVPECOS DIV WASHINGTON DC"
Info	Enter any information addressees. "NAVPEOFF ALEXANDRIA VA" must be entered if the report includes remarks on change of reporting status
Classification	Enter "UNCLAS //N04100//"
Subject	Enter "DEIS-I, RCS: DD-M(M) 1313"

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b. Data is entered in lines according to the formats shown below. Each data line is divided into data elements. There is only one space between each data element. Each data element must contain the specified number of numerals; leading zeros are used to fill unused spaces of data elements, and if a particular data element does not apply it is filled with zeros. An example of a correct data line is:

MEA 2 N56324 8301 DFM 0000010 0000002 0000010 0000000 0000018

Each block of characters is a data element.

There are three types of data lines, known as MEA 2, MEA 3, and MEA 4. Each type of data line must be prepared for each product reported. To illustrate the procedure, DEIS-I basic data requirements are set forth below in step by step detail. Responsible personnel should refer to this section for guidance whenever necessary during report preparation. Further guidance is provided at the end of this section in the form of basic activity data message and AUTODIN formats. In addition, section C provides sample reports. All fuel quantities are entered in barrels (one barrel = 42 U.S. gallons).

(1) The MEA 2 line. This line consists of introductory data in the first 21 spaces of the line, then five separate seven space data elements covering inventories, issues, and receipts. Remember that there is one blank space between data elements and that all spaces within each data element must be filled.

<u>Space</u>	<u>Data Field</u>	<u>Comment</u>
1-3	MEA	Starting at the left hand margin of the form, enter "MEA."
4	Blank	Skip one space, then
5	2	Enter the numeral "2".
6	Blank	Skip one space, then
7-12	UIC	Enter the reporting activity's unit identification code, consisting of the letter "N" followed by five numerals; e.g., N00156. Note: Some Navy UIC's are normally prefixed by a letter designating the cognizant FLTCINC. For purposes of DEIS-I, all UICs should be prefixed by "N."
13	Blank	Skip one space, then

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<u>Space</u>	<u>Data Field</u>	<u>Comment</u>
14-15	Year	Enter the last two digits of the calendar year of the reporting period. Note: NOT the year when the report is submitted; e.g., the report <u>for</u> December 1983 would be dated <u>83</u> , even though the report is actually submitted <u>in</u> 1984.
16-17	Month	Enter the two-digit number of the month of the reporting period. For example, enter 01 for January, 06 for June, 11 for November. Note: Not the month when the report is submitted. When submitting a corrected report, use the year and month of the reporting month to be corrected.
18	Blank	Skip a space, then
19-21	Product	Enter the three-character product code shown in attachment 1.
22	Blank	Skip a space, then
23-29	Opening Inventory	Enter the quantity of fuel held at the beginning of month. This quantity must be the same as the closing inventory on the previous report.
30	Blank	Skip a space, then
31-37	Issues and Transfers	Enter the total quantity of fuel which has been issued or transferred through the reporting activity system. Include issues to all consuming equipment (regardless of ownership), all bulk transfers and sales (either within the Navy or outside the Navy), and any decreases in inventory due to regrading of product, or determinable losses, such as jettison of fuel.
38	Blank	Skip a space, then
39-45	Commercial Receipts	Enter the total quantity of fuel received from contract sources

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<u>Space</u>	<u>Data Field</u>	<u>Comment</u>
		including direct delivery, contract bulletins, and local purchases. Include any bulk receipts from foreign governments. Do not include credit card, into-plane, or Form 44 purchases.
46	Blank	Skip a space, then
47-53	Receipts from DOD	Enter the total quantity of bulk fuel received from other Navy activities or from other U.S. military Services. Include gains to inventory caused by regrading of product.
54	Blank	Skip a space, then
55-61	Closing Inventory	Enter the measured quantity of the product on hand at close of business on the last day of the month being reported.

(2) The MEA 3 line. This line consists of introductory data in the first 21 spaces of the line, then six separate six space data elements covering fuel consumption and the use to which the product is applied. The MEA 3 line also covers product down-grades and determinable losses. Again, there is only one blank space between data elements and all spaces within each data element must be filled.

<u>Space</u>	<u>Data Field</u>	<u>Comment</u>
1-3	MEA	Starting at the left hand margin of the form, enter "MEA".
4	Blank	Skip one space, then
5	3	Enter the numeral "3"
6	Blank	Skip one space.
7-12	UIC	Same as spaces 7-12 on the MEA 2 line.
13	Blank	Skip one space.
14-15	Year	Same as spaces 14-15 on the MEA 2 line.

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<u>Space</u>	<u>Data Field</u>	<u>Comment</u>
16-17	Month	Same as spaces 16-17 on the MEA 2 line.
18	Blank	Skip a space, then
19-21	Product Code	Enter the three-character product code shown in attachment 1.
22	Blank	Skip a space, then
23-28	Primary use	Enter the quantity issued to Navy equipment by reporting activity for the primary purpose as shown in Part 1.
29	Blank	Skip a space
30-35	Secondary use	Enter the quantity issued for secondary purposes shown in Part 1.
36	Blank	Skip a space.
37-42	Other use	For fuels assigned secondary uses, enter the quantity issued not shown in spaces 23-28 or spaces 30-35. For all other fuels: Enter "000000."
43	Blank	Skip a space.
44-49	Determinable Losses	Enter quantity of the product down-graded plus quantity lost by determinable losses.
50	Blank	Skip a space.
51-56	Miscellaneous Receipts	Enter quantity of the product received from into-plane contracts, Form 44 purchases, and credit cards. Also include quantity of the product received from foreign military services under fuel exchange agreements or by purchase. Do not include fuel delivered to Navy equipment by other U.S. services.
57	Blank	Skip a space.
58-63	Zeros	Enter "000000."

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(3) The MEA 4 line. This line consists of introductory data in the first 21 spaces of the line, then seven separate five space data elements covering issues and transfers of fuel. Again, there must be one space between data elements, and unused data elements are filled with zeros.

<u>Space</u>	<u>Data Field</u>	<u>Comment</u>
1-3	MEA	Starting at the left hand margin of the form, enter "MEA"
4	Blank	Skip a space
5	4	Enter numeral "4"
6	Blank	Skip a space.
7-12	UIC	Same as spaces 7-12 on MEA 2 line.
13	Blank	Skip a space.
14-15	Year	Same as spaces 14-15 on MEA 2 line.
16-17	Month	Same as spaces 16-17 on MEA 2 line.
18	Blank	Skip a space.
19-21	Product Code	Enter the three-character product code shown in attachment 1.
22	Blank	Skip a space.
23-27	Issues to Army	Enter quantity of product issued to U.S. Army vehicles, aircraft, or other equipment for immediate consumption. Do not include bulk fuel transfers in this data element.
28	Blank	Skip a space.
29-33	Issues to Air Force	Same as spaces 23-27 for issues to U.S. Air Force.
34	Blank	Skip a space.
35-39	Issues to Marine Corps	Same as spaces 23-27 for issues to U.S. Marine Corps.
40	Blank	Skip a space.
41-45	Issues and Transfers to non-DOD	Enter quantity of product issued to non-DOD activities, either in bulk or for end use. Also includes

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<u>Space</u>	<u>Data Field</u>	<u>Comment</u>
		issues under fuel exchange agreements and issues or sales to foreign military forces.
46	Blank	Skip a space.
47-51	Transfers within Navy	Enter quantity of bulk product transfers to other Navy activities. Do not include product issued into consuming equipment such as vehicles or aircraft.
52	Blank	Skip a space.
53-57	Transfer to other DOD	Enter quantity of bulk product transfers to DOD activities other than U.S. Navy. Do not include product issued into consuming equipment such as vehicles or aircraft.
58	Blank	Skip a space.
59-63	Zeros	Enter "00000 ".

The next page shows what the message would look like for an activity holding only two fuel products. Note that the first 21 spaces will line up throughout the whole message, regardless of the MEA line. The spaces beyond space 21 will line up within each group of MEA lines (that is, all MEA 2 lines will be spaced the same, all MEA 3 lines will be spaced the same, and all MEA 4 lines will be spaced the same).

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JOINT MESSAGEFORM						SECURITY CLASSIFICATION					
PAGE		DTG RELEASE TIME			PRECEDENCE		CLASS	SPL AT	LM	LC	OP & REL INST
01 of 01		DATE TIME	MONTH	YR	ACT	INFO	UUUU		TC	HHBW	
BOOK		MESSAGE HANDLING INSTRUCTIONS									
FROM: NAVSTA ANYWHERE											
TO: NAVPECOS DIV WASHINGTON DC											
UNCLAS //NO4100//											
SUBJ: DEIS-I, RCS:DD-M{M}1313											
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						UNCLASSIFIED					

DD FORM 173/3 (OCR)

PREVIOUS EDITION IS OBSOLETE AS OF 1 JAN 1965
S/N 0106-111-100-1720

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2. AUTODIN. When AUTODIN is used to transmit DEIS-I data, the following information will be included in the applicable card columns. The DEIS-I AUTODIN report consists of a header card, a subject card, action cards for the fuel products being reported, and a trailer card.

a. Header Card:

<u>COLUMN</u>	<u>COMMENT</u>
1	Enter "P"
2-3	Enter "TC"
4	Enter "U"
5-8	Enter "HHBW"
9	Leave blank
10-16	Routing indicator of transmitting station
17-20	Sequential number
21	Leave blank
22-24	Julian day
25-28	Time of file
29	Leave blank
30-33	Card count of "MTMS"
34	Enter "-" (hyphen)
35-40	Leave blank
41-47	Enter "RUENNCA" (Always use this routing indicator).
48	Enter a period (".")
49-80	Leave blank

b. Subject card:

<u>COLUMN</u>	<u>COMMENT</u>
1-4	Enter "DEIS"
5	Leave blank

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<u>COLUMN</u>	<u>COMMENT</u>
6	Enter "1" (numeral)
7	Leave blank
8-10	Enter "RCS"
11	Leave blank
12-13	Enter "DD"
14	Leave blank
15	Enter "-" (hyphen)
16	Enter "M"
17	Leave blank
18	Enter "M"
20-23	Enter "1313"
24	Leave blank
25-55	Enter "CORRECTED REPORT FOR" and the appropriate month if submitting corrections. Otherwise, leave blank.
56-80	Leave blank.

c. Action cards: Each action card corresponds to one line of data on the message DEIS report. The format for each card is exactly the same as its corresponding line, so follow the directions for the MEA 2, MEA 3, and MEA 4 lines in Section 1 above.

d. Trailer card: The AUTODIN trailer card is exactly the same as the header card except that:

(1) The trailer card contains the actual card count in columns 30-33.

(2) The trailer card contains the entry "NNNN" in columns 77-80.

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- Crash and rescue boats assigned to NAS use 52 barrels of DFM.
- A YTB assigned to NAVSTA San Diego receives 75 barrels of DFM from NAS.
- NAS vehicles use 1,124 barrels of unleaded motor gasoline and 37 barrels of low lead gasoline, which they obtain from the air station motor pool. NAS vehicles also obtain 53 barrels of unleaded regular MOGAS off the station using government credit cards at civilian gasoline stations.
- Aircraft assigned to VS-21, VS-38, and VS-41 receive 9,543 barrels of JP5 from NAS stocks. A detachment of aircraft from VS-41 flies from North Island to NAS Barber's Point and is refueled in route by an Air Force KC-135. The detachment takes 116 barrels of JP4 from the KC-135 going to Hawaii and 125 barrels coming home. It also refuels at Barber's Point, receiving 135 barrels of JP5.
- Other aircraft based at North Island receives 337 barrels of JP5 and 132 barrels of AVGAS 100/130 from NAS stocks. In addition, one of the station UC-12Bs makes a flight to Phoenix, AZ, where it purchases 5 barrels of Jet A from the commercial supplier at the airport using a Form 44.
- An Air Force F-16 receives 54 barrels of JP5 and a helicopter from a British cruiser receives 16 barrels of JP5 from NAS stocks.
- 3 barrels of DFM are used in an emergency generator when electric power is briefly cut off.
- Some construction equipment from PWC San Diego is issued 3 barrels of DFM, while NAS fire equipment and other vehicles are 16 barrels of DFM.
- USS RANGER takes on 63,414 barrels of DFM and 32,108 barrels of JP5 at the North Island piers via the pipeline from Point Loma.
- NAS takes receipt of a truck load of 1,500 barrels of AVGAS 100/130 from Point Loma, but 11 barrels is spilled in unloading the truck when a hose ruptures.
- NAS issues 5 barrels of AVGAS 100/130 to the North Island Aero Club.
- NAS yellow gear consumes 45 barrels of JP5.
- Because of contamination, 52 barrels of JP5 are downgraded to DFM.

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● When the measurements are taken at COB on 31 July, the following is found to be the NAS fuel inventory:

DFM: 2,333 barrels
 JP5: 99,339 barrels
 Low lead MOGAS: 1,576 barrels
 Unleaded MOGAS: 729 barrels
 AVGAS 100/130: 4,765 barrels

How does NAS North Island prepare its report?

THE MEA 2 LINES

Spaces 1 through 17 are filled in with the same information for each product and are followed by a blank space 18:

MEA 2 N00246 8307

N00246 is the UIC for NAS North Island. 8307 indicates that the report is for July 1983.

 Spaces 19 through 21 contain the product codes for the product being reported. In this case, NAS must report for the five products it holds (DFM, JP5, Low lead MOGAS, Unleaded MOGAS, and AVGAS 100/130) plus the products obtained by its aircraft from contractors at other locations (Jet A). Thus, the report must contain six MEA 2 lines:

MEA 2 N00246 8307 |DFM|
 MEA 2 N00246 8307 |JP5|
 MEA 2 N00246 8307 |MLR|
 MEA 2 N00246 8307 |MUR|
 MEA 2 N00246 8307 |130|
 MEA 2 N00246 8307 |JAA|

The product codes are found in attachment 1 to this enclosure.

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Space 22 is left blank, then the opening inventory in barrels for each product is entered in spaces 23 through 29.

```

MEA 2 N00246 8307 DFM|0000924|
MEA 2 N00246 8307 JP5|0067232|
MEA 2 N00246 8307 MLR|0001613|
MEA 2 N00246 8307 MUR|0000718|
MEA 2 N00246 8307 130|0003413|
MEA 2 N00246 8307 JAA|0000000|
    
```

Remember: the data element must be filled with leading zeros, and unused data elements (JAA in this instance) must be completely filled with zeros.

Leave space 30 blank, then enter the amount of each fuel in barrels issued through the NAS system:

```

MEA 2 N00246 8307 DFM 0000924|0063563|
MEA 2 N00246 8307 JP5 0067232|0042155|
MEA 2 N00246 8307 MLR 0001613|0000037|
MEA 2 N00246 8307 MUR 0000718|0001124|
MEA 2 N00246 8307 130 0003413|0000148|
MEA 2 N00246 8307 JAA 0000000|0000000|
    
```

These numbers are derived as follows:

DFM:	Crash and rescue boats	52
	NAVSTA YTB	75
	Emergency generator	3
	PWC Construction Eqmt	3
	Fire equipment	16
	RANGER	<u>63,414</u>

TOTAL 63,563

JP5:	VS-21, -38, and -41	9,543
	Other aircraft	337
	USAF F-16	54
	British helo	16
	RANGER	32,108
	Yellow gear	45
	Downgrading to DFM	<u>52</u>

TOTAL 42,155

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MLR: NAS Vehicles 37

MUR: NAS Vehicles 1,124

AVGAS 100/130: Aircraft	132	
Sale to Aero Club	5	
Spilled	<u>11</u>	(determinable loss)

TOTAL 148

NAS makes no issues of Jet A.

NOTE: It does not matter that NAS never actually owns the fuel delivered to RANGER. DEIS is not an accounting system. The fuel passes through the NAS fuel delivery system and is therefore reported, both as a receipt (see below) and as an issue.

Leave space 38 blank, then in spaces 39-45 enter the amount of fuel in barrels into the NAS system from commercial sources, except that obtained by credit card, into-plane, or using Form 44:

MEA 2 N00246 8307 DFM 0000924 0063563	<u>0000000</u>
MEA 2 N00246 8307 JP5 0067232 0042155	0000000
MEA 2 N00246 8307 MLR 0001613 0000037	0000000
MEA 2 N00246 8307 MUR 0000718 0001124	0001135
MEA 2 N00246 8307 130 0003413 0000148	0000000
MEA 2 N00246 8307 JAA 0000000 0000000	<u>0000000</u>

This figure is the delivery of the unleaded motor gasoline from the Smith Oil Co. All other products must show "0000000."

Next, leave space 46 blank. Then in spaces 47-53, enter the amount of each product in barrels received from other DOD sources, including any determinable gains to inventory.

MEA 2 N00246 8307 DFM 0000924 0063563	0000000	<u>0064972</u>
MEA 2 N00246 8307 JP5 0067232 0042155	0000000	0074262
MEA 2 N00246 8307 MLR 0001613 0000037	0000000	0000000
MEA 2 N00246 8307 MUR 0000718 0001124	0001135	0000000
MEA 2 N00246 8307 130 0003413 0000148	0000000	0001500
MEA 2 N00246 8307 JAA 0000000 0000000	0000000	<u>0000000</u>

These figures are derived as follows:

DFM: From Pt. Loma	1,506
From Pt. Loma for RANGER	63,414
Regraded JP5	<u>52</u>
TOTAL	64,972

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JP5: From Pt. Loma	42,154
From Pt. Loma for RANGER	<u>32,108</u>
TOTAL	74,262

AVGAS 100/130: By truck from Pt. Loma 1,500

Skip space 54, and last, in spaces 55 through 61 enter the closing inventory in barrels for each product:

MEA 2 N00246 8307 DFM 0000924 0063563 0000000 0064972	<u>0002333</u>
MEA 2 N00246 8307 JP5 0067232 0042155 0000000 0074262	0099339
MEA 2 N00246 8307 MLR 0001613 0000037 0000000 0000000	0001576
MEA 2 N00246 8307 MUR 0000718 0001124 0001135 0000000	0000729
MEA 2 N00246 8307 130 0003413 0000148 0000000 0001500	0004765
MEA 2 N00246 8307 JAA 0000000 0000000 0000000 0000000	<u>0000000</u>

THE MEA 3 LINES

The first 21 spaces of the MEA line are the same as the corresponding spaces of the MEA 2 line, except for the numeral "3" instead of "2" in the fifth space.

MEA 3 N00246 8307 DFM
MEA 3 N00246 8307 JP5
MEA 3 N00246 8307 MLR
MEA 3 N00246 8307 MUR
MEA 3 N00246 8307 130
MEA 3 N00246 8307 JAA

Space 22 is left blank, then in spaces 23-38, enter the quantity of each product, in barrels that is used for its primary purpose by Navy equipment.

DFM: Crash and rescue boats	52
NAVSTA YTB	<u>75</u>
TOTAL	77

NOTE: The fuel dispensed to RANGER is not included because RANGER is a separate reporter. This fuel is considered a bulk transfer and is addressed in the MEA 4 line.

JP5: VS-21, -38, and -41	9,543
Other aircraft	<u>337</u>
TOTAL	9,888

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NOTE: The fuel picked up by the VS-41 aircraft at Barber's Point is reported in this line by NAS Barber's Point, NOT by North Island.

MLR: NAS vehicles 37
MUR: NAS vehicles 1,124
AVGAS 100/130: Navy aircraft 132

This data is displayed:

MEA 3 N00246 8307 DFM|000077|
MEA 3 N00246 8307 JP5|009880|
MEA 3 N00246 8307 MLR|000037|
MEA 3 N00246 8307 MUR|001124|
MEA 3 N00246 8307 130|000132|
MEA 3 N00246 8307 JAA|000000|

Leave space 29 blank. In spaces 30-35 enter the quantity in barrels of each product issued to Navy consuming equipment for "secondary use."

The MEA 3 lines now stand as follows:

MEA 3 N00246 8307 DFM 000077|000003|
MEA 3 N00246 8307 JP5 009880|000000|
MEA 3 N00246 8307 MLR 000037|000000|
MEA 3 N00246 8307 MUR 001124|000000|
MEA 3 N00246 8307 130 000132|000000|
MEA 3 N00246 8307 JAA 000000|000000|

This represents the three barrels of DFM used in the emergency generator.

Leave space 36 blank. In spaces 37-42 enter the quantity in barrels of each product issued to Navy consuming equipment for other purposes:

DFM: PWC San Diego construction eqmt 3
Fire equipment 16
TOTAL 19
JP5: Yellow gear 45

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These quantities are displayed:

MEA 3	N00246	8307	DFM	000077	000003	000019	000019
MEA 3	N00246	8307	JP5	009880	000000	000045	000045
MEA 3	N00246	8307	MLR	000037	000000	000000	000000
MEA 3	N00246	8307	MUR	001124	000000	000000	000000
MEA 3	N00246	8307	130	000132	000000	000000	000000
MEA 3	N00246	8307	JAA	000000	000000	000000	000000

Leave space 43 blank. In spaces 44-49, enter the quantity in barrels of each fuel downgraded or lost through determinable loss:

MEA 3	N00246	8307	DFM	000077	000003	000019	000000
MEA 3	N00246	8307	JP5	009880	000000	000045	000052
MEA 3	N00246	8307	MLR	000037	000000	000000	000000
MEA 3	N00246	8307	MUR	001124	000000	000000	000000
MEA 3	N00246	8307	130	000132	000000	000000	000011
MEA 3	N00246	8307	JAA	000000	000000	000000	000000

These numbers come from:

JP5: Downgraded to DFM	52
AVGAS 100/130: Spilled (determinable loss)	11

Leave space 50 blank. In spaces 44-49, enter the quantity in barrels of each fuel downgraded or lost through determinable losses:

MEA 3	N00246	8307	DFM	000077	000003	000019	000000	000000
MEA 3	N00246	8307	JP5	009880	000000	000045	000052	000000
MEA 3	N00246	8307	MLR	000037	000000	000000	000000	000000
MEA 3	N00246	8307	MUR	001124	000000	000000	000000	000053
MEA 3	N00246	8307	130	000132	000000	000000	000011	000000
MEA 3	N00246	8307	JAA	000000	000000	000000	000000	000005

These figures are the 53 barrels of unleaded gasoline purchased with credit cards at commercial service stations and the 5 barrels of Jet A purchased with a Form 44 by the UC-12B at Phoenix. Note that the JP4 received from the USAF KC-135 on the flights to and from Hawaii is not reported on NAS North Island's DEIS I report in this or any other data element. This fuel will be reported by the appropriate USAF unit as an issue to the Navy. Including it in the NAS report will result in double-counting.

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Complete the MEA 3 lines by skipping space 57 and filling spaces 58-63 with zeros:

MEA 3	N00246	8307	DFM	000077	000003	000019	000000	000000	000000	000000
MEA 3	N00246	8307	JP5	009880	000000	000045	000052	000000	000000	000000
MEA 3	N00246	8307	MLR	000037	000000	000000	000000	000000	000000	000000
MEA 3	N00246	8307	MUR	001124	000000	000000	000000	000053	000000	000000
MEA 3	N00246	8307	130	000132	000000	000000	000011	000000	000000	000000
MEA 3	N00246	8307	JAA	000000	000000	000000	000000	000005	000000	000000

THE MEA 4 LINES

As in the MEA 3 line, the first 21 spaces of the MEA 4 line are the same as the MEA 2 line except for the numeral "4" in the fifth space instead of the numeral "2" or "3."

MEA 4	N00246	8307	DFM							
MEA 4	N00246	8307	JP5							
MEA 4	N00246	8307	MLR							
MEA 4	N00246	8307	MUR							
MEA 4	N00246	8307	130							
MEA 4	N00246	8307	JAA							

Again, skip space 22, and in spaces 23-27 enter the quantity of each product, in barrels, issued to U.S. Army consuming equipment. In this case, there is none, so each line is filled with "00000:"

MEA 4	N00246	8307	DFM	00000						
MEA 4	N00246	8307	JP5	00000						
MEA 4	N00246	8307	MLR	00000						
MEA 4	N00246	8307	MUR	00000						
MEA 4	N00246	8307	130	00000						
MEA 4	N00246	8307	JAA	00000						

Skip space 28, and do the same thing in spaces 29-33 for products issued to the U.S. Air Force. In this case, 54 barrels of JP5 was issued to an Air Force F-16:

MEA 4	N00246	8307	DFM	00000	00000					
MEA 4	N00246	8307	JP5	00000	00054					
MEA 4	N00246	8307	MLR	00000	00000					
MEA 4	N00246	8307	MUR	00000	00000					
MEA 4	N00246	8307	130	00000	00000					
MEA 4	N00246	8307	JAA	00000	00000					

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Skip space 34, and do the same thing in spaces 35-39 for products issued to the Marine Corps. In this case, each line is filled "00000:"

MEA 4	N00246	8307	DFM	00000	00000	00000	00000
MEA 4	N00246	8307	JP5	00000	00054	00000	00000
MEA 4	N00246	8307	MLR	00000	00000	00000	00000
MEA 4	N00246	8307	MUR	00000	00000	00000	00000
MEA 4	N00246	8307	130	00000	00000	00000	00000
MEA 4	N00246	8307	JAA	00000	00000	00000	00000

Skip space 40, and enter in spaces 41-45 the quantity of fuel issued to anyone outside the U.S. Department of Defense, whether for end use or in bulk. In this case, this category includes the 16 barrels of JP5 for the British helicopter and the 5 barrels of AVGAS sold to the aero club.

MEA 4	N00246	8307	DFM	00000	00000	00000	00000
MEA 4	N00246	8307	JP5	00000	00054	00000	00016
MEA 4	N00246	8307	MLR	00000	00000	00000	00000
MEA 4	N00246	8307	MUR	00000	00000	00000	00000
MEA 4	N00246	8307	130	00000	00000	00000	00005
MEA 4	N00246	8307	JAA	00000	00000	00000	00000

Skip space 46, and enter in spaces 47-51 any fuel transferred in bulk to other Navy activities. This does not include the various issues to end use equipment such as aircraft, vehicles, or boats. The only transfers within Navy in this case are the deliveries to RANGER.

MEA 4	N00246	8307	DFM	00000	00000	00000	00000	63414
MEA 4	N00246	8307	JP5	00000	00054	00000	00016	32108
MEA 4	N00246	8307	MLR	00000	00000	00000	00000	00000
MEA 4	N00246	8307	MUR	00000	00000	00000	00000	00000
MEA 4	N00246	8307	130	00000	00000	00000	00005	00000
MEA 4	N00246	8307	JAA	00000	00000	00000	00000	00000

Skip space 53, and enter in spaces 53-57 any fuel transferred in bulk to DOD activities other than U.S. Navy. In this case there is none, so fill each line with "00000:"

MEA 4	N00246	8307	DFM	00000	00000	00000	00000	63414	00000
MEA 4	N00246	8307	JP5	00000	00054	00000	00016	32108	00000
MEA 4	N00246	8307	MLR	00000	00000	00000	00000	00000	00000
MEA 4	N00246	8307	MUR	00000	00000	00000	00000	00000	00000
MEA 4	N00246	8307	130	00000	00000	00000	00005	00000	00000
MEA 4	N00246	8307	JAA	00000	00000	00000	00000	00000	00000

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To complete the MEA 4 lines, skip space 58 and fill spaces 59-63 with zeroes. The completed DEIS I message report is then:

JOINT MESSAGEFORM					UNCLASSIFIED				
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	TIME	CIT
	DATE TIME	MONTH	YR	ACT	INFO				
01 of 02					PP		UUUU	TC	HHBW
BOOK	MESSAGE HANDLING INSTRUCTIONS								
<p>FROM: NAS NORTH ISLAND CA</p> <p>TO: RUENNCA NAVPECOS DIV WASHINGTON DC</p> <p>UNCLAS //NO4100//</p> <p>SUBJ: DEIS-I, RCS:DD-M(M)1313</p> <p>MEA 2 N00246 8307 DFM 0000924 0063563 0000000 0064972 0002333</p> <p>MEA 2 N00246 8307 JPS 0067232 0042155 0000000 0074262 0099339</p> <p>MEA 2 N00246 8307 MLR 0001613 0000037 0000000 0000000 0001576</p> <p>MEA 2 N00246 8307 MUR 0000718 0001124 0001135 0000000 0000729</p> <p>MEA 2 N00246 8307 130 0003413 0000148 0000000 0001500 0004765</p> <p>MEA 2 N00246 8307 JAA 0000000 0000000 0000000 0000000 0000000</p> <p>MEA 3 N00246 8307 DFM 000077 000003 000019 000000 000000 000000</p> <p>MEA 3 N00246 8307 JPS 009880 000000 000045 000052 000000 000000</p> <p>MEA 3 N00246 8307 MLR 000037 000000 000000 000000 000000 000000</p> <p>MEA 3 N00246 8307 MUR 001124 000000 000000 000000 000053 000000</p> <p>MEA 3 N00246 8307 130 000132 000000 000000 000011 000000 000000</p> <p>MEA 3 N00246 8307 JAA 000000 000000 000000 000000 000005 000000</p> <p>MEA 4 N00246 8307 DFM 000000 000000 000000 000000 63414 000000 000000</p> <p>MEA 4 N00246 8307 JPS 000000 000054 000000 000016 32108 000000 000000</p>									

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JOINT MESSAGE FORM				UNCLASSIFIED					
PAGE	DATE RELEASED TIME			EXPIRES		CLASS	PRIORITY	C/P	V/P
	DATE	TIME	MONTH	YR	ACT				
02 of 02						PP	UUUU	TC	HHBW
MESSAGE HANDLING INSTRUCTIONS									
FROM:									
MEAS 4 N00246 8307 MLR 00000 00000 00000 00000 00000 00000 00000									
TO:									
MEAS 4 N00246 8307 MUR 00000 00000 00000 00000 00000 00000 00000									
MEAS 4 N00246 8307 130 00000 00000 00000 00005 00000 00000 00000									
MEAS 4 N00246 8307 JAA 00000 00000 00000 00000 00000 00000 00000									

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3
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The same report transmitted by AUTODIN is:

PTCHHEW RUMFAAA 4251 2152045 MTMS- RUENNCA.

IIII II II III

DEIS 1 RCS DD-M M 1313

EE E EE

MEA 2 N00246 8307 DFM 0000924 0063563 0000000 0064972 0002333

EE EE

MEA 2 N00246 8307 JPS 0067232 0042155 0000000 0074262 0099339

EE EE

MEA 2 N00246 8307 MLR 0001613 0000037 0000000 0000000 0001576

EE EE

MEA 2 N00246 8307 MUR 0000718 0001124 0001135 0000000 0000729

EE EE

MEA 2 N00246 8307 130 0003414 0000148 0000000 0001500 0004765

EE EE

MEA 2 N00246 8307 JAA 0000000 0000000 0000000 0000000 0000000

EE EE

MEA 3 N00246 8307 DFM 0000077 0000003 0000019 0000000 0000000 0000000

EE EE

MEA 3 N00246 8307 JPS 0098880 0000000 0000045 0000052 0000000 0000000

EE EE

MEA 3 N00246 8307 MLR 0000037 0000000 0000000 0000000 0000000 0000000

EE EE

MEA 3 N00246 8307 MUR 0011124 0000000 0000000 0000000 0000053 0000000

EE EE

MEA 3 N00246 8307 JAA 0000000 0000000 0000000 0000000 0000005 0000000

EE EE

MEA 4 N00246 8307 DFM 000000 000000 000000 000000 63414 000000 000000

EE EE

MEA 4 N00246 8307 JPS 000000 000054 000000 000016 32108 000000 000000

EE EE

MEA 4 N00246 8307 MLR 000000 000000 000000 000000 000000 000000 000000

EE EE

MEA 4 N00246 8307 MUR 000000 000000 000000 000000 000000 000000 000000

EE EE

MEA 4 N00246 8307 130 000000 000000 000000 000005 000000 000000 000000

EE EE

MEA 4 N00246 8307 JAA 000000 000000 000000 000000 000000 000000 000000

EE EE

PTCHHEW RUMFAAA 4251 2152045 0021- RUENNCA.

IIII

IIII II III

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PART D - DEIS I QUESTIONS AND ANSWERS

Question: How do I report terminal and operating gains and losses (i.e., the fuel that is gained or lost to my inventory because of evaporation, gauging accuracy, and other undeterminable variances)?

Answer: You do not need to report terminal and operating gains and losses in the DEIS-I report. The computer will perform the following computation:

	Opening inventory
MINUS	Issues and transfers
PLUS	Commercial receipts
PLUS	Receipts from DOD
MINUS	Closing inventory

and print the difference as an undeterminable gain or loss to inventory. This difference should be no more than one percent of closing inventory (note that in all cases the allowable loss tolerances prescribed by references (d) and (e) are considerably less than one percent). It is advisable to perform this same mathematical check to verify the accuracy of your report, even though the terminal and operating gains and losses are not actually reported.

Question: If I have been reporting a fuel using the wrong product code, how do I switch to the correct product code without having my report rejected for an erroneous opening inventory?

Answer: Using the wrong code, report opening inventory to match last month's closing inventory. Report the same amount in both "issues and transfers" and "losses from inventory" and report the closing inventory as zero ("0000000"). Using the correct code, report opening inventory as zero ("0000000") and include the entire actual opening inventory in "receipts from DOD." In effect, this procedure is simply regrading the wrong product to the correct product.

Additional questions and answers will be included in this section in future changes to this instruction based on inquiries from reporting activities. Reporters should address any questions to Commanding Officer, Navy Petroleum Office.

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PART E - AVOIDING DEIS I ERRORS

DLA's DEIS computer will reject reports for a number of reasons. The following steps will help prevent the need to send corrected reports and will improve the accuracy of the data base:

- Put all the MEA 2 lines together, all the MEA 3 lines together, and all the MEA 4 lines together. The various data elements should form into neatly aligned columns within each type of line. After the product code (spaces 19-21) the MEA 2 lines should form five aligned columns of seven characters each. The last character in each MEA 2 line should be in space 61. The MEA 3 lines should form six aligned columns of six characters each, with the last character in each line in space 63. The MEA 4 lines should form seven columns of five characters each, with the last character of each line in space 63. Performing this visual check will insure that there are no extra spaces or misaligned entries to cause rejection of the report.

- Check the computations. The computer will add up:

- Primary use
- Secondary use
- Other use
- Determinable losses
- Issues to Army
- Issues to Air Force
- Issues to Marine Corps
- + Issues and transfers to non-DOD

Total issues and transfers

If this total does not equal the "issues and transfers" data element in the MEA 2 line, the report is rejected.

- Be sure each data element is filled in. Each space in each data element must be filled by a numeral. If the value is zero, be sure to fill the data element with the appropriate number of zeroes. The DEIS computer will not read a blank as a zero.

- There must be three lines (or cards) for each fuel product reported (MEA 2, MEA 3, and MEA 4) even if all the entries on one or two of the lines are zeroes.

- Ensure that the message or AUTODIN headings are exactly as shown. The LMF block on the message form or the second and third columns on the header card must read "TC." The CIC block or the fifth through eighth columns on the header card must read "HHBW."

- Make sure the UIC of the reporting activity is correct.

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- The opening inventory must equal the closing inventory of the previous month's report. Check the previous report to make sure the figures match.

- Check the spacing. There should be only one space between each data element. If there are two or more spaces, or if there is no space, the computer will read errors where the extra spaces are and will read the remaining data in the wrong fields. The entire report will then fail to balance and be rejected, necessitating resubmission.

- Check for accuracy against available accounting data. While DEIS will not match financial records exactly, there should at least be no gross inconsistencies.

- Check for accuracy against the petroleum products reported in DEIS-II. For example, fuel oil use reported in DEIS-II should match up with utility fuel use reported in DEIS-I.

35/36

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**PRODUCTS AND PRODUCT CODES
FOR DEIS-I REPORTING**

NOMENCLATURE	PRODUCT CODE
Gasoline, aviation, grade 100/130 MIL-G-5572E (NATO F-18)	130
Gasoline, aviation, grade 100/130 Low Lead, MIL-G-5572E	131
Gasoline, aviation, grade 108/135 PWA510A	135
Gasoline, aviation, grade 115/145 MIL-G-5572E (NATO F-22)	145
Gasoline, aviation, grade 80/87 MIL-G-5572E	887
Gasoline, aviation, grade 91-96 MIL-G-5572	996
Turbine fuel, aviation, grade JP-4 MIL-T-5624K (NATO F-40)	JP4
Turbine fuel, aviation, grade JP-5 MIL-T-5624K (NATO F-44)	JP5
Turbine fuel, aviation, referee for JP-4, Grade I, MIL-T-5161	JR1
Turbine fuel, aviation, referee for JP-5, Grade II, MIL-T-5161	JR2
Turbine fuel, aviation, kerosene type grade JP-8 MIL-T-83133	JP8
Turbine fuel, aviation, grade Jet A ASTM D-1655	JAA
Turbine fuel, aviation, grade Jet B ASTM D-1655	JAB
Turbine fuel, aviation, type Jet A-1 ASTM D-1655	JA1
Turbine fuel, aviation, JP-TS, MIL-T-25524	JTS

Attachment 1 to
Enclosure (1)

(37) 37 11335

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NOMENCLATURE

PRODUCT CODE

Gasoline, automotive, combat type I 3.17 gms per gal., max. metallic lead content, MIL-G-3056D (NATO F-46)	MG1
Gasoline, automotive, combat, type II 3.17 gms per gal., max. metallic lead content, MIL-G-3056D (NATO F-46)	MG2
Gasoline, automotive, combat, type III 3.17 gms per gal., max. metallic lead content, MIL-G-3056 (NATO F-46)	MG3
Gasoline, automotive, premium 4.23 gms per gal., max. lead content, FED-VV-G-76B	MGP
Gasoline, automotive, regular 4.24 gms per gal., max. lead content FED-VV-G-76B	MGR
Gasoline, unleaded .07 gm per gal. max., allowable tetraethyl lead; pressure appliances FED-VV-G-109A	MGU
Gasoline, automotive, special no lead, FED-VV-G-001690A	MUS
Gasoline, automotive, regular no lead, FED-VV-G-001690A	MUR
Gasoline, automotive, premium no lead, FED-VV-G-001690A	MUP
Gasoline, automotive, limited lead: 1.5 ml. max. tetraethyl lead ml. per gal. allowable FED-VV-G-1690	MLL
Gasoline, automotive, no low lead premium, 50 gms per gal. max. lead content, FED-VV-G-001690A	MLP
Gasoline, automotive, no low lead regular, .50 gms per gal. max. lead content, FED-VV-G-001690A	MLR
Gasohol, automotive, special grade, unleaded, PD ME-102A	GUS
Gasohol, automotive, premium grade, unleaded, PD ME-102A	GUP
Gasohol, automotive, regular grade, unleaded, PD ME-102A	GUR
Propane (42 gallons per barrel, 1524 cubic feet per barrel)	PPG
Diesel fuel, marine MIL-F-16884G (NATO F-76)	DFM

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PRODUCT CODE

Diesel fuel (with exceptions to MIL-F-16884G)	DFW
Diesel fuel, grade DF-1 winter, FED-VV-F-800B	DF1
Diesel fuel, grade DF-2 FED-VV-F800B (NATO F-54)	DF2
Diesel fuel, arctic, DF-A FED-VV-F-800B (NATO F-56)	DFA
Diesel fuel (for AF missile sites)	DFB
Fuel oil burner, FS-1 FED-VV-F-815C	FS1
Fuel oil burner, FS-2 FED-VV-F-815C	FS2
Fuel oil burner, FS-4 FED-VV-F-815C	FS4
Fuel oil burner, FS-5 FED-VV-F-815C	FS5
Fuel oil, burner, FS-6 FED-VV-F-815C	FS6
Fuel oil, diesel (MMS) AFPID 9140-1	DFS
Fuel oil, burner, low sulfur MIL-F-859E	FSL
Kerosene, FED-VV-K-211D	KSN
Kerosene, deodorized FED-VV-K-220A	KSD
Fuel oil, burner, Navy special MIL-F-859E (NATO F-77)	NSF
Slop oil, off specification product for which reblending is anticipated	SLP
Fuel oil reclaimed-reclaimed slop oil used as burner fuel oil	FOR
Oil crude/(shale)	SCR
Turbine fuel JP4 (shale)	SP4
Turbine fuel JP5 (shale)	SP5
Fuel oil diesel DFM (shale)	SFM
Fuel oil FS6 (shale)	SS6

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NAVY GUIDELINES FOR DEIS-II REPORTING

The DEIS-II report is a monthly report of shore utilities energy consumption. It includes consumption of commercially purchased electricity, natural gas, fuel oil, propane/LPG, coal, commercially purchased steam/hot water, and renewable energy. It is read by computer and therefore requires strict adherence to the specified formats. The DEIS-II report is used to develop the Energy Audit Report by which your energy conservation achievement is measured.

These guidelines are a comprehensive guide for DEIS-II reporters within the Navy. The guidelines are in two parts. Part A describes who must report, what must be reported, gives the reporting deadlines, and describes what is covered by each data element. Part B describes the reporting formats in detail and provides sample message reports.

PART A - GENERAL

1. REPORT PERIOD

The DEIS-II report is a monthly report covering each calendar month. The end of each reporting period is the last day of the calendar month. The report is due at the Naval Energy and Environmental Support Activity (NEESA) no later than 2400Z of the 21st day of the month following the month to be reported.

2. REPORTERS

a. Definitions. For purposes of this instruction, the following definitions are provided:

(1) Host activity is one which provides facilities to another activity. The Public Works Centers are not host activities but are considered supporting activities.

(2) Supporting activity is one which generally provides energy and utility services to itself and/or other activities and owns the utility system.

(3) Tenant activity is one which uses facilities and/or services from a host or supporting activity.

In cases where the host is not clearly defined or where miscellaneous customers/tenants cannot be associated with a host activity, the supporting activity will include miscellaneous activities in its own data.

b. Who must report? All shore utility energy consumption for which the Navy has procurement responsibility, including reimbursables, will be reported in DEIS-II by the supporting activity. Deletions

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and additions of activities cannot be made without prior approval of the Naval Facilities Engineering Command (NAVFAC). An exception to this direct reporting responsibility can be made in the case of activities of other Services which report directly to their own Service headquarters. In order to avoid duplication or loss of energy consumption, the performing naval activity remains responsible for insuring that all energy data is accurately reported. The following activities will report, be reported, or be included in a host activity's consumption.

(1) All activities holding Class I and II real property.

(2) Consumption by Navy reserve activities under the Command of the Readiness Command will be compiled and reported by the cognizant Readiness Command.

(3) Isolated and other Navy activities who are not the tenant of a DOD host activity but have an identifiable utility cost will submit the DEIS II report.

(4) Where accounting procedures permit, satellite activities may be combined with the parent activity's consumption, subject to above limitations.

(5) Supporting activities will include, and not separately identify, the following tenant consumption as a part of the host's consumption:

(a) Private parties including commissary stores, exchanges, commissioned officers' messes, recreation and welfare activities, private contractors, other commercial activities, and non-defense activities which obtain their utility service from the supporting activity's utility systems.

(b) Navy customers of supporting activities whose annual energy consumption of any one energy source has not historically exceeded and is expected not to exceed the following amounts: (Does not apply to Family Housing and Cold Iron).

Purchased Electricity	1,000 Mega Watt Hours
Fuel Oil	10,000 Million BTUs
Natural Gas	10,000 Million BTUs
Propane/LPG	10,000 Million BTUs
Coal	10,000 Million BTUs
Purchased Steam/Hot Water	10,000 Million BTUs

(6) Supporting activities will report all consumption for supported activities not covered by the preceding paragraphs, such as other Defense activities, Government agencies, municipalities

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and foreign governments. To avoid duplicate reporting, supporting activities should submit one original message which includes all supported activities. Supported activities should be provided with mailed copies of the DEIS II report message. Claimants desiring copies of the data should be provided with mailed copies. They should not be included as info addressees on the message.

(7) Naval Facilities Engineering Command (NAVFAC) is the claimant for Navy Family Housing. Energy data at the activity level for the various types of family housing will be summarized by type of energy consumed. Use the host or supporting activity's UIC preceded by the letter "D" to identify Family Housing. No changes in UIC's in UIC's used in DEIS II report shall be made without prior approval of NAVFAC.

(8) Utilities for cold iron support to all ships, including non-Navy vessels, will be identified to CINCLANTFLT and CINCPACFLT. For CINCLANTFLT precede the supporting activity's UIC with the letter "B". For CINCPACFLT precede the supporting activity's UIC with the letter "P".

(9) Government Owned and Contractor Operated (GOCO) activities.

(10) Each product used will be reported only once for each UIC. A few Navy activities secure a single utility from multiple sources such as in-house generation and commercial purchases as well as supply from a supporting activity. These situations must be resolved by the supporting activity and tenant and the reporting activity must submit the entire report for the consuming activity.

3. SOURCE OF DATA

To ensure auditable information, data will be reported based on the Utilities Cost Analysis Report (UCAR) system in consonance with Volume III, Chapter 7, of the NAVCOMPT Manual. The basic formula to be used for allocation of consumption to tenants is the quantity of individual tenant utility consumption (from tenant billings) divided by the total activity utility delivered (line 11 of the NAVCOMPT Form 2126) multiplied by the energy input (line 5 or 15, as appropriate, of the NAVCOMPT Form 2126). For example, the coal consumed for steam heating by tenants equals the quantity of steam heat consumed (per tenant billings) divided by the total steam heat delivered (line 11 of NAVCOMPT Form 2126) multiplied by the fuel burned (line 15 of NAVCOMPT Form 2126). Use the same basic formula for purchased electricity substituting appropriate data elements.

The following points of reconciliation may be used to ensure comparability of data reported in DEIS II and consolidated UCAR (NAVCOMPT Form 2127):

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DEIS II COLUMN DATA

	<u>Total Consumption</u>	<u>Total Cost</u>	<u>Unit Cost</u>
ELC, UCAR Col 6 Lines	5	34	51
NAG, UCAR Col 12 Lines	5	34	51
Other Fuels, UCAR Col 4 through 12 Lines	15	18	18 + 15

The source of energy consumption data for both reports is NAVCOMPT Form 2126.

For assistance and guidance, the cognizant NAVFAC Engineering Field Division should be contacted. Heat content for the fuel consumed is included in the NAVCOMPT Form 2126. The following standard units and conversion factors will be used when actual heat content is not available.

<u>Product</u>	<u>Heat Content (M = one million)</u>
Natural Gas (NAG)	1,031 BTU/standard cubic foot
Propane/LPG (PPG)	95,000 BTU/gallon
Fuel Oils & Distillates (FSX)	6.0 MBTU/barrel
Bituminous Coal (COL)	24.58 MBTU/short ton (2,000 pounds)
Anthracite Coal (ANC)	25.4 MBTU/short ton
Purchased Steam/Hot Water (SHW)	1,340 BTU/pound of steam delivered
Photovoltaic (PHO)	3,412 BTU/kilowatt hour
Solar Thermal (SOL)	1,000,000 BTU/MBTU
Wind Power (WND)	3,412 BTU/kilowatt hour
Wood (WUD)	17 MBTU/short ton
Steam, Geothermal (GEO)	1,340 BTU/pound of steam delivered
Geothermal Electricity (GLC)	3,413 BTU/kilowatt hour
Refuse Derived Fuel (RDF)	6.0 MBTU/short ton
Hydroelectric (HYD)	3,412 BTU/kilowatt hour
Reclaimed Fuel Oil (FOR)	5.0 MBTU/barrel

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NOTE: In developing activity total energy baseline and consumption, megawatt hours (MWH) of commercially purchased electricity are multiplied by an average factor of 11.6 MBTU/MWH which includes primary energy used in commercial generation and distribution losses. Monthly reported quantities of commercially purchased electricity will be in MWH.

The number and square footage of enclosed structures in service as of 30 September will be extracted annually from the Navy Facility Assets Data Base (NFADB). Buildings not in regular use or not consuming any energy will not be counted. Activities must update and maintain accurate property records in the NFADB to ensure an accurate annual report.

4. DATA ELEMENTS

DEIS II reports are made as a series of lines on a message. The beginning of each line consists of information identifying the activity, the type of data on the line, the period covered by the report, and the energy product being reported. The remainder of the line is made up of four data elements, defined as follows:

a. INVENTORY - report only the coal, propane/LPG and wood inventory on hand at the end of the month covered by the report. Inventory should be reported in MBTUs.

b. CONSUMPTION - report the total quantity of each product consumed, including reimbursables, during the month covered by the report in MBTUs or MWHs, as appropriate. Energy consumed by tenants/customers shall be separately reported as discussed in section C.

c. NAVY FUNDED CONSUMPTION - report quantities (MWH or MBTU) funded by the reported activity's Navy appropriations and funds. Exclude quantities funded by reimbursables.

d. TOTAL COST - report the "as burned" or "as consumed" cost to the nearest dollar as determined from the NAVCOMPT Form 2126. For fuel oil, use the commercial cost if available, else use the stock fund price. Care must be taken to ensure that costs are of the energy consumed only (fuel, heat or electricity purchased from the commercial supplier) not including Navy utility plant or system operation and maintenance costs.

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PART B - REPORT FORMAT

All DEIS II messages will be prepared in accordance with the following instructions.

1. MESSAGE HEADING - Using the standard message form DD Form 173, enter the following information in the message heading:

<u>MESSAGE HEADING</u>	<u>ENTRY</u>
Precedence - action	PP
Precedence - information	RR
LMF	TC
Classification	UUUU
CIC	HHBW

TO NAVENVSUPPO PORT HUENEME CA

INFO COMNAVFACENGCOM ALEXANDRIA VA

(APPROPRIATE NAVFACENGCOM ENGINEERING FIELD DIVISION)

SUBJ DEIS-II, RCS: DD-M(M) 1313

2. MESSAGE BODY

a. The first line or header line of the message body will provide the name of the consuming activity (space) UIC preceded by the appropriate N, B, P or D letter.

b. Product lines will be reported in the following format. Only one line for each product will be reported for each consuming activity. Lines will not be reported for products not used by an activity during the reported month. Entries, beginning with space 1, will be made as follows:

<u>DATA ELEMENT</u>	<u>SPACE</u>	<u>EXPLANATION</u>
Report Identification	1-3	Enter "MEB"
Blank	4	Blank
Card Type	5	Enter "2"
Blank	6	Blank

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<u>DATA ELEMENT</u>	<u>SPACE</u>	<u>EXPLANATION</u>
Year	7	Enter the last digit of the calendar year being reported.
Julian Date	8-10	Enter the three digit Julian date for the last day of the month covered by the report.
Blank	11	Blank
UIC	12-17	Enter five-digit UIC preceded by appropriate letter (N, P, B, or D).
Blank	18	Blank
Product Code	19-21	Enter the appropriate three-digit code from the following: ELC (Purchased Electricity) NAG (Natural Gas) COL (Bituminous Coal) PPG (Propane/LPG) SHW (Purchased Steam/Hot Water) FSX (Fuel Oil) RDF (Refuse Derived Fuel) HYD (Hydroelectric) FOR (Reclaimed Fuel Oil) ANC (Anthracite Coal) PHO (Photovoltaic) SOL (Solar Thermal) WND (Wind Power) WUD (Wood) GEO (Geothermal Steam) GLC (Geothermal Electricity)
Blank	22	Blank
Inventory	23-30	Enter inventory for coal, wood and propane/LPG only in MBTUs. For other products, enter "00000000".

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<u>DATA ELEMENT</u>	<u>SPACE</u>	<u>EXPLANATION</u>
Blank	31	Blank
Baseline	32-39	Enter "00000000". Baseline will be extracted from master file.
Blank	40	Blank
Current Period Consumption	41-48	Enter quantity consumed during the month covered by the report.
Blank	49	Blank
Code	50-51	Enter "00".
Blank	52	Blank
Navy Funded Consumption	53-60	Enter non-reimbursable quantity (MWH or MBTU) (NOTE: This figure should never be larger than Current Period Consumption).
Blank	61	Blank
Total Cost	62-69	Enter "as burned" cost (to the nearest dollar) for the total quantity consumed during the month covered by the report.
Blank	70-80	Blank

3. CORRECTIONS

The following procedures will apply to corrections.

a. Corrections are due within 120 days of the original due date. Corrections will be sent to the Naval Facilities Engineering Command with copy to appropriate NAVFACENGCOCM Field Division. Corrections after 120 days of the original due date must be submitted to and approved by Chief of Naval Operations (OP-413) by letter with copies to NAVFACENGCOCM and the appropriate engineering field division.

b. Omit entries for message heading used in original message (i.e., TC in LMF and HHBW in CIC).

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- c. Use MEB 3 vice MEB 2 for card type (space 5).
- d. Use the year and month for the month being corrected.
- e. Submit only the data line to be corrected, not all data lines.
- f. Explain reason for correction in comments.

4. MESSAGE ACCURACY

Errors in DEIS II reports result in exception processing and subsequent delays. It is strongly urged that come-back copies of messages from the activity message center be reviewed by the preparer to assure accuracy of data transmitted.

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JOINT MESSAGEFORM					SECURITY CLASSIFICATION UNCLASSIFIED					
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPEC AT	LMF	CIC	ORIG MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
01 of 01				RR	RR	UUUU	TC	HHBW		
BOOK	MESSAGE HANDLING INSTRUCTIONS									

FROM NAS OCEANA VA
TO NAVENVSUPPO PORT HUENEME CA
INFO COMNAVFACENGCOM ALEXANDRIA VA
LANTNAVFACENGCOM NORFOLK VA

UNCLAS //N11300//

SUBJ: DEIS-II, RCS:DD-M(M)1313

NAS OCEANA VIRGINIA BEACH VA N60191

MEB 2 3031 N60191 ELC 00000000 00000000 00005895 00 00005210 00206152

MEB 2 3031 N60191 FSX 00000000 00000000 00014995 00 00014901 00095433

NAVAL CLINIC BRANCH OCEANA N32528

MEB 2 3031 N32528 ELC 00000000 00000000 00000126 00 00000126 00004377

FAMILY HOUSING OCEANA D60191

MEB 2 3031 D60191 ELC 00000000 00000000 00001143 00 00001143 00047551

MEB 2 3031 D60191 NAG 00000000 00000000 00017707 00 00017707 00081869

COMMENTS: D60091 ELC - MAJOR RENOVATION - CONTRACT WORK

NAG - NEWLY INSTALLED BOILERS IN MEQ USING NAG INSTEAD OF NO. 2

DIESEL.

S U S F W R I D

SAMPLE DEIS-II REPORT

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JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPEC AT	TIME	CIC	ORIG MESSAGE IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
01 OF 01				PP	RR	UUUU				
BOOK	MESSAGE HANDLING INSTRUCTIONS									

FROM NAS CHASE FIELD BEEVILLE TX
 TO COMNAVFACENGCAM ALEXANDRIA VA
 INFO SOUTHNAVFACENGCAM CHARLESTON SC

UNCLAS //N11300//

SUBJ: DEIS-II, RCS:DD-M{M}1313

NAS CHASE FIELD N60376

MEB 3 2365 N60376 NAG 00000000 00000000 00002133 00 00002078 00008771

MEB 3 2334 N60376 NAG 00000000 00000000 00001725 00 00001664 00006890

COMMENTS:

- 1. CORRECTION DUE TO ERROR IN COMPUTATION OF BILL FROM SUPPLIER.

6
5
4
3
2
1

SAMPLE DEIS-II REPORT CORRECTION

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