DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
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FORT BELVOIR, VIRGINIA 22060-6222

DESC-R

SEP 29 2006

IN REPLY REFER TO

GENERAL ORDER
NO. 14-06

I. Authority: Approval of the Director, Defense Energy Support Center (DESC)

II. References:

A. DESC General Order 04-03, dated February 21, 2003.
B. DESC General Order 04-04, dated July 27, 2004.
C. DESC General Order 03-06, dated October 31, 2005.
D. DLA General Order 6-06, effective May 14, 2006.

III. Pursuant to the cited authority and effective October 1, 2006, the Ground and Bunkers Fuels and Technology Division, DESC-PI is renamed Ground Fuels Division III and the following organizational alignment changes to the branches are as follows:

A. The IT Contracting Services Branch, DESC-PIA, is renamed Ground Fuels Branch A with responsibilities to COG 2 and EUCOM AOR.
B. The Ships'Bunker Fuels and Ground Fuels Branch, DESC-PIB, is renamed Ground Fuels Branch B with responsibilities to COG 4 and EUCOM AOR.
C. DESC-P Tech Team previously realigned to DESC-PI and designated as DESC-PIC by DESC General Order 03-06, paragraph II. C. is hereby cancelled. All missions and functions are transferred back to the Deputy Director, Direct Delivery Fuels, DESC-P.

IV. The Specialty Fuels Division, DESC-PH is renamed Mobility Fuels and Fuel Cards Program Division and the following organization/alignment changes to the division is as follows:

Into-Plane/Credit Card Branch, DESC-PHB	Bunker/Fuel Card Programs Branch, DESC-PHB
Into-Plane Bunkers Branch C, DESC-PHC	Into-Plane Branch C, DESC-PHC

V. This general order authorizes personnel realignments/reassignments accordingly. Administrative services and support will be provided by each respective administrative office. Detailed mission and functions will be reflected in the DESC Organization, Mission and Functions Manual (DESCM 5810.1).

RICHARD J. CONNELLY
Director

Attachments:
1. DESC-P Mission and Function Statement
2. DESC-P Organizational Chart

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DIRECT DELIVERY FUELS (DDF) CBU
(DESC-P)

MISSION:

Manages worldwide acquisition and integrated material management of commercial fuels delivered directly to the customer. Supports short-notice provisioning of fuels for war fighters for worldwide contingency operations.

FUNCTIONS:

(Common functions of all organizational elements of DESC-P)

1. Develops requirements in conjunction with the Military Services, and Federal, State, and local civilian Agencies. Generates Purchase Requests defining commercial fuel requirements to be reflected in contracts or purchase orders.

2. Performs advanced acquisition planning for Program type acquisitions and plans contract actions in response to contingencies or other emergencies. Performs support capability studies and economic analyses in conjunction with other DESC Staff elements to determine the optimum method of ensuring complete fuel support. Develops and/or evaluates alternate methods of providing fuel or fuel- related services when traditional methods of contract support cannot be effectively used.

3. Prepares and issues solicitations (Requests for Proposals, Requests for Quotes, etc.). Receives proposals, evaluates proposals in conjunction with functional experts, performs price analyses, conducts negotiations, prepares contract file documentation, processes documents to ensure compliance with law and regulation, and awards contracts. Issues purchase orders as necessary.

4. Implements the Small and Small Disadvantaged Business Program. Reviews and approves Subcontracting Plans.

5. Receives inquires from contractors and customers. Resolves problems/complaints. Receives contractual correspondence including claims and requests for waivers. Resolves contract disputes. Appears as the Contracting Officer to testify before a court, before the Armed Services board of Contract Appeals, or other judicial body. Participates in mediation/arbitration actions.

6. Monitors contract performance. In the event of non-performance, decides appropriate course of action, issues cure notices, shows clause letters, and executes contract termination actions as required to protect the interests of the Government. Compiles documentation for litigation support including "Rule 4" files. Negotiates claims arising from contracts. Executes contractual modifications. Performs contract closeout.

7. Maintains liaison between customers, Defense Finance and Accounting Service, Quality Assurance/Surveillance representatives, and other players in the contracting process from the requirements phase until final delivery and contract closeout.

8. Generates process improvements through innovative thinking and implements technology based enhancements to the acquisition process and management of commercial fuels

9. Investigates and evaluates nonconforming supplies, overages and shortages, and all other contract claims to include oil spills, taxes, off-specification products, erroneous billings and noncompliance with contract terms and obtains adequate consideration as required.

GROUND FUELS DIVISIONS I/II/III - (DESC-PE/PI/PL)
MISSION:

Ground Fuels Divisions I/II/III are comprised of six organizational units. Ground Fuels Posts, Camps and Stations (PC&S) branches perform worldwide acquisition and integrated material management for motor gasoline, gasohol, diesel fuel, fuel oils, kerosene, aviation fuels, biodiesel and E85 as required in support of Military Services, DLA Activities and designated Federal, state and local civilian agencies.

MOBILITY FUELS AND FUEL CARD PROGRAMS DIVISION - (DESC-PH)

MISSION:

The Into-Plane Fuels Division supports the Military Services and Federal agencies with aviation fuels at commercial airports worldwide. Orders are placed by use of the AIR Card, (Aviation Into-Plane Reimbursement Card) a co-branded commercial purchase card used to purchase aviation fuel, fuel related supplies, and ground services.

The Ships' Bunkers program Division provides commercial ship propulsion fuels for Military Services and other US Government vessels worldwide at commercial seaports. Orders are placed by use of the SEA Card Order Management System (SCOMS).

The Fuels Card team solicits and awards a contract(s) for all AIR Card, SEA Card (SCOMS) and fleet card programs in support of DoD Aircraft, vessels and fleet vehicles.

DESC-P TECH TEAM

MISSION:

DESC-P Tech Team performs technical support for the worldwide acquisition and integrated material management of motor gasoline, gasohol, diesel fuel, fuel oils, kerosene aviation fuels, biodiesel and Fuel, Ethanol (E85) as required in support of the Military Services, DLA Activities and designated Federal, state and local civilian agencies.

FUNCTIONS:

1. Provides technical support and training for DDF personnel, customers and vendors for various software applications. Serves as the focal point for resolutions of system data processing and interface-related problems through problem trouble reports (PTRs) and system change requests (SCRs).

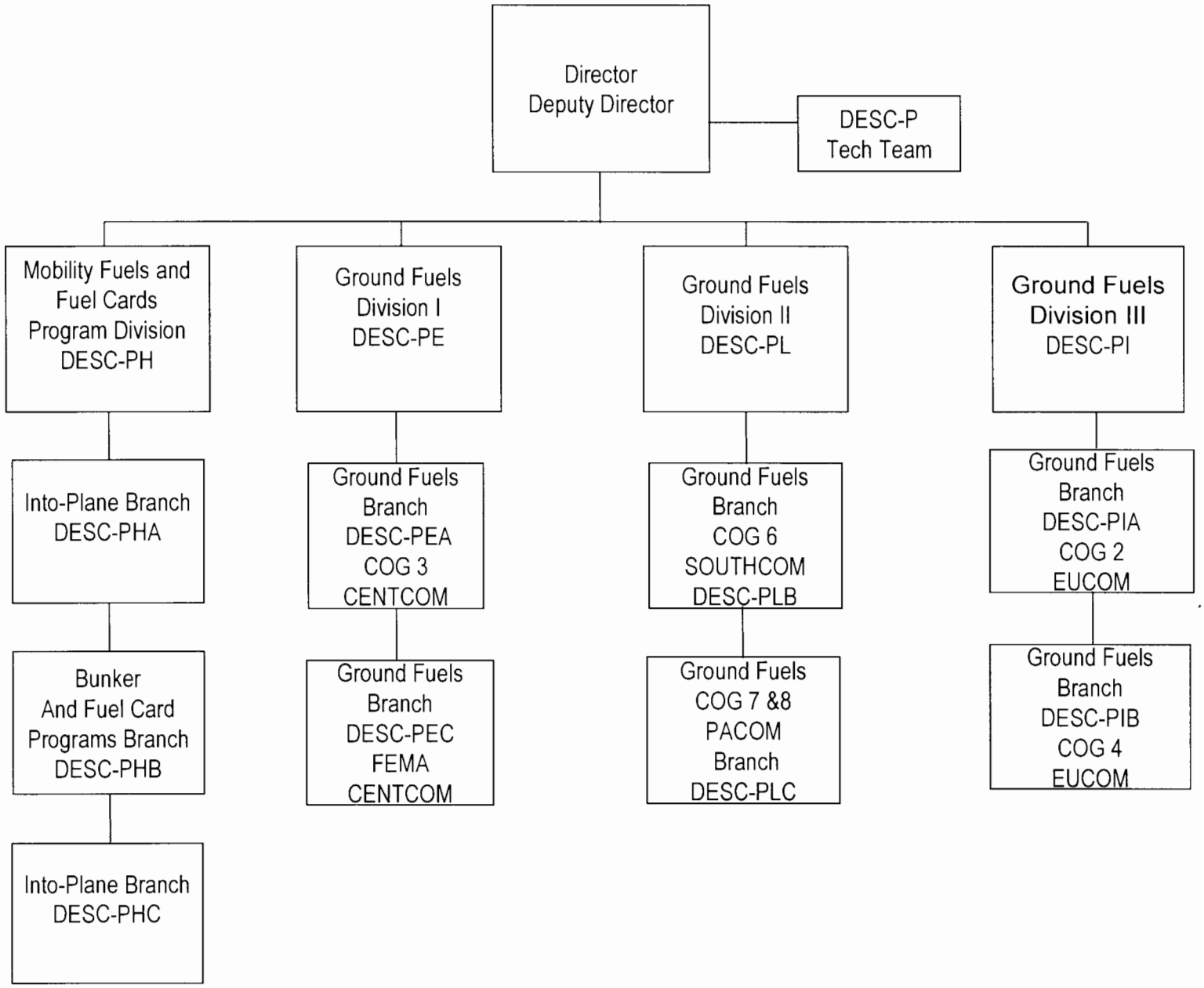
2. Prepares management reports and charts using various inputs such as RM, BEM, CIS, RDC, PORTS, as well as customer and vendor databases.

3. Analyzes, designs, develops, tests, modifies and implements specialized applications of data processing software in support of DDF's paperless initiatives.

4. Assists in the functional testing and implementation of new automation initiatives and requirements management during the pre- and post-award contracting phases for all DDF procurement programs, including their interconnectivity to other DESC systems.

5. Develops training material, including Standard Operating Procedures, Training Support Plans, Fact Sheets and Course Management Plans.

6. Posts, maintains and updates all DDF Homepage web applications, including intoplane and bunkers bulletins, price escalation, and DDF solicitations.

7. Assists Inventory (FII) and DDF Contracting on invoicing issues for both FES and PC&S PORTS. Works with contractor personnel to maintain and update the PORTS Password Application.

Direct Delivery Fuels
DESC-P