



**DEFENSE LOGISTICS AGENCY
ENERGY**
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DLA Energy-I-2

8 November 2010

1884 Report Data Requirements and Processing Procedures

1. GENERAL. Provide procedural guidance and instruction for accurate preparation of 1884 Reports and data entry into the Business Systems Modernization – Energy (BSM-E). This procedure is coordinated with and approved by the Military Service Control Points (SCPs) and is issued as interim guidance pending inclusion to DoD 4140.25-M. Responsible Officers and/or Property Administrators shall ensure compliance with these procedures.

a. Applicability. All DLA Energy Stock Point/Defense Fuel Supply Point (DFSP) locations that satisfy reportable fuel product grade and minimum storage capacity criteria. 1884 Reports shall be processed weekly by use of the Fuels Enterprise Server (FES) 1884 Report function described in paragraph 2.0.

b. Supersession Date. This publication supersedes DLA Energy-I-2, “1884 Report Data Requirements and Processing Procedures” dated Feb 14, 2008.

c. Content Review. DLA Energy-OSP reviewed this publication for prescribed format and subject content accuracy. All administrative and procedural changes are coordinated and approved by the Office of Primary Responsibility (OPR).

1.1.2. Reportable fuel product grades include JP8, JAA, JP5, F76, JP4, LTL, LO6, LA6, LA7, L40, JTS, and SIH and shall be reflected in the 1884 Report. Stock Points/DFSP locations previously identified to report ground fuel product grades shall continue to do so. Reportable fuel product grades at individual stock points are pre-loaded into the Fuels Enterprise Server (FES) 1884 Report module. The Responsible Officers (RO)/Property Administrator (PA), Terminal Managers (TM) or designated representative, shall contact the BSM-E Help Desk at DSN: 697-6733/34/35, Commercial 1-800-446-4950, or at bsme.helpdesk@dla.mil for assistance when a reportable fuel product grade at their location is not pre-loaded into the FES 1884 Report module.

1.1.3. Submit 1884 Reports for JPTS (JTS), Fuel System Icing Inhibitor (SIH) and all reportable lubricating oils when fuel storage capacity is equal to or is greater than 1 barrel (42 gallons). Report quantities on the 1884 Report rounded to the nearest 1 barrel (1 BL) increment. For example, a quantity of 1,250 gallons (29.8 barrels) would be entered as 30 BL and a quantity of 1,225 gallons (29.2 barrels) would be entered as 29 BL.

1.1.4. Submit 1884 Reports for all reportable ground fuels and all aviation grades except JPTS when fuel storage capacity is equal to or greater than 500 barrels (21,000 gal). Report quantities in 1,000 barrels (1 MBBL) rounded to the nearest 1 MBBL increments. For example, a quantity of 21,000 gallons (500 barrels) would be entered as 1 MBBL and a quantity of 20,500 gallons (488 barrels) would be entered as 0 MBBL. Similarly, a quantity of 92,400 gallons (2,200 barrels) would be entered as 2 MBBL.

1.1.5. 1884 Report data shall reflect product quantities as of end of week closeout.

2.0 1884 Report Submission (Appendix 1):

2.1 The 1884 Report shall be transmitted each close of the business week to represent ending week physical inventory by login to the FES. Data must be available for DLA Energy HQ download by Monday, 0800 EST. A screen message will advise that an 1884 Report is due for preparation.

2.1.1 The 1884 Report data screen is opened with the 1884 Report hyperlink at the screen message prompt or at the “Utilities” menu. A reportable fuel products listing will appear.

2.1.2 Select the appropriate hyperlink for the reportable fuel product. A list of reports due for preparation, as well as previously submitted reports will appear.

2.1.3 Select the hyperlink for the appropriate report date. The 1884 Report data screen will appear.

2.1.3.1 Delinquent reports for previous weekly periods shall also be prepared by use of these procedures. When backdated reports are prepared, product quantities for the “as of date” of the reported week shall be used.

2.1.4 Enter product quantities as instructed in paragraph 3.0 below.

2.1.5 Upon completion of all data fields, select the “OK” box to transmit the 1884 Report.

3.0 1884 Report Data Requirements:

3.1. Total Issue Amount: Enter the total sales quantity, transfer shipments to another stock point, product replacement transfers to Replacement in Kind (RIK) agreement partners, product regrades out of stock, and determinable losses since the last (previous 7-day period) report.

3.2. Total Received Amount: Enter total quantity received from all sources (refineries, vendors, other DLA Energy stock points, product reimbursement transfers received from RIK agreement partners, product regrades into stock, acceptable credit returns, and other determinable gains) since the last (previous 7-day period) report.

3.3. Total Sales Amount: Enter the total sales quantity (reimbursable issues) to all customers since the last (previous 7-day period) report.

3.4. Total Inventory: Enter the total capitalized inventory quantity to include all fixed/tactical/moveable storage tanks and hydrant system tanks; all associated tank bottoms, pipeline and manifold fill quantities; and mobile refueling units.

3.5. Total Capacity: Enter the total shell capacity of all capitalized tanks minus tank tops (unusable space due to safety-fill limitations), and minus volumetric loss due to structural beam displacement or tank shell damage. Total capacity shall include all associated tank bottoms; pipeline and manifold fill quantities; and mobile refueling units storing capitalized products. If volumetric loss data is not available, enter 95 percent of the tank shell capacity, including all of the terminal pipeline and manifold fill capacity in service. **Note:** Tanks and cross-country pipeline sections out-of-service shall not be reported in this data field. Enter available system safe fill capacity as of the report date, to include tank bottoms, pipeline and manifold fill, and any mobile refueling units or other containers storing capitalized products. When capacity changes occur, identify the specific tank or equipment that effected the change in capacity in the Memo field.

3.6. Expected Receipt Amount: Enter the projected 28-day receipt quantity due-in within the next 28 days from all sources (refineries, contract vendors, other DLA Energy stock points, customer returns, product replacement transfers from RIK agreement partners, product regrades into stock, and inventory stocks scheduled for DLA Energy capitalization).

3.7. Expected Issues Amount: Enter the projected 28-day issue quantity to include all customer sales, shipments to other DLA Energy stock points, product regrades, and product replacement transfers to RIK agreement partners.

3.7.1. MEMO: Stock Points with cross-country pipelines shall enter the following statement in the Memo field of the 1884 Report input screen: *"cross-country PL fill is included in the Total Inventory and Total Capacity fields."* **Also enter comments that describe anticipated inventory changes such as tanks coming into or going out of service, as well as operational events that will affect fuel requirements.**

4.0. Review of Previously Submitted 1884 Reports:

4.1. Activities may view previously submitted 1884 Reports in the FES.

4.1.1. Select the 1884 Report hyperlink on the Utilities menu and then select the appropriate fuel product hyperlink to view.

4.1.2. Scroll to the section labeled "The Following 1884 Reports have already been posted" and select the hyperlink for the 1884 Report date to view. **Note:** Current FES program logic will not allow correction of past erroneous reports. Contact the BSM-E Help Desk for assistance to correct erroneous 1884 Reports.

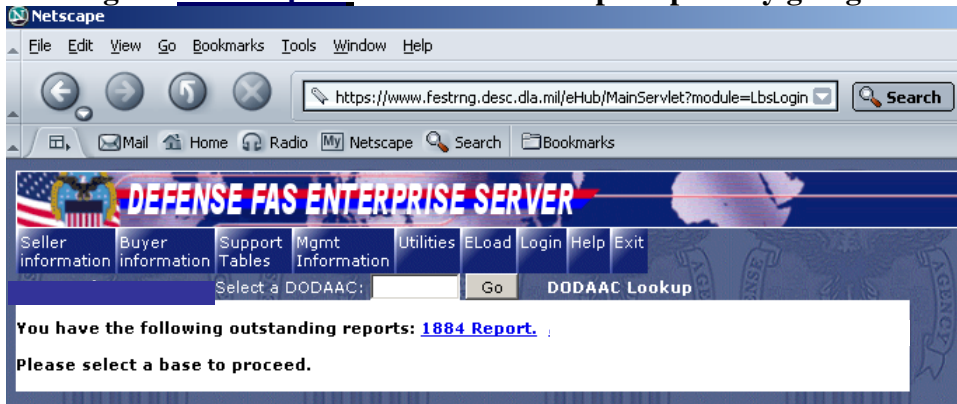
//Signed Copy on File//
CHARLES RACE
CAPT, SC, USN
Chief of Staff

OPR: DLA Energy- N
Appendix 1: FES 1884 Report Screen Examples

Appendix 1

FES 1884 Report Screens

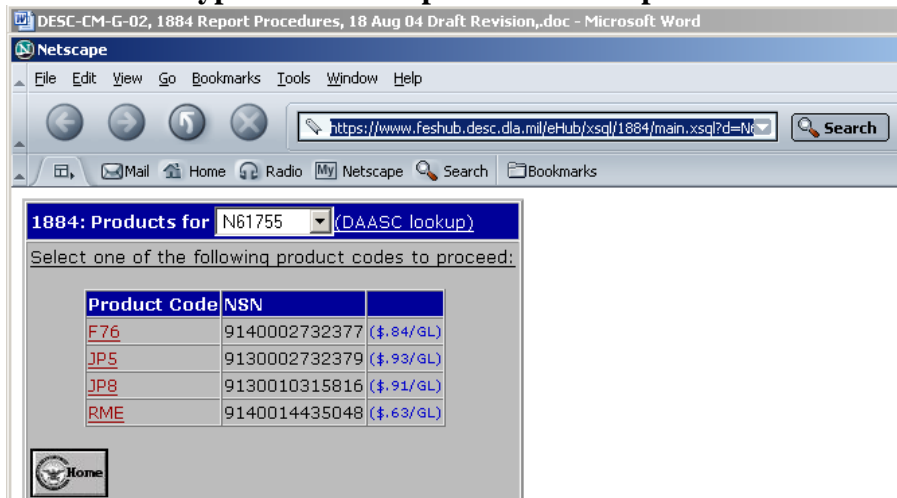
1. Message prompt indicating that an 1884 Report is due. Reports shall be submitted by selecting the [1884 Report](#) link at the screen prompt or by going to the Utilities menu.



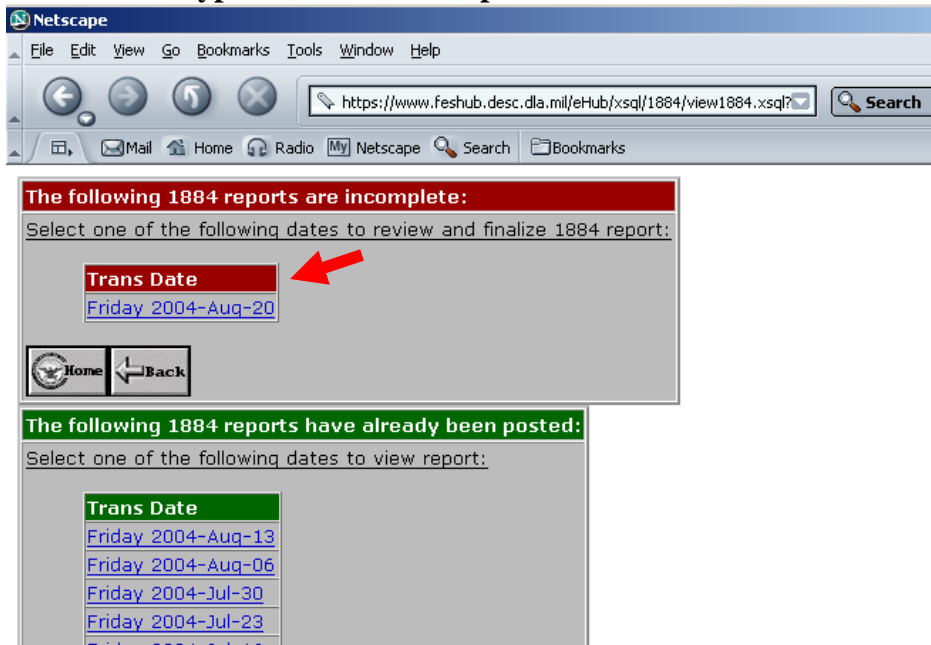
2. From the FES Utilities menu and select the 1884 Report Hyperlink.



3. Select the hyperlink for the product to be reported.



4. Select the hyperlink for 1884 Report that is due submission.



5. Enter the appropriate data based on section 3 instructions and select “OK” to submit report.

1884 Report:
DODAAC: N61755
Product Code/NSN: F76/9140002732377
Date: 2004-Aug-20

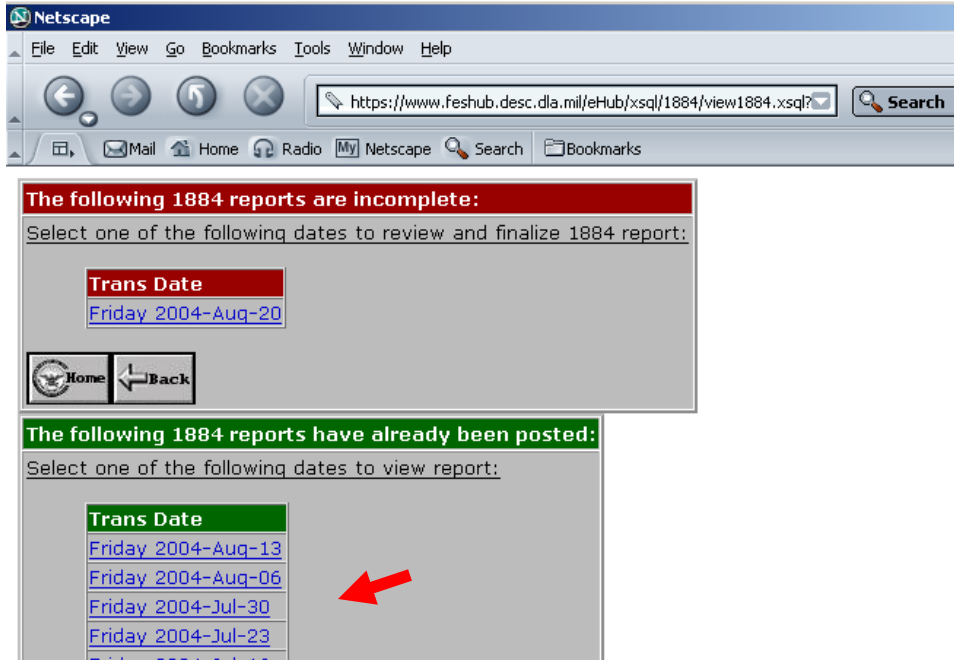
Note - Quantities for this product are in MBBL

Total Issue Amount	0
Total Received Amount	0
Total Sales Amount	0
Total Inventory	0
Total Capacity	0
Expected Receipt Amount	0
Expected Issues Amount	0

Memo:

Home Back **OK**

6. To view previously submitted 1884 Reports, follow steps 1 through 3 above then select the hyperlink for the previously submitted report that you want to view.



7. View the submitted report data.

1884 Report:

DODAAC: N61755
Product Code/NSN: F76/9140002732377
Date: 2004-Aug-06

Note - Quantities for this product are in MBBL

Total Issue Amount	13.00
Total Received Amount	.00
Total Sales Amount	13.00
Total Inventory	362.00
Total Capacity	579.00
Expected Receipt Amount	.00
Expected Issues Amount	18.00
Memo	

At the bottom are 'Home' and 'Back' buttons.