



**DEFENSE LOGISTICS AGENCY**  
DEFENSE ENERGY SUPPORT CENTER  
8725 JOHN J. KINGMAN ROAD, SUITE 4950  
FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY  
REFER TO

DESC-B

July 6, 2004

MEMORANDUM FOR NAVAL OPERATIONAL LOGISTICS SUPPORT CENTER –  
PETROLEUM  
COMMANDER, AIR FORCE PETROLEUM OFFICE  
DIRECTOR, ARMY PETROLEUM CENTER

SUBJECT: Policy on Funding of Filters for Fixed-Place Filtration Vessels

This policy letter supersedes DESC-B Policy Letter dated September 29, 2001, DESC Revision 1 dated November 2, 2001, DESC Revision 2 dated May 6, 2002, Revision 3 dated December 2, 2002 and Revision 4 dated December 1, 2003.

DESC will fund all micronic, coalescer and separator filter elements used in fixed-place filtration vessels that service DLA-owned fuel. This funding effort will not apply to replacement filter elements in non fixed-placed filtration vessels or other mobile type filtration equipment (e.g., refueling trucks, bowsers, etc.).

The attachment provides instructions on funding procedures for filters funded by DESC. The preferred method of ordering filters is through the DLA stock system. Orders are placed through base supply IAW DLA/Service instructions for the 4330 supply class items. The next preferred method is locally procured using an IMPAC card. The use of these methods does not require any approvals from DESC-BQ. The least preferred method is locally purchased but requesting a MIPR in advance.

DESC in the attachment has identified National Stock Numbers (NSNs) covered by this policy. Some of these NSNs are used with both fixed-place and non fixed-placed filtration vessels. Only filters covered by this policy letter are reimbursable by DESC. All others remain the funding responsibility of the user.

Additions to the list of National Stock Numbers in the attachment can be made by submitting requests to DESC-BQ, Suite 2954, 8725 John J. Kingman Rd., Ft. Belvoir, VA 22060-6222. Each request shall provide the NSN of the filter being submitted to be placed on the enclosed list, the nomenclature of the requested item, Commercial and/or military specification, manufacturers name/part number/catalogue number, and type of filter vessel that the NSN is used in.

DESC-B POC for questions regarding the funding policy for this initiative or requesting funds is Eamonn Knights, DESC-BQ, telephone number 703-767-8394 or



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DSN 427-8394, e-mail address [eamonn.knights@dla.mil](mailto:eamonn.knights@dla.mil) or Lee Oppenheim,  
DESC-BQ, telephone number 703-767-8736, e-mail [lee.oppenheim@dla.mil](mailto:lee.oppenheim@dla.mil).



KEITH R. STEDMAN  
COL., USA  
Director of Operations

ATTACHMENT

CC:  
DESC-B/F/R

ATTACHMENT  
FUNDING PROCEDURES FOR FIXED-PLACE FILTRATION ELEMENTS

1. **DLA's Stocked Inventory:** To order an element(s) from DLA's stocked inventory, use the following information on the requisition:

- a. In the Supplementary Address field place the DESC code: SC0600
- b. In the Signal Code field place the code: B
- c. In the Fund Code field place the code: FG
- d. Choose current applicable NSN(s).

Using this method and codes provides direct billing to money set aside at DFAS Columbus by DESC. Your local account should not be billed when using this procedure. Should you be billed, please contact the DESC-POC for resolution.

2. **Locally Purchased Using the IMPAC Card:**

- a. Purchase filters using activity IMPAC card and funds
- b. Obtain reimbursement from funds set aside at DFAS
  - i. Request your servicing DFAS Center or OPLOC send an IPAC transaction using Bill to ACL 00006355 or an SF1080 billing document to DFAS-Columbus along with a copy of the receipt document. The billing transaction/document must state: "FUEL FILTER ELEMENTS – ADVICE OF OBLIGATIONAL AUTHORITY DESC-RB01033."
  - ii. DFAS Columbus will reimburse your account using DESC funds.
- c. A copy of the contract is required to be mailed to DFAS-Columbus as follows:  
DFAS-CO-BVDFB (ATTN: Danetta Williams)  
3990 East Broad Street  
Building 21  
Columbus, OH 43218-2317

3. **Locally Purchased Using MIPR Funds from DESC:**

- a. Submit your funding requests to DESC-BQ POC.
- b. The funding request shall contain the following information:
  - i. Requestor's Name, unit, phone number, email address
  - ii. Specify Need citing type vessels requiring filters
  - iii. Specify quantity, type and unit cost of filters required
  - iv. Provide estimated total funds requested
  - v. Provide office (usually a resource management or finance office) that will receive and accept the MIPR from DESC
- c. A copy of the contract is required to be mailed to DFAS-Columbus as follows:  
DFAS-CO-BVDFB (ATTN: Danetta Williams)  
3990 East Broad Street  
Building 21  
Columbus, OH 43218-2317

(DSC Columbus (coded as Source of Supply "S9C") manages each of these NSNs).  
 Current applicable NSN(s) are:

<b>NSN</b>	<b>Catalogue Name</b>
4330-00-012-2809	Filter Element, Fluid
4330-00-072-6700	Filter Element, Fluid
4330-00-461-4047	Filter Element, Fluid
4330-00-804-1502	Filter Element, Fluid
4330-00-872-1779	Filter Element, Fluid
4330-00-983-0998	Filter Element, Fluid
4330-01-062-3836	Filter Element, Fluid
4330-01-103-1580	Element, Coalescer
4330-01-238-0258	Filter Element, Fluid
4330-01-276-3549	Filter Element, Fluid
4330-01-360-6364	Filter Element, Fluid
4330-01-360-6365	Filter Element, Fluid
4330-01-362-2178	Element, Coalescer
4330-01-407-3548	Filter Element, Fluid
4330-01-448-2249	Element, Coalescer
4330-01-448-2277	Filter Element, Fluid
4330-01-451-3134	Element, Coalescer
4330-01-458-9915	Element, Coalescer
4330-01-475-1177	Cartridge, Coalescer
4330-01-477-7985	Filter Element, Fluid
4330-01-482-7907	
4330-01-482-7909	Cartridge, Coalescer M+100
4330-01-491-4682	Filter Element, Fluid
4330-01-491-4685	Cartridge, Filter
4330-01-491-4712	Filter Element, Fluid
4330-01-496-1251	
4330-01-496-1259	
4330-01-496-1262	
4330-01-496-1263	
4330-01-496-1589	Separator M+100
4330-01-496-1603	Cartridge, Coalescer M+100
4330-01-496-1610	Cartridge, Coalescer M+100
4330-01-496-1612	Cartridge, Coalescer M+100
4330-01-496-1616	Cartridge, Coalescer M+100
4330-01-496-1617	Cartridge, Coalescer M+100
4330-01-496-1630	Cartridge, Coalescer M+100
4330-01-496-1900	Separator M+100
4330-01-496-1904	Separator M+100