

For all units in the BENELUX utilizing a TOTAL Self Tank Card (STC) in Belgium delivered by Plans & Operations Division, Directorate of Logistics (DOL), USAG Benelux (NSSG).

The Unit/Activity requiring the TOTAL STC will:

- 1. Submit a written request to Plans & Ops Div. (P&O), DOL, USAG Benelux (NSSG) to include the number of cards required, location of the unit, POC name and phone number. The request must be signed by the unit/activity commander or his/her designee, the Property Book Officer (PBO) or class III officer.**
- 2. Submit a DD Form 448, Military Interdepartmental Purchase Request (MIPR) to P&O to cover the projected cost incurred using the STC.**
- 3. Once (1) and (2) are completed, pick-up the requested TOTAL STCs with the appropriate secret codes at P&O, Chievres Air Base, Belgium.**
- 4. Turn-in any broken/unneeded cards to P&O for proper accountability or replacement.**
- 5. Immediately report lost cards to P&O, initiate a Report of Survey (R/S) with all facts and statements and forward the completed R/S to USAG Benelux PBO.**

Plans & Operations Division will:

- 1. Upon receipt of customer request, prepare TOTAL STCs for issue and prepare the sub hand-receipt (DA 2062).**
- 2. Account for the cards issued and identify them to TOTAL main office in Brussels for billing.**
- 3. Upon receipt of the monthly TOTAL bill, send (o/a 3rd week each month) each unit/activity their portion of the bill for verification.**
- 4. Submit the global bill to Finance & Accounting for payment (o/a second week of the month).**
- 5. Submit earnings transactions to Directorate of Resource Management for reimbursement the following month.**