PHYSICAL INVENTORY PETROLEUM PRODUCTS	1.a. DFSP NAME AND TYPE *(Mil/COCO/GOCO/ TOA)*	b. DODAAC	c. DATE *(MM DD YY)*

PART I - FUEL INVENTORY STORED IN TANKS, BLADDERS, SCATS, ETC.

	A			B			C	
2.	**PRODUCT**			**PRODUCT**			**PRODUCT**	
3.	**TANK/FACILITY NUMBER**			**TANK/FACILITY NUMBER**			**TANK/FACILITY NUMBER**	
			(2) QUANTITY *(U.S. Gallons)*			(2) QUANTITY *(U.S. Gallons)*		(2) QUANTITY *(U.S. Gallons)*
a.	FUEL			FUEL			FUEL	
b.	WATER			WATER			WATER	
c.	DIFFERENCE *(Fuel - water)*			DIFFERENCE *(Fuel - water)*			DIFFERENCE *(Fuel - water)*	
d.	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR
e.	TANK NET FUEL QUANTITY			TANK NET FUEL QUANTITY			TANK NET FUEL QUANTITY	
4.	**TANK/FACILITY NUMBER**			**TANK/FACILITY NUMBER**			**TANK/FACILITY NUMBER**	
			(2) QUANTITY *(U.S. Gallons)*			(2) QUANTITY *(U.S. Gallons)*		(2) QUANTITY *(U.S. Gallons)*
a.	FUEL			FUEL			FUEL	
b.	WATER			WATER			WATER	
c.	DIFFERENCE *(Fuel - water)*			DIFFERENCE *(Fuel - water)*			DIFFERENCE *(Fuel - water)*	
d.	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR
e.	TANK NET FUEL QUANTITY			TANK NET FUEL QUANTITY			TANK NET FUEL QUANTITY	
5.	**NET TANK FUEL TOTAL BY COLUMN**			**NET TANK FUEL TOTAL BY COLUMN**			**NET TANK FUEL TOTAL BY COLUMN**	

PART II - REFUELING UNIT AND FUEL TRANSPORT VEHICLE INVENTORY SUMMARY

6.	**PRODUCT**			**PRODUCT**			**PRODUCT**	
a.	GROSS REFUELING UNIT FUEL INVENTORY			GROSS REFUELING UNIT FUEL INVENTORY			GROSS REFUELING UNIT FUEL INVENTORY	
b.	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR	(1) TEMPERATURE	(2) API @ 60 deg. F	(3) CONVERSION FACTOR
c.	NET REFUELING UNIT FUEL INVENTORY			NET REFUELING UNIT FUEL INVENTORY			NET REFUELING UNIT FUEL INVENTORY	

PART III - TOTAL FUEL INVENTORY SUMMARY BY PRODUCT

7.	PRODUCT	(1) TOTAL TANK NET INVENTORY THIS PAGE	(2) TOTAL TANK NET INVENTORY OTHER PAGES	(3) TOTAL CERTIFIED MANIFOLD/PIPELINE INVENTORY	(4) TOTAL NET REFUELING UNIT INVENTORY	(5) TOTAL INVENTORY REPORTED THIS PRODUCT
a.	PRODUCT	(1) TOTAL TANK NET INVENTORY THIS PAGE	(2) TOTAL TANK NET INVENTORY OTHER PAGES	(3) TOTAL CERTIFIED MANIFOLD/PIPELINE INVENTORY	(4) TOTAL NET REFUELING UNIT INVENTORY	(5) TOTAL INVENTORY REPORTED THIS PRODUCT
b.	PRODUCT	(1) TOTAL TANK NET INVENTORY THIS PAGE	(2) TOTAL TANK NET INVENTORY OTHER PAGES	(3) TOTAL CERTIFIED MANIFOLD/PIPELINE INVENTORY	(4) TOTAL NET REFUELING UNIT INVENTORY	(5) TOTAL INVENTORY REPORTED THIS PRODUCT

8.	a. PREPARED BY *(Printed Name and Signature)*	b. RESPONSIBLE OFFIC ROER/PROPERTY ADMINISTRATOR *(Printed Name and Signature)*	Page _____ of _____

DD FORM 2921, DEC 2008 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 8.0

DD FORM 2921 INSTRUCTIONS

LINE	INSTRUCTIONS
1a	Enter the DESC Stock Point Name and type (GOCO, COCO, TOA, Military.)
1b	Enter the Stock Point DoDAAC.
1c	Enter the date of the physical inventory (MM DD YY).
Part I - Record Fuel Inventory in tanks, bladders, SCATS, etc., in Part I of this form.	
2	Enter the three digit product code for each column. Use a separate column for each product of product recorded on individual sheets. Use DD Form 2921c (Continuation) if additional sheets are needed.
3	Enter the individual tank number or facility number as applicable. Repeat entry for each tank recorded on the form under the appropriate product code column.
3a	Enter the fuel gauge reading in feet, inch and 1/8 inch (millimeters if gauge charts are metric) or 1/16 inch increments, when available, along with the corresponding quantity from the certified tank gauge/strapping chart for each tank in the appropriate product code column. Repeat entry for each tank recorded on the form under the appropriate product code column.
3b	Enter the water gauge reading in feet, inch and 1/8 inch (millimeters if gauge charts are metric) or 1/16 inch increments, when available, along with the corresponding quantity from the certified tank gauge/strapping chart for each tank in the appropriate product code column. Repeat entry for each tank recorded on the form under the appropriate product code column.
3c	Enter the observed fuel quantity (fuel quantity on line 3a minus water quantity on line 3b) for each tank in the appropriate product code column. Repeat entry for each tank recorded on the form under the appropriate product code column.
3d	Enter the observed temperature and unit of measure ("C" for Celsius or "F" for Fahrenheit), API Gravity at 60 degrees Fahrenheit, and conversion factor from appropriate API Table. Repeat entry for each tank recorded on the form under the appropriate product code column.
3e	Enter the Net Fuel Quantity (fuel quantity from line 3c multiplied by the conversion factor on line 3d). Repeat entry for each tank recorded on the form under the appropriate product code column.
Lines 4a through 4e: Follow instructions provided for lines 3a through 3d above for all tanks. Use DD Form 2921c (Continuation) as required.	
5	Enter the total net fuel quantity for each tank recorded on lines 3e and 4e for each of the columns.
Part II - Record DWCF Fuel Inventory stored in Refueling Units and Fuel Transport Vehicles in Part II of this form.	
6	Enter the product code for refueling unit inventory. Repeat entry for refueling units of each grade of product.
6a	Enter the total gross inventory for all refueling units or fuel transport vehicles storing DWCF fuel inventory. Repeat entry for refueling units for each grade of product in the appropriate product code column.
6b	Enter the observed fuel temperature, API at 60 degrees Fahrenheit, and appropriate conversion factor from applicable API tables. Repeat entries for refueling units for each grade of product.
6c	Enter the Net Fuel Quantity (fuel quantity from line 6a multiplied by the conversion factor on line 6b). Repeat computation for each product stored in refueling units and enter result in applicable columns.
Part III - Summarize Total Fuel Inventory reported by grade of product in Part III of this form.	
7	Enter the Product Code; net inventory for tanks recorded on this sheet; net inventory for tanks recorded on other continuation sheets; certified manifold and pipeline inventory; and net refueling unit/fuel vehicle inventory. Compute total physical inventory reported for this product by adding the subtotals on this line (Net Inventory This Sheet + Net Inventory Other Sheets + Certified Manifold/Pipeline Inventory + Net Refueling Unit Inventory) and enter result as "Total Inventory Reported This Product".
Lines 7a and 7b: Repeat entries and computations as discussed in line 7 for each grade pf DWCF fuel inventory.	
8	Enter the appropriate number of pages (DD Form 2921 and 2921C) used to record physical inventory data. For example, if two DD Forms 2921C were required in addition to the DD Form 2921, enter "Page 1 of 3" on DD Form 2921, "Page 2 of 3" on the first DD Form 2921C, etc.
8a	Enter the printed name of the person preparing the form.
8b	Enter the printed name of the Responsible Officer (RO) or Property Administrator (PA). This block must also be signed by the RO or PA.

DD FORM 2921 (BACK), DEC 2008