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Supply



**PREVENTING DIVERSION OF PETROLEUM
PRODUCTS DELIVERED BY CONTRACTORS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides guidelines for preventing diversion of fuel products delivered by contractor trucks, and ensures proper management and control of bulk delivers to operating tanks.

SUMMARY OF REVISIONS

Changes have been made to bring this instruction into compliance with the new publication series and the new Wing designation. All fuel office symbol changes have been updated.

1. REFERENCES: DODM 4140.25, Chap 6, Procedures For The Management of Petroleum Products, Pg 6-1; AFI 23-204, Organizational Fuel Tanks; AFM 67-1, Vol I, Part 3, Pg 1-83, Air Force Stock Fund and DPSC Assigned Item Procedures; and existing contract bulletins.

2. RESPONSIBILITIES: The Fuels Management Flight Commander (FMFC) has accountability and responsibility for all ground and jet fuel included in the Fuels Division, Air Force Stock Fund. All base organizations that have custody of bulk fuel tanks, as well as the Fuels Management Flight and Security Police Squadron, must comply with this instruction.

3. PROCEDURES: The FMFC, in coordination with Chief of Security Police, has established rules to eliminate undetected base entry and exit of fuel transport trucks. The following procedures apply to McGuire Air Force Base:

3.1. All bulk fuel receipts will occur between 0730 - 1530, Monday - Friday unless other arrangements have been previously coordinated.

3.2. Gate #2 is hereby designated as the authorized installation entry/exit points for all petroleum contractor conveyances (hereafter, referred to as petroleum transport trucks).

3.3. Military transport trucks (i.e. Army) exiting Fort Dix are allowed entry at Gate #8.

4. FUEL DELIVERIES: All deliveries of bulk fuel to organizational tanks or bulk tanks will be supervised and checked by a designated tank custodian or escort. The Fuels Management Flight will maintain a current list of organizational tank custodians and alternates. These tank custodians and alternates will be trained in their duties and responsibilities by Fuels Management Flight personnel. Quantities received will be determined according to DODM 4140.25, AFI 23-204, AFM 67-1, Vol I, Part 3, or existing contract bulletins.

4.1. The petroleum transport truck operator will report to the Bulk Storage Element upon base arrival and a qualified fuels specialist will check for compliance of AFM 67-1, Vol I, Part 3, or appropriate contracts.

4.2. Once the fuels specialist checks the petroleum transport truck and accompanying documentation, the petroleum transport truck operator will be dispatched to the tank(s) to be filled.

4.3. Upon arrival at the appropriate tank, the tank custodian or designated escort will supervise the unloading of fuel.

4.4. Tank custodians or escorts will sign for receipt of the fuel in each tank.

4.5. The truck operator will return to the Bulk Storage Element after all deliveries are completed. Before the truck is released, a qualified fuels specialist will: ensure it is empty; collect all receipt paperwork; ensure all information has been properly recorded; write the ending time on the reverse side of both receiving documents; and sign them.

4.6. All vendor's tickets and documentation will be sent to the Fuels Accounting Element for processing.

5. ADDITIONAL INFORMATION: Any procedures or questions not covered in this instruction should be referred to AFM 67-1, Vol I, Part 3, Chapter 1, Pg 1-83; DODM 4140.25, Chap 6, Pg 6-1, and AFI 23-204.

MILES M. O'BRIEN, JR., Colonel, USAF
Commander, 305th Logistics Group

Attachment 1

GLOSSARY OF REFERENCES

References

DODM 4140.25, Chapter 6, Page 6-1, *Procedures for the Management of Petroleum Products*

AFI 23-204, *Organizational Fuel Tanks*

AFM 67-1, Volume 1,