

15 MAY 2003



Logistics Readiness Squadron

**ENTRY AND EXIT PROCEDURES FOR FUEL/
CRYOGENICS TRANSPORT TRUCKS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes TAFBI 23-101, 1 April 1999

Pages: 4
Distribution: F

This instruction implements AFD 23-2, *Supplies and Materiel Management* and AFI 23-201, *Fuels Management*. It also prescribes procedures for the safe entry and exit of fuel/cryogenic transport trucks making deliveries to Travis Air Force Base. It pertains to all units receiving fuel/cryogenics on Travis Air Force Base.

SUMMARY OF REVISIONS

Revisions include name and office symbol change for Fuels Management. This instruction has been modified to reflect the opening of the South Gate as the primary entry and exit gate for transport trucks. **A bar (|) indicates a change since the last edition .**

1. References.

1.1. AFMAN 23-110, Volume I, Part Three, *Air Force Stock Fund and DPSC Assigned Item Procedures*, DOD 4140.25-M, *DoD Management of Bulk Petroleum Products, Natural Gas, and Coal Acquisition Technology*, Chapter 5, and AFI 23-201, Paragraph 6.11, *Controlling Entry and Exit of Petroleum Transport Vehicles*.

2. General.

2.1. All petroleum/cryogenic transport vehicles, EXCLUDING petroleum transport vehicles delivering fuels to the Base Exchange Service Stations and Aero Club, will enter or exit Travis AFB via the South Gate. However, if a petroleum/cryogenic transport vehicle attempts to enter through another gate, the driver will be turned around and told to proceed to the South Gate. If fuel delivery is after the hours of 0600 to 1800 Monday through Friday, driver needs to contact the command post who in turn will contact the Security Forces Control Center of an after-hours mission essential delivery. Security Forces will proceed to the South Gate and allow the vehicle to enter the installation after a search has

been completed and if needed a proper escort has been acquired. A copy of this instruction will be maintained in the Fuels Management Office as well as the Security Forces Squadron's Operations Flight.

3. Procedures.

3.1. Base Security Forces (60 SFS/SFO) will:

3.1.1. Call Resource Control Center or Fuels Bulk Storage to advise them when petroleum/cryogenic transport vehicles arrive at the South Gate and request an escort, if needed .

3.1.2. Direct the transport driver to the location listed on his or her fuel delivery document.

3.1.3. Conduct random spot checks of petroleum/cryogenic vehicles departing the base, primarily checking for unauthorized transport of government property and illegal goods. Security Forces may summon fuels personnel to assist in conducting random spot checks on petroleum/cryogenic vehicles to verify documents for annotation of Fuels Management incoming and outgoing inspections. Random spot checks will be conducted during Random Anti-Terrorism Measures/Base Entry Point Checks (BEPCs). **NOTE: Security Forces will only check for unauthorized transport of government property and illegal goods. Fuels personnel must check for other required items in accordance with AFI 23-201, Paragraph 6.11.2.**

3.2. Base Contracting Office (60 CONSQ/LGC) will:

3.2.1. Make sure all contracts for fuels and related products that need trucks (not to include transport trucks that deliver fuel to the Base Exchange Service Stations and Aero Club) include the following instructions :

3.2.1.1. All trucks will use the South Gate for entry or exit of Travis AFB. Drivers will report to Fuels Storage, Area F (Building 712) for delivery processing.

3.2.1.2. All fuel trucks will leave the base within one-half hour once the fuel is delivered and may be required to stop at the South Gate on the way out so Security Forces can perform spot checks.

3.3. Base Fuels Bulk Storage personnel will:

3.3.1. Make sure all fuels transport trucks that deliver fuel to the Government Service Station (Building 1741), Aerospace Ground Equipment Flight (Building T-41), David Grant USAF Medical Facility Support Center (Building 777), and Area F (Building 712), are in accordance with AFMAN 23-110, Volume I, Part Three, Volume I, Part Three, *Air Force Stock Fund and DPSC Assigned Item Procedures*.

3.3.2. Provide escorts for fuels transport trucks when directed by Resource Control Center.

3.3.3. Make every effort to schedule deliveries during normal duty hours. However, in the event emergency situations require deliveries outside normal duty hours, bulk storage personnel will make all necessary arrangements for after-hour deliveries.

3.3.4. Advise Resource Control Center when petroleum transport vehicles will require entry and exit after 1800 daily or on weekends and holidays.

3.4. Resource Control Center (RCC) personnel will:

3.4.1. Act as the primary contact point for all transport vehicles and will dispatch escorts (as required) for transport vehicles delivering fuel to locations outlined in Paragraph [3.3.1](#).

DENNIS M. MCCARTHY, Col, USAF
Director of Wing Staff

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DOD 4140.25-M, *DoD Management of Bulk Petroleum Products, Natural gas, and Coal Acquisition Technology*

AFPD 23-2, *Supplies and Materiel Management*

AFI 23-201, *Fuels Management*

AFMAN 23-110, Volume I, Part Three, *Air Force Stock Fund and DPSC Assigned Item Procedures*