



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 10340.3F
SUB7
30 AUG 1996

AIR STATION ORDER 10340.3F

From: Commanding General
To: Distribution List

Subj: ALONGSIDE AIRCRAFT REFUELING AND DEFUELING PROCEDURES

Ref: (a) NAVAIR 00-80T-109 (NOTAL)

Encl: (1) Format For Designating Aircraft Defueling Support
Authorized Personnel
(2) Aircraft Defueling Certificate
(3) Form MCAS 10340/4G, "Analysis of Aviation Fuel and
Petroleum Products"

1. Purpose. To update the procedures for the refueling and defueling of aircraft and the reissuing of jet fuel for Marine Corps Air Station, Cherry Point and transient aircraft.

2. Cancellation. ABO 10340.3E.

3. Summary of Revision. Since this Order pertains only to MCAS Cherry Point, it is being revised as an Air Station Order and the Air Bases Order is being cancelled. This revised Order contains a substantial amount of changes and should be thoroughly reviewed. The major changes are as follows:

a. Paragraph 4a(3) has been changed to the Supply Directorate, Fuel Department for requesting defueling support vice the Maytag Aircraft Corporation.

b. Paragraph 4c(1)(c) has been revised to change the payment frequency from three to four times monthly.

c. Paragraph 4c(1)(d) changes the name of the Stock Requirements Division, (SURS) to the Inventory Management Division, (SUSI).

d. Paragraph 4d(1)(a) has been revised to change the records reconciliation frequency from three to four times monthly.

e. Paragraph 4e is no longer required and has been deleted in its entirety.

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4. Action

a. Activities requesting aircraft defueling support will:

(1) Utilize the format shown in enclosure (1) to provide the Supply Directorate, Fuel Department (SUG) a current list of responsible personnel authorized to request defueling support and sign defueling request documents. Updates to the authorization list will be made on a quarterly basis and is the responsibility of the unit requesting defuels.

(2) Determine, from a fuel standpoint, whether the aircraft to be defueled could have been released for flight.

(3) Prior to requesting defuel support from the Fuel Department, an Aircraft Defueling Certificate, enclosure (2) will be completed by an authorized squadron representative. A defuel certificate is required for each aircraft to be defueled, and will be maintained on file at the Fuel Department.

(4) When defueling a visiting aircraft, a DD Form 1898 AVFUELS INTO-PLANE CONTRACT SALES SLIP will be used in conjunction with an Aircraft Defueling Certificate to ensure that the unit requesting the defuel can be properly identified for credit.

(5) Position two qualified personnel at the aircraft. One person will function as the nozzle operator and the other as the fire watch.

(6) No Mobile Fuel Services (refueling/defueling) will be performed in the hot pits area.

b. Fuel Department (MCAS Refueler/Defueler)

(1) Maintain a chronological log of Aircraft Defueling Certificates with information provided in enclosure (2).

(2) Before responding to a request for defuel, the dispatcher will obtain the following information:

(a) The aircraft bureau number.

(b) Reason for defueling.

(c) Whether or not, from a fuel standpoint, the aircraft could be released for flight.

(d) The name of the authorized person.

(3) The name of the authorizing person must appear on a

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predetermined list on file with the Fuel Department. An Aircraft Defueling Certificate will be completed at the scene of the aircraft prior to commencement of defueling operations. The driver/operator should, prior to starting the pumps, verify that his instructions from the dispatcher are identical to the information appearing on the Aircraft Defuel Certificate and should obtain a visual sample to ensure that the fuel is of proper color and workmanship. After defueling, annotate the metered quantity on the Aircraft Defueling Certificate and give one copy to the nozzle operator for the squadron. This information will also be annotated on the DD Form 1898.

(4) When a sufficient quantity of fuel is contained in the defueler (maximum of 4,500 gallons), proceed to the Fuel Department Laboratory for an analysis of the contents. A representative fuel sample will be taken from the defueler and a type C test will be conducted by the laboratory technician prior to reissue.

(5) If the sample meets specifications for JP-5 Jet Fuel, the refueler/defueler will be dispatched to a predetermined point on the flightline and the contents pumped into the system.

(6) If the sample does not meet the specifications of JP-5 Jet Fuel, but is a mixture of jet fuels, the defueler will be designated as a "JP refueler". The dispatcher will be given a completed Laboratory Fuel Report and advised that the fuel is reissuable and as a JP refueler in accordance with the reference.

(7) In accordance with the reference, ensure that all defuelers have a known quantity greater than 1,000 gallons in order to minimize turbulence and the build up of static electricity in the tanker. Therefore, each defueler shall begin operations with a known quantity of fuel in the tank by performing a gauge level check, either following off-loading or prior to resuming defueling operations.

(8) Ensure that defuelers have been unloaded (less than 1,000 gallons minimum required level) prior to securing each Friday to offset any weekend surges.

(9) Do not use aircraft defuelers for defueling anything other than aircraft or their attached tanks.

(10) Ensure that specific aircraft defueling operations are performed in accordance with reference (a).

(11) Caution: JP fuel will not be issued to T/AV-8B Harrier aircraft that are configured with hydro-mechanical fuel controls or any aircraft destined for a naval vessel.

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c. Supply Directorate, Fuel Department will perform the following:

(1) Establish an inventory control system as follows:

(a) Maintain a record of JP-5 defueled for credit.

(b) Maintain daily totals of JP-5 issued to each squadron.

(c) Receive DD Form 1348 (6 pt) with the quantity blank from each squadron to pay for total fuel issued. Pay four times monthly (normally every 7 days). A DD form 1348 (6 pt) will be prepared by each squadron for credit and processed each period.

(d) After reconciliation and completion of the DD Form 1348 (6 pt), price and post data to stock balance card. Forward the hard copy to the Supply Directorate, Inventory Management Division (Code SUSI), Building 159. Input documents for billing/credit with total gallons and price to program for transmission to the Supply Directorate.

(2) Perform a type "C" fuel analysis (plus static dissipating additive content) on all jet fuel samples provided by the defueler.

(3) Prepare a report of the fuel analysis results, enclosure (3) (original and two copies). Add the required information from the defuel request documents, and verify the truck number from which the sample was taken.

(4) Attach two copies of the laboratory analysis report to the defuel request documents for each load, and retain one file copy.

(5) The truck dispatcher will retain one copy of the analysis report and the 5th (white) copy of the DD form 1348 (6pt) pertaining to each load of fuel. The hard copies of the DD 1348 (6pt) will be forwarded to the fuels accountant, for posting and/or crediting to the appropriate squadron(s).

(6) If a substantial quantity difference exists between the affected squadron and Station activities, the metered amount entered on the analysis report will be used.

d. Accounting Procedures

(1) Group Supply Account Section. Prior to submission of financial transmittals, the SAS will conduct a complete reconciliation with the Fuel Department to ensure accuracy of fuel charges. This will be accomplished in the following manner:

(a) Reconcile all copies of the daily issue and total sheets received during the reporting period, (four times each month, approximately every 7 days), with the Fuel Department.

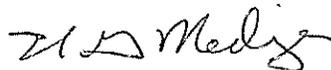
(b) Reconcile all copies of the DD Form 1348 (6 pt) defuel documents received during the reporting period with the Fuel Department.

(c) The total of the daily issue and total sheets will constitute the amount of fuel paid.

(d) After such reconciliation, complete a DD Form 1348 (6 pt) for each squadron to pay for fuel utilized (i.e., fill in the quantity block, and sign the signature block).

(e) Provide the Fuel Department with a DD Form 1348 (6 pt) for each squadron. This DD Form 1348 (6 pt) will be completely filled out except for the quantity and the signature blocks. This will be used to cover the fuel consumed during the next reporting period. A DD Form 1348 (6 pt) to be provided for credit documents for each squadron.

(2) Supply Directorate, Fuel Department, (SUG). Upon receipt of the DD Form 1348 (6 pt), extend money value, and process through the financial inventory control ledger as appropriate.



V. G. MEDINGER
Chief of Staff
Acting

DISTRIBUTION: A-3

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FORMAT FOR DESIGNATING AIRCRAFT DEFUELING SUPPORT
AUTHORIZED PERSONNEL

From: Commander
To: Commanding General, Marine Corps Air Station, (SUG), Cherry
Point, NC 28533-5000
Subj: AIRCRAFT DEFUELING SUPPORT, LIST OF PERSONNEL AUTHORIZED TO
REQUEST AND APPROVE
Ref: (a) ASO 10340.3F

1. In accordance with the reference, the following personnel are authorized to request defueling support; determine if the aircraft could have been released for flight, from a fuel standpoint, with the product being defueled; and sign Defuel Release Documents, DD 1348 (6 Part).

NAME/GRADE

SAMPLE SIGNATURE

SIGNATURE

ENCLOSURE (1)

SEND TO										REQUISITION IS FROM:									
N00146										SQDN VMAQ-2 PHONE 3512/ 5981 POINT OF CONTACT SGT M. ROCK/PLANE CAPT.									
STOCK NUMBER										STOCK NUMBER									
DOCUMENT NUMBER										DOCUMENT NUMBER									
REG. DEL. DATE										REG. DEL. DATE									
EST DEF QIAN										900									
A/C TYPE EA6B										FUEL TYPE JP5									
BUNO 160707										LOCATION FRONT OF HANGAR									
FUEL READY FOR FLIGHT X										FUEL CONTAMINATED NO									
FUEL COLOR STRAW										REASON FOR DEFUEL MAINTENANCE									
I. W. DOE CAPT SQDN AMO										6 JULY 90									
RESPONSIBLE SQDN OIC/NCOIC SIGNATURE										DATE									

FORM 1348 (6 PART) APR 80
30 MAR 0704 0188

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