



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO 10340.7G
SUPR16
17 SEP 1990

AIR STATION ORDER 10340.7G

From: Commanding General
To: Distribution List

Subj: INVENTORY AND QUALITY CONTROL OF JP5 JET FUEL FOR MARINE
CORPS AUXILIARY LANDING FIELD (MCALF), BOGUE, NORTH CAROLINA

Ref: (a) ABO 10340.1K
(b) MCO 4400.170
(c) NAVAIRINST 10340.3B (NOTAL)

1. Purpose. To update established procedures for the inventory and quality control of JP5 jet fuel stored at MCALF, Bogue, North Carolina.

2. Cancellation. AirStaO 10340.7F.

3. Scope. This Order applies to the delivery and inventory control of JP5 jet fuel stored at MCALF, Bogue, North Carolina. It defines the responsibilities of the Supply Directorate, Marine Corps Air Station (MCAS), Cherry Point, North Carolina, and the Commanding Officer, Marine Wing Support Squadron-271 (MWSS-271), Marine Wing Support Group-27 (MWSG-27), Second Marine Aircraft Wing (2d MAW), Cherry Point, North Carolina.

4. Background. Procedures governing the inventory control of liquid fuels and bulk lubricants within Marine Corps Air Bases, Eastern Area (MCABEAST) are set forth in reference (a). With increased operation at MCALF, Bogue, specific guidelines are necessary to ensure proper accountability and quality surveillance of JP5 jet fuel. Delivery of JP5 jet fuel will be made by commercial contract carrier transport vehicles directly from the Aviation Fuel Terminal Storage Area, Beaufort, NC, except under emergency conditions covered in paragraph 6a(8) and 6b(8) of this Order. Deliveries of other types of fuels and lubricants to MCALF, Bogue, will continue as outlined in reference (a).

5. Summary of Revision. A revision has been made to paragraph 6b(5) and 6b(8) to require the submission of fuel issue documents (DD Form 1348/1898) for the total amount of gallons of JP5 jet fuel required for delivery to the MCALF Bogue Field storage site in lieu of telephone request. Changes to identify the Supply Directorate, Fuel Department (Code SUG) have also been incorporated. This revision contains a substantial amount of other changes and should be thoroughly reviewed.

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6. Action

a. Director of Supply, MCAS, Cherry Point

(1) Assure that JP5 jet fuel is delivered from the Aviation Fuel Terminal Storage Area as requested by the Commanding Officer, MWSS-271, or his designated representative, to the four, 20,000 gallon tanks at the Bogue storage site. (Fuel is in the custody of the Commanding Officer, MWSS-271, or his designated representative, but still owned by the Supply Directorate, MCAS, Cherry Point.)

(2) Make sure that all bills of lading are executed for deliveries to MCALF, Bogue.

(3) Confirm that the laboratory analysis reports are monitored. Provide technical assistance, if requested, pertaining to quality surveillance.

(4) Ensure that stock records reflect proper and accurate accountability.

(5) Requisitioning. Upon receipt of an issue document request for delivery of JP5 jet fuel, order delivery from the Aviation Fuel Terminal (telephone 726-3145/4896). Prepare a Requisitioning and Invoice-Shipping Document (DD 1149) and distribute copies in accordance with internal procedures to meet financial and inventory accounting requirements.

(6) Receipt Processing. Accomplish and distribute DD Form 250 in accordance with existing procedures.

(7) Record Maintenance. Maintain a current dated Custody Record Card (Controlled-Equipage Custody Record (4442) NAVSUP Form 306) for JP5 jet fuel stored at MCALF, Bogue.

(8) Emergency Requirements. Upon receipt of an issue document request for an emergency delivery of JP5 jet fuel, expedite delivery of the fuel. (The refueler will be furnished by MWSS-27.)

(9) Financial Inventory Control. Process receipt and expenditure documents under the mechanized financial inventory control procedures for fuels by use of applicable MILSTRIP/MILSTAMP procedures. A separate financial inventory is not necessary for MCALF, Bogue.

b. Commanding Officer, MWSS-271, MWSS-27, 2d MAW.

(1) Be accountable for the JP5 jet fuel on custody to MWSS-271.

(2) Ensure that the Controlled-Equipage Custody Record for JP5 jet fuel at MCALF Bogue is reviewed/updated and signed quarterly.

(3) Ensure that adequate procedures are established to maintain proper inventory control of JP5 jet fuel received and is in accordance with reference (b).

(4) Ensure that proper quality control and quality surveillance is maintained for the JP5 jet fuel from the point of unloading the delivery transport to the point of issue in accordance with the instructions contained in reference (c).

(5) All commercial receipts and documents (DD Form 250) shall be delivered to the Supply Directorate, Fuel Department (Code SUG), MCAS, Cherry Point, weekly.

(6) Requisitioning. To order JP5 jet fuel for the four, 20,000 gallon storage tanks located at MCALF Bogue Field, fuel issue documents (DD 1348/1898) shall be delivered to the Supply Directorate, Fuel Department (Code SUG), Building 4221 for the total amount of gallons required at least 24 hours in advance of the desired delivery time. The minimum order is 7,500 gallons.

(7) Receipt Processing

(a) Ensure that complete quality surveillance of the JP5 jet fuel is maintained in accordance with reference (c). The Fuel Department supervisor (Code SUG) shall be notified immediately of any quality problem(s).

(b) Ensure that the quantity of fuel received agrees with the Material Receiving and Inspection Report, DD Form 250 and sign the form signifying receipt of the fuel.

(c) Deliver three copies of the DD Form 250 and the bill of lading for each shipment to the Supply Directorate, Fuel Department (Code SUG), MCAS, Cherry Point, on a weekly basis: "MCALF, Bogue" must be annotated on each receipt document.

(d) Collect a sample on a monthly basis from each fuel dispensing point and send them to the Materials Engineering and Technology Division, Material Analysis Branch (Code 35430) Naval Aviation Depot, Cherry Point, for analysis.

(8) Issue Processing

(a) JP5 jet fuel shall be issued in accordance with the procedures contained in reference (a).

(b) The original copies of the End-Use Document (DD Form 1348) or DD Form 1898 (AVGAS INTO Plane Sales Slip)) must be accumulated and submitted to replenish JP5 jet fuel in custody at Bogue Field, to the Supply Directorate, Fuel Department (Code SUG), MCAS, Cherry Point. Further ensure that "MCALF, Bogue" is annotated on each expenditure document.

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(c) All issue documents must be redeemed by the Fuel Department for additional fuel prior to the end of the fiscal year.

(9) Emergency Requirements.

(a) In the event JP5 jet fuel is required and commercial contract carriers cannot make deliveries by the desired time, a fuel issue document (DD 1348/1898) must be submitted to the Supply Directorate, Fuel Department (Code SUG) for immediate delivery of fuel via government vehicles.

(b) In case of an emergency, in order to increase the amount of JP5 jet fuel on custody, the responsible officer is required to sign the Controlled-Equipage Custody Record prior to the issuance of JP5 jet fuel.

7. Concurrence. The Commanding General, 2d Marine Aircraft Wing, and the Commanding Officer, Naval Aviation Depot, Cherry Point, concur with this Order insofar as it pertains to members of their commands.


M. W. WEHRUNG
Chief of Staff

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