



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 4200.4F
30PS
10 FEB 2011

STATION ORDER 4200.4F

From: Commanding Officer
To: Distribution List

Subj: OPERATING PROCEDURES FOR THE GOVERNMENT AUTOMATED GROUND FUEL DISPENSING STATION AND THE MOGAS/JP8 AND BIODIESEL/JP8 SPLIT-TANK TRUCKS

1. Situation. To establish procedures for the operation of the Automated Ground Fuel Dispensing Station located on Smith Street, and the Mogas/JP8 and Biodiesel/JP8 Split-Tank Trucks operated out of the Station Fuel Farm Office, building 311.

2. Cancellation. StaO 4200.4E.

3. Mission. The Automated Ground Fuel Dispensing Station and the contractor operated Split-Tank Trucks are established for the use and support of Marine Corps Air Station (MCAS) Yuma and deployed unit's government owned vehicles.

4. Execution

a. Commander's Intent. The Automated Ground Fuel Dispensing Station requires the use of a Fuel Master Prokee. The Automated Ground Fuel Dispensing Station provides biodiesel, regular unleaded, and JP8 fuel, with one pump for each product.

b. Concept of Operations

(1) The vehicle operator is responsible for the pre-operation inspection each time a vehicle is fueled. Vehicles in need of oil should be parked away from the pumping station and serviced.

(2) The Prokees will be issued to units as needed per written request with a signature of their fiscal officer. These requests shall be brought to the Station Fuel Farm, building 311 for processing. All requests must contain the unit name, unit identification code, fund code, signal code, supplementary address or job order number, vehicle number, type of fuel, and type of vehicle required. This also applies to deployed units that are using vehicles on loan from Southwest Region Fleet Transportation at MCAS Yuma.

(3) A written request is required whenever a replacement key is needed for a lost or damaged key. If a key is lost, notify Station Fuel Farm personnel at extensions 2478 or 2312 as soon as possible so that the key can be suspended to avoid fraudulent charges. All units holding Prokees will be subject to auditing to ensure that all Prokees issued to a unit are accounted for. This audit will be conducted randomly on an unscheduled basis.

(4) To purchase fuel at the Smith Street Station:

(a) Insert the key into the key reader for approximately one second.

(b) The reader will prompt the user for an odometer reading and pump selection.

(c) Select the number "1" on the keypad for unleaded, number "2" for diesel fuel and number "3" for JP8 ground fuel.

(d) Turn on pump, place nozzle in vehicle and pump fuel. Personnel shall monitor the fueling operation at all times and not use electronic devices while refueling.

(e) Turn off pump and hang up nozzle.

(5) All material and equipment will be available at building 311 should a spill occur. Vehicle operators are required to contain the spill and clean up the area prior to their departure.

(6) The use of small containers or cans is not authorized. If this service is needed, a request is required and may be granted by the Station Fuel personnel.

b. The Split-Tank Trucks are operated by the contract refueler, and the service is supervised and monitored by the Station Fuels Inspector's Office. The Split-Tank Trucks will service vehicles as follows seven days a week:

(1) Crash and Rescue Branch vehicles.

(2) All permanently based and deployed squadron's authorized support gear and flight line vehicles.

(3) Station weapons vehicles (morning run once a week).

c. It is the responsibility of each section, branch, or squadron to identify each piece of equipment needing fuel and to sign for and dispense fuel into the equipment. One entry will be made for each piece of equipment fueled. No batching of like items will be permitted. It is the responsibility of the Split-Tank Truck driver to operate the fuel truck, to record the quantity on the issue log, and to ensure that the log is signed. It is the responsibility of the unit representative to fuel the equipment.

d. When not on scheduled runs, the Split-Tank Trucks will be stationed at the Station Fuel Farm, building 311.

e. Units deployed to MCAS Yuma requiring Mogas, Biodiesel or JP8 service for support gear, will check in with the Fuel Accountant and provide squadron account information for each type of ground product for which service is requested. Daily issues of fuel will be accounted for on a log sheet, and will be signed for at the time of receipt from the Split-Tank Truck driver.

f. Visitors from other military installations who require a one-time refuel must report to building 311 with a Fuel Master Prokee or a signed and properly prepared DD Form 1898 to get fuel from the Split-Tank Trucks.

5. Administration and Logistics

a. The Automated Ground Fuel Dispensing Station will be operational and available to operators with Prokees 24 hours daily.

b. Mogas/Diesel Truck operating hours are as follows:

(1) Flight line runs will be conducted Monday through Friday, except holidays, from 0700-1430. Should squadrons be flying on a holiday, Split-Tank Trucks will make flight line runs in order to provide service to those squadrons. If needed after hours, call dispatcher's office at (928)269-2234.

(2) The Split-Tank Trucks will be stationed at the Station Fuel Farm, building 311, to provide service to the requesting units after normal working hours, weekends, and holidays. During these periods, there are fewer contractor drivers and service may be delayed.

6. Command and Signal

a. All station and tenant units will familiarize themselves with the contents of this Order, and be guided accordingly.

b. Specific questions concerning procedures for fuel issues or unusual requirements not covered in this Order should be referred to the Station Fuel Inspector, building 311, extension 2478.


M. A. WERTH

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