



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

StaO 4200.4D
3KD
6 JUL 95

STATION ORDER 4200.4D

From: Commanding Officer
To: Distribution List

Subj: OPERATING PROCEDURES FOR THE GOVERNMENT AUTOMATED GROUND
FUEL DISPENSING STATION AND THE MOGAS-DIESEL TRUCK

1. Purpose. To establish procedures for the operation of the Automated Ground Fuel Dispensing Station located on Smith Street and the Mogas-Diesel Truck operated out of the Contract Refueler's Office, Building 301.

2. Cancellation. StaO 4200.4C.

3. Background. The Automated Ground Fuel Dispensing Station and the Contractor operated Mogas-Diesel Truck are established for the use and support of MCAS Yuma and deployed units' government owned vehicles.

4. Responsibility

a. The Automated Ground Fuel Dispensing Station requires the use of a Petro Vend optical card. The Automated Ground Fuel Dispensing Station provides diesel and regular unleaded fuel with one pump for each product.

(1) The vehicle operator is responsible for 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) Petro Vend optical cards will be issued to units as needed per written request from responsible officers/supervisors. These requests shall be brought to the Fuel Farm, Building 301. Information needed is unit, UIC, fund code, signal code, supplementary address, vehicle number, type of fuel, and type of vehicle. This also applies to deployed units that are using vehicles on loan from squadrons at MCAS Yuma.

(3) A written request is required whenever a replacement card is needed for a lost or damaged card. If a card is lost, notify Fuel Farm personnel at extension 2478 as soon as possible so that this card can be deleted from the system and no further charges can be incurred.

(4) To purchase fuel at the Smith Street station insert optical card into the card reader and remove immediately. The reader will prompt the user for pump selection. Select number 1 on the keypad for unleaded or number 2 for diesel fuel. Turn on pump, place nozzle in vehicle, pump fuel, turn off pump, and hang up nozzle.

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

b. The Mogas-Diesel Truck is operated by the Contract Refueler and the service is supervised and monitored by the Station Fuel Inspectors' Office, Material Management Division, Supply Department. The Mogas-Diesel Truck driver will service vehicles as follows:

Seven days a week:

(1) Crash and Rescue Branch vehicles

(2) Station Weapons vehicles (morning run only)

(3) All permanently based and deployed squadrons' authorized support gear and flight line vehicles

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 ticket will be prepared for each piece of equipment fueled. No batching of like items will be permitted.

d. It is the responsibility of the Mogas-Diesel Truck driver to operate the fuel truck, to record the quantity on the issue ticket, and ensure that the ticket is signed. It is the responsibility of the unit representative to fuel the equipment.

e. When not on scheduled runs, the Mogas-Diesel Truck will be stationed at the Contract Refueler's Office, Building 301.

f. Units deployed to MCAS Yuma requiring mogas-diesel service for support gear will check in with the Fuel Maintenance Clerk, Fuel Desk, Building 301 and will provide the clerk a signed and properly prepared DD Form 1348 (6 pt) for each type of ground product for which service is requested. Daily issue of mogas-diesel fuel will be accounted for on a crank box ticket, 3 pt, and will be signed for at the time of receipt from the Mogas-Diesel Truck.

g. If a customer is here from another military installation and needs a one time refuel he/she must report to Building 301 with a signed and properly prepared DD Form 1348-6 (6 pt) and get fuel from the Mogas-Diesel Truck.

5. Hours of Operation

a. Automated Ground Fuel Dispensing Station. Vehicle operators with Petro Vend optical cards get fuel 24 hours daily.

b. Mogas-Diesel Truck

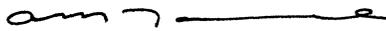
(1) Flight Line Runs. Hours of operation are Monday through Friday, except holidays, from 0600 - 1000, 1200 - 1400, and 1800 - 2000. Should squadrons be flying on a holiday, the Mogas-Diesel Truck will make flight line runs in order to provide service to those squadrons.

(2) After Normal Working Hours, Weekends, and Holidays. The Mogas-Diesel Truck will be stationed at the Contract Refueler's Office, Building 301, to provide service to the requesting units. During these periods, there are fewer contractor drivers and service may be delayed.

6. Action

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 issue or unusual requirements not covered in this Order should be referred to the Station Fuel Inspector, Building 301, Ext 2578.


A. M. TORRANCE
By direction

DISTRIBUTION: B



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85365-9100

StaO 4200.4D Ch 1
3KD
26 NOV 1996

STATION ORDER 4200.4D Ch 1

From: Commanding Officer
To: Distribution List

Subj: OPERATING PROCEDURES FOR THE GOVERNMENT AUTOMATED GROUND
FUEL DISPENSING STATION AND THE MOGAS-DIESEL TRUCK

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 1, paragraph 4a(3) add "All units holding fuel credit cards will be subject to auditing to ensure that all cards issued to a unit are accounted for. This audit will be conducted randomly on an unscheduled basis."

b. On page 2, paragraph 4a(4) line four after fuel, add "and press enter."

c. On page 2, paragraph 4f line three, change "301" to read "324."

d. on Page 3, paragraph 6b line three, change "2578" to read "2478."

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


C. J. TURNER

DISTRIBUTION: B

010213
(Date)

MEMORANDUM FOR THE RECORD

From: Directive Control Point Clerk

To: Files

Subj: STATION ORDER 4200.4D

1. Upon my assumption as Station DCP Clerk, and upon my review of the subject Order, there was no supporting documentation contained in the Official File Folder.


(SIGNATURE)

- NO BACKUP MATERIAL
- NO ANNUAL REVIEW SINCE 97