

**BY ORDER OF THE COMMANDER  
SCOTT AIR FORCE BASE**

**SCOTT AIR FORCE BASE INSTRUCTION 23-101**



**27 JUNE 2011**  
Certified Current on 26 June 2015  
**Materiel Management**

**CONTROL OF PETROLEUM  
TRANSPORT VEHICLE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Maj Kyle R. Hurwitz)

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This instruction implements AFPD 23-1, *Materiel Management* and establishes policies and procedures for the management and control of entry, exit, and operation of commercial petroleum transport vehicles on Scott Air Force Base (AFB). It applies to all personnel assigned and operators of commercial petroleum transport vehicles operating on this installation. This instruction applies to the 126th Air Refueling Wing (ANG) and is not applicable to the 932d Airlift Wing (AFRES). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command.

**SUMMARY OF CHANGES**

**This document has been substantially revised and must be completely reviewed. Major changes include:** Changes the words fuels management to fuels storage personnel and Defense Energy Support Center (DESC) to Defense Logistics Agency-Energy (DLA-E).

**1. General.** The intent of this instruction is to designate entry and exit gates and control of petroleum transport vehicles, ensuring distribution of Defense Logistics Agency-Energy (DLA-

E) products into the appropriate fuels storage tanks. Vehicles delivering fuel to the Base Exchange Service Station or Aero Club are excluded.

**2. Procedures.** The 375th Security Forces Squadron Commander has designated Scott AFB Mascoutah gate as the primary entry/exit point for all petroleum transport vehicles. If the Mascoutah gate cannot be opened by the security forces, the Shiloh gate is the alternate entry/exit point. In either case, a law enforcement official must authorize the vehicle to enter the installation. DLA-E tank truck contractors are authorized normal delivery times Monday through Friday, 0800 to 1500 daily. Deliveries during weekend days and holidays are not normal, but may be scheduled if needed with notification made to security forces. All petroleum transport vehicles are directed to proceed as prearranged to Building 560, 375th Logistics Readiness Squadron Fuels Bulk Storage Area, or Building 5036, 126th Air Refueling Wing (Air National Guard) Fuels Flight, to await further instructions.

**3. Fuels Storage personnel.** The fuels storage personnel will inspect all vehicles upon arrival for product compliance and reinspect compartments before departure. They will annotate arrival/departure times on at least two shipping documents by placing signatures and recorded times in appropriate blocks verifying receipt of product. One copy of the document will be retained by Fuels Management Office and the other copy will be provided to the petroleum transport operator.

MICHAEL J. HORNITSCHKEK, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***Prescribed Forms***

None

***Adopted Forms***

AF847, *Recommendation For Change Of Publication*, 22 Sep 2009

***Abbreviations and Acronyms***

**AF**—Air Force

**AFB**—Air Force Base

**DLA—E**—Defense Logistics Agency-Energy

**IMT**—Information Management Tool

**OPR**—Office of Primary Responsibility