



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

9542
ALD
SEP 18 2012

POLICY LETTER 06-12

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: RESPONSIBILITIES FOR FUEL ACCOUNTABILITY

Ref: (a) COMNAVAIRFORINST 4790.2A
(b) DESC-1-10
(c) MCO 4400.177F
(d) NAVSUP 4200.97

Encl: (1) Appointment as the fuels Responsible Officer (RO)
(2) Supply Accounting Division (SAD) Verification
Instructions
(3) Fuel Requisition Audit Worksheet

1. Situation. In Fiscal Year 2011 (FY11), Naval Audit Service conducted a fuel audit and discovered that current procedures were inadequate for the procurement and reporting of Marine Corps fuel expenditures. These procedures create discrepancies between the cost of fuel reported and the actual amount paid. Accurate reporting and accountability for fuel is not the sole responsibility of the Marine Aviation Logistics Squadron (MALS) SAD. This responsibility is shared by all activities who participate in fuel transactions per reference (a). It is essential that personnel who dispense, receive or account for fuel understand the fuel process and their respective role within that process.

2. Mission. Increase accuracy in reporting and accounting for fuel transactions within 2d Marine Aircraft Wing (2d MAW).

3. Execution

a. Commander's Intent. Every Commander will adhere to the guidance set forth in this policy.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

Subj: RESPONSIBILITIES FOR FUEL ACCOUNTABILITY

b. Tasks. Tasks are required for 2d MAW activities and suggested actions for non-2d MAW activities:

(1) Fuel Farms

(a) Validate fuel charges daily with the appropriate Squadron fuel RO.

(b) Obtain accurate aircraft custody listings monthly using the Aircraft Inventory Readiness Reporting System.

(c) Ensure all fuel charges are allocated to the proper fund code:

1. 7B - Aviation sales charged to the receiving Squadron's Unit Identification Code (UIC).

2. 7L - Ground support sales charged to the parent MALS UIC.

(2) Operational Flying Squadrons

(a) The Commanding Officer is responsible for appointing a fuel RO in writing (see enclosure (1)).

(b) The fuel RO is charged with accountability of fuel receipts, submission of fuel receipts to SAD and shall:

1. Ensure all aircrew obtain and submit fuel receipts for every refuel transaction. Fuel receipts must be legible and accurately annotated. The receipt is the only substantiating record available for validation of fuel charges.

2. Verify the accuracy of the daily refueling charges with the Fuel Farm's Daily Report; ensuring all DD Form 1898 and commercial fuel receipts are collected from the aircrew.

3. Acquire any missing receipts from the issuing activity and maintain custody of verified DD Form 1898 until collected by the MALS SAD representative.

4. Requests for supporting documentation from the MALS SAD, will be answer within three working days.

5. Return all flight packets and supporting documentation to SAD upon transfer of aircraft

Subj: RESPONSIBILITIES FOR FUEL ACCOUNTABILITY

(the only exception is the Aviation Into-Plane Reimbursement (AIR) card which will accompany the aircraft).

6. Provide training to all Squadron's personnel identifying their duties, responsibilities and trends on a semi-annual basis in conjunction with safety stand downs.

(3) MALS SAD

(a) SAD will verify all fuel charge receipts with the Fuels Automated System (FAS) using a fuel receipt (DD Form 1898 or AIR card receipt), current Bureau Number (BUNO) and the web Aviation Storekeepers Information Tracking (ASKIT) 1348.

(b) Step-by-step verification procedures for SAD are found in Reference (b) and Enclosure (2).

(4) KC-130J In-Flight Refueling

(a) SAD shall obtain all fuel logs on a daily basis per Reference (c).

(b) SAD shall provide a copy of all fuel logs on a daily basis to the fuel farm originally charged to the KC-130 Squadron.

(c) The appropriate fuel farm will credit the KC-130 Squadron in the FAS with all fuel offloaded to other Type/Model/Series (T/M/S). The fuel farm will also charge the receiving Squadron FAS account using the BUNO and UIC.

(d) Each week, SAD will provide an email to pre-established contacts at each squadron receiving in-flight refueling. This email will contain an official naval message listing all in-flight refueling transactions from the previous week.

(e) In the event an in-flight refueling was issued to a Squadron from a different Marine Aircraft Group (MAG) or MAW, a naval message will be sent to the appropriate MALS SAD for use in reconciliation.

(f) When in-flight refueling is received from the Army, Navy or Air Force, source documentation shall be obtained through the BSM-E Helpdesk.

Subj: RESPONSIBILITIES FOR FUEL ACCOUNTABILITY

(g) SAD shall reconcile all fuel log activity in FAS on a weekly basis and initiate corrective action on any outstanding credits and debits.

(5) Marine Expeditionary Unit (MEU)

(a) The MEU Aviation Supply Officer, will be the critical element for accurate fuel reporting for aircraft assigned to a MEU. Prior to embarkation of the MEU, the MEU Aviation Supply Officer will coordinate with the ship's S-6, V4, the parent MALS SAD and Material Financial Control System (MFCS), Commercial: (757) 444-8242, DSN: 564-8242, to ensure all fuel reporting requirements is understood.

(b) All parties should clearly understand fuel charges will be reported under the UIC of the MEU Aviation Combat Element (ACE), but must be separated by (T/M/S). Financial reporting responsibilities rest with the parent MALS and the Squadron assigned to the MEU ACE.

(c) The MEU Aviation Supply Officer will ensure the ship has established a document number series for each T/M/S and all fuel is loaded to the correct series, (i.e. F1XX AHAX, F2XX AYLK, F3XX AHRH, F4XX AHAP, F5XX AHXD, etc., where the XX represents serial number digits). These serial numbers and the reinforced Squadron's Department of Defense Activity Address Code (DODAAC) along with the routing identifier code of the ship will be relayed to MFCS.

(d) All documents and the resulting Military Standard Requisitioning and Issue Procedures (MILSTRIP) for fuel charges must have the T/M/S of the aircraft receiving the fuel entered into the supplementary address field on the MILSTRIP. This entry will act as a code for MFCS to use when processing fuel charges for input into FAS.

(e) The MEU Aviation Supply Officer will generate and maintain a local form for all fuel charges. This local form will indicate document number, gallons, price and T/M/S. The total amount for all three categories will be reconciled with the ship's fuel ledger on a weekly basis. The MEU Aviation Supply Officer will ensure the parent MALS SAD, of the reinforced Squadron, receives a current copy of this local form on the 10th and 25th day of each month. This data will be used as source documentation to validate FAS transactions.

Subj: RESPONSIBILITIES FOR FUEL ACCOUNTABILITY

(6) Aircraft Carriers

(a) The Squadron Fuel RO will coordinate with the ship's S-6, the parent MALS and MFCS in the same manner as described in the MEU section of this policy letter. All reporting guidance contained in the MEU section will apply to Marine Corps Fuel Transactions aboard aircraft carriers.

(b) The Squadron Fuel RO will ensure the correct UIC is being used when the carrier's fuel farm uploads the fuel charges into relational supply. The correct UIC will be the Squadron's Aviation UIC, not the parent MALS' UIC.

(7) Unit Deployment Program (UDP)

(a) The Squadron Fuel RO will maintain all hard copy fuel receipts and mail them to the parent MALS SAD on the 10th and 25th day of every month.

(b) The parent MALS holds the reporting responsibility for fuel charges on all Squadron's participating in the UDP. It is crucial the parent MALS receives accurate listings of all fuel charges in order to reconcile the charges in FAS.

(8) Contingency Operations

(a) The parent MALS will provide an accounting representative for every deployment involving a Squadron supported by the parent MALS. In the event manpower limitations prohibit this allocation, the parent MALS will closely coordinate with the permanent MALS in the host country to ensure compliance with local policies. The accounting representatives will collect and transmit all fuel charges and in-flight refueling logs via email.

(b) During FY11, the fuel consumed by Marine Corps aviation elements' participating in Operation Enduring Freedom was not uploaded into FAS. This created the need for the parent MALS to enter estimated fuel into ASKIT based on conducted monthly flight hours and historical fuel consumption rates. Fixed Wing Squadron's were estimating fuel using a chargeable fuel option while Rotary Wing Squadron's were estimating fuel using the "Free" fuel Option in the web ASKIT. Estimated fuel documents allow the Marine Corps to account for fuel that would not have been captured due to missing fuel chits from the Squadron. By capturing these missing fuel chits, it

Subj: RESPONSIBILITIES FOR FUEL ACCOUNTABILITY

will allow the MALS to capture fuel consumption rates which are critical for future budget formulations.

(c) Accounting representatives will maintain all hard copy fuel receipts and mail them to the parent MALS SAD on the 10th and 25th day of every month.

(d) The processes used during FY11 are anticipated to continue through fiscal year 2012. The normal process of all fuel charges being uploaded into FAS should appear during fiscal year 2013 and will eliminate the need for estimated fuel.

(e) During contingency operations, all financial activities should work closely with their respective MAW Comptroller (G-8) to ensure current policies are understood.

(9) Audit Section

(a) Wing Aviation Logistics Department staff will conduct an audit on a random sample of 100 fuel transactions from FAS annually utilizing Enclosure (3). Of the 100 transactions, 50 will be from the current fiscal year and 50 from the prior fiscal year. The MALS must provide the auditor with the following source documentation: DD Form 1898, AIR card receipt or the fuel farm log to match each transaction. The Fuel Quantity, Aircraft BUNO and transaction date for each FAS transaction must match the source documentation. Additionally, all fuel files (outstanding fuel file, completed fuel file, pending fuel verification file and challenge file) will be reviewed to ensure they are properly utilized.

(b) The Supply Management Division will conduct an internal audit of the fuel reporting process on a quarterly basis utilizing Enclosure (3).

4. Administration and Logistics. Commanders will ensure this policy letter is properly disseminated. The MAG Operations Officer/Staff Non-Commissioned Officer In Charge (SNCOIC), SAD OIC/SNCOIC, Squadron Maintenance Officer and the Squadron Fuel ROs will include this policy letter in their desktops and standard operating procedures.

Subj: RESPONSIBILITIES FOR FUEL ACCOUNTABILITY

5. Command and Signal. This policy letter is effective on the date signed and will be adhered to by all 2d MAW personnel. Point of contact for this policy is the 2d MAW Aviation Budget Section, G-8 DSN: 582-3647, Commercial: (252) 466-3647.


R. W. REGAN
By direction

DISTRIBUTION: A



UNITED STATES MARINE CORPS

YOUR SQUADRON LETTER HEAD HERE.

IN REPLY REFER TO:

9542

CO

1 MAY 12

From: Commanding Officer, _____
To: Maintenance Material Control Officer

Subj: APPOINTMENT AS THE FUELS RESPONSIBLE OFFICER

Ref: (a) MCO 4400.177_
(b) COMNAVAIRFORINST 4790.2_
(c) Wing Policy Letter XX-12

1. In accordance with the references, you are hereby appointed as the Responsible Officer (RO) for all fuel receipts for this squadron in relief of _____. As the RO, you are charged with the accountability of all fuel receipts, turning them into the Marine Aviation Logistics Squadron (MALS) Supply Accounting Division (SAD) and you will:

a. Ensure all aircrew obtain and submit fuel receipts for every refuel transaction. Fuel receipts must be legible and accurately annotated. The receipt is the only substantiating record available for validation of fuel charges.

b. Verify the accuracy of the daily refueling charges with the Fuel Farm's Daily Report; ensuring all DD 1898 and commercial fuel receipts are collected from fuel packs, maintenance control and aircrews.

c. Acquire any missing receipts from Fuel Farm and maintain custody of verified receipts until collected by the MALS SAD representative.

d. Answer requests for supporting documentation to the MALS SAD within three working days.

e. Return all flight packets and supporting documentation to SAD upon the transfer of aircraft (the only exception is the AIRcard which will accompany the aircraft).

f. Provide training to all squadron personnel identifying their duties, responsibilities and trends on a semi-annual basis in conjunction with safety stand downs.

Enclosure (1)

Subj: APPOINTMENT AS THE FUELS RESPONSIBLE OFFICER

2. The Supply Accounting Division Officer is available for assistance with issues/questions regarding your assignment and can be reached at extension ____.

3. This appointment remains in effect until you are relieved in writing. You will inform the Executive Officer of the requirement to appoint a relief 30 days prior to your departure to allow adequate time for the appointment of your relief and a proper turn-over to be conducted.

Commanding Officer

Supply Accounting Division (SAD) Verification Instructions

1. Marine Aviation Logistics Squadron (MALS) SAD

a. Verification.

(1) SAD will verify all fuel charge receipts with the Fuels Automated System (FAS) using a fuel receipt (DD 1898 or AIRCARD receipt), current Bureau Number (BUNO) and the Web Aviation Storekeepers Information Tracking (WEBASKIT) 1348. To obtain the WEBASKIT 1348, download the FAS Fuel File and upload it to WEBASKIT. Print all 1348's from the FAS download then log into FAS and verify each fuel charge by matching the date, quantity, BUNO and purchase location in FAS to the fuel receipt. FAS uses a rolled up document number assignment which means aircraft with the same Type/Model/Series (T/M/S) consuming the same fuel type on the same day will use the same document number. Therefore, it is possible when verifying the itemized charges to have only received a partial quantity of fuel receipts matching WEBASKIT's 1348 with the rolled-up document number.

b. Coordinating Instructions

(1) Full Match. A full match is accomplished when each itemized charge of the rolled up FAS document number has a corresponding fuel receipt. Verify the date, quantity, BUNO and purchase location in FAS against the fuel receipt. Attach matching fuel receipts to the WEBASKIT 1348 and file in the Outstanding Fuel File pending the Summary Filled Order Expenditure Difference Listing (SFOEDL) reconciliation. The Outstanding Fuel File will only contain hard copy source documents for fully matched documents and will be maintained for the current and one prior fiscal year. On the FAS Website, check the review box next to the transaction and at the bottom of the web page after the FAS transaction is verified. This acts as a bookmark so the clerk knows which transactions have already been verified.

(2) Partial or No Match. A partial match is when all fuel receipts were not received to match to the itemized FAS fuel charges. A lack of fuel receipts does not warrant an immediate challenge. Conduct a verification of the FAS fuel charges and attach those fuel receipts (if any) to the WEBASKIT 1348 and file in the Pending Verification Fuel File. Utilize this file to communicate missing fuel receipts with the Squadron Fuels Responsible Officer (RO). If the squadron Fuels RO does

not provide the receipt within three working days, coordinate with the squadron Fuels RO and contact the fuel source to obtain the fuel receipt. Once all fuel receipts are received, attach to the WEBASKIT 1348 and move to the Outstanding Fuel File pending the SFOEDL reconciliation.

(3) Illegible DD 1898s. There are often times when verification of fuel charges becomes difficult due to illegible DD 1898s. The gallons are not provided or there is limited data available for determining the FAS fuel document. These are not necessarily unmatched documents. Utilizing the FAS utilities menu, Account Explorer Submenu, you can search for fuel expenditures by matching BUNO, Seller's Department of Defense Activity Address Code (DODAAC), time frame, and/or quantity. The more criteria you select or have available, the better the process of elimination to locate the FAS fuel document matching to the Form DD 1898.

(4) SFOEDL Processing. During SFOEDL processing, pull WEBASKIT's 1348's and source documents from the Outstanding Fuel File for reconciliation. Move the WEBASKIT 1348s and source documents for each matched expenditure to the Completed Fuel File. The Completed Fuel File will only contain fully matched documents. The Completed Fuel File will either be maintained as a hard copy in document number sequence or as an electronic copy on an Image Retrieval System for the current and one prior fiscal year.

(5) Reconciliation. Reconcile all fuel charges weekly in the Pending Verification Fuel File with the Squadron Fuels RO to obtain source documentation. If unable to obtain source documentation, MALS SAD will request missing documentation. Squadron Fuels ROs will have three working days upon receipt of the request to provide documentation.

(6) Estimated Fuel Requisitions. Enter manual changes in WEBASKIT prior to generating the monthly Budget Operating Target Report, charges which have not yet been entered into FAS, but have been validated by the squadron with a fuel receipt on hand. Enter these charges as an estimated fuel requisition under the appropriate squadron, utilizing the correct T/M/S and Type Equipment Code. This estimated fuel requisition will be defueled upon download of the legitimate charge. Track all estimated fuel charges in accordance with Reference (a).

(7) Aircraft Transfer. Refer to Reference (d) for aircraft transfer information.

(8) Challenged Fuel Charges

(a) Lack of a fuel receipt does not warrant immediate challenge until causative research has been done and warrants need for corrective action.

(b) All challenged fuel charges will be maintained as separate line items on a locally established document. This challenged fuel listing will contain the fuel document number, date of challenge, type of action requested, BSM-E Help Desk Ticket number, point of contact information at the BSM-E Help Desk, follow-up dates, completion dates and any appropriate remarks. Help Desk Tickets will not be closed until final resolution is reflected in FAS.

(c) The BSM-E and Defense Logistics Agency (DLA) Help Desks are the primary avenue for all fuel charge challenges and can be contacted at 1-800-446-4950 or bsme.helpdesk@dla.mil.

(d) The FAS sends all invoices to the Defense Finance and Accounting Service (DFAS) on the 27th day of every month.

(e) Once the FAS Fuel File has been downloaded and processed in WEBASKIT, begin verifying fuel transactions in FAS. For those transactions which will be challenged, email the Help Desk and request corrective action.

(f) Enter the fuel transaction details on the Challenged Fuel Listing.

(g) If the challenge is resolved before the end of the month, download the corrected fuel charge or credit from FAS and process into WEBASKIT. Update the Challenge Fuel Listing.

(h) If the challenge is not resolved before the end of the month, the transaction will appear on the SFOEDL. Process the transaction when it appears on the SFOEDL.

(i) Follow-up with the Help Desk if necessary.

(j) Download the corrected fuel charge or credit from FAS, this transaction may appear in FAS prior to the original transaction's appearance on the SFOEDL. Proceed with the FAS download and upload the transaction into WEBASKIT.

(k) Process the corrected transaction on the SFOEDL.

(l) If FAS helpdesk is to be used to challenge fuel, there's no need to use the SFOEDL challenge option. The only

exception would be non-FAS fuel but it's extremely rare to receive non-FAS fuel.

(m) No fuel charge originating on a Naval vessel will be challenged on the SFOEDL. The SAD will need to contact the vessel and request a reverse/post of the erroneous charges.

(9) Marine Expeditionary Unit (MEU)

(a) The MEU Aviation Supply Officer (AvnSupO) will submit fuel data to MALS by the 10th and 25th of every month. This data will be used as source documentation to validate FAS transactions.

(b) Prior to completing any BOR, an estimated fuel document must be entered into WEBASKIT for fuel appearing on the MEU AvnSupO's listing but has not yet appeared in FAS. This estimated fuel will be defueled when the charges appear in FAS.

(c) When outgoing communication with the MEU is temporarily suspended, estimated docs will be entered immediately when communication resumes, if necessary. Relevant remarks will be required on the following month's BOR.

(d) Validation of MEU fuel charges appearing on the SFOEDL will require communication with Material Financial Control System (MFCS) and the MEU AvnSupO.

Fuel Requisition Audit Worksheet

Frequency: Monthly

Acceptable: 100%

Sample: 50 Current FY Fuel Documents
50 Prior FY Fuel Documents

Action: Complete Reconciliation

Formula:
$$\text{Validity \%} = \frac{\# \text{ docs audited} - \# \text{ docs in error} \times 100}{\# \text{ docs audited}}$$

Procedure: The following steps will be used for the Fuel Audit process:

- STEP 1. Obtain a list of the completed fuel documents for each FY from ASKITWEB.
- STEP 2. Randomly select 50 records from each list above and record the appropriate data on the Squadron Accounting Fuel Audit Worksheet.
- STEP 3. Go into the CFF and retrieve supporting documentation (i.e. receipt, DD Form 1898) for each fuel document.
- STEP 4. If a document is complete in ASKITWEB, but is still awaiting supporting documentation, then the ASKITWEB 1348 should be filed in the PVFF.
- STEP 5. Ensure all information contained in the audit worksheet matches the correlating supporting documentation for each fuel transaction. Validate the accuracy of the information in columns 4 through 9.
- STEP 6. If there is a discrepancy on any information in columns 4 through 9 then you will answer column 10 appropriately.
- Step 7. If there is a discrepancy in columns 2 through 9 and there has not been a challenge properly filed then column 11 will be answered "Yes".

