BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 11-253

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Flying Operations

MANAGING PURCHASES OF AVIATION FUEL AND GROUND SERVICES

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This publication implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*. It establishes accountability requirements for purchase and sale of into-plane aviation fuel and off-station authorized ancillary ground services, establishes the United States (US) Air Force Aviation Into-plane Reimbursement (AIR) Card program, and provides procedures for AIR Card® management and use. This publication applies to all civilian employees, uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard, and those who are contractually obligated to comply with Department of the Air Force publications. Failure to obey **paragraph 7.5** constitutes a violation of Article 92(1), UCMJ—failure to obey lawful order or regulation. Article 92(1) of the UCMJ does not apply to members of the ANG while in Title 32 status (that is, activated for state duty under state command), but ANG members may be subject to an equivalent article under a state military justice code. This publication does not apply to the United States Space Force.

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SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include reformatted chapters, expanded and updated roles and responsibilities, precedence of fuel and authorized ground services purchases and implementation of procedures to meet Financial Improvement and Audit Readiness goals.

Chapter 1

PROGRAM OVERVIEW

1.1. Overview. The US Government AIR Card® is a commercial purchase card that USAF personnel use to obtain fuel, fuel-related supplies, and authorized ancillary services at military facilities, Defense Logistics Agency (DLA) Energy Into-plane contract sites or non-contract locations. Merchants can electronically swipe the AIR Card®, make a mechanical imprint, or hand-scribe it onto a commercial delivery ticket or a DD Form 1898. The AIR Card® is the only charge card authorized for use to purchase aviation fuel, fuel-related supplies, and authorized ancillary services for USAF-owned aircraft. Its use is mandatory at all military facilities and DLA Energy Into-Plane contract locations that accept the AIR Card®. AIR Cards® are assigned to aircraft -- not individuals. Each AIR Card® must remain with the aircraft whose tail number is embossed upon it. USAF military, civilian personnel, and contract personnel, per provisions within their specific contract, are authorized users of the AIR Card®.

1.2. Applicability. This AFI applies to all active duty, AFRC and ANG flying units, the Air Force Component Program Manager (AFCPM), Major Command Agency Program Coordinators (MAJCOM APCs), Accountable Officials (AOs) also referred to as Wing Refueling Document Control Officers (WRDCO), Level-5 Certifying Officials (Level-5 COs), AIR Card® users, and all others involved in the execution process of the AIR Card® program, aviation fuel purchases, and authorized ancillary ground service purchases, and inflight refueling (secondary sales).

1.3. Scope. Headquarters United States Air Force (HAF) Deputy Chief of Staff, Operations (HAF/A3) provides enterprise management at the Air Force level by maintaining oversight of the AIR Card® program, aviation fuel purchases, authorized ancillary service purchases, and inflight refueling (secondary sales) managed by MAJCOM APCs and executed by wings. The AIR Card® program relies upon coordinated action between the Financial, Maintenance and Operations communities at the HAF, MAJCOM, Field Operating Agencies and Wing level to properly execute.

1.4. Program Structure. The AIR Card® program is founded on a six-tiered hierarchal reporting chain of command system identified in **Figure 1.1**. The formal names associated with specific roles within this hierarchy are often used interchangeably with the corresponding level of authority within the hierarchy. For instance, AO/Level 5 CO may be referred to as Level 5, and the AFCPM is often called Level 2. The MAJCOM APC role is assigned to Level 3 and 4.

1.5. AIR Card® Program Hierarchy.

1.5.1. Level 1: Government Fuel Card Program Management Office (GFCPMO). The Chief of DLA Energy GFCPMO establishes procedures, policies, oversight, and management of the AIR Card®.

1.5.2. Level 2: HAF/A3 appoints the primary and alternate AFCPM for all Air Force entities. The AFCPM provides service specific program management, ensures continuity, and accountability of the program within the USAF.

1.5.3. Level 3 and 4: MAJCOM APC. Each MAJCOM establishes a primary and alternate MAJCOM APC. The MAJCOM APC is the primary liaison for establishing, administering, maintaining, and reporting on the AIR Card® program under their command.

1.5.4. Level 5: Wing or equivalent organization commander appoints a primary and alternate AO and Level 5 CO. AO and Level 5 CO may be assigned to the Operations Group, Maintenance Group or Wing Staff. The AO and Level 5 CO are held pecuniary liable for improper payments. Throughout this document the term CO refers to the AIR Card® system Level 5 CO.

1.5.5. Level 6: Card User: military, civilian and contract personnel (as stated in **para. 4.2.1**) are authorized users of the AIR Card® for the purchase of authorized fuel and ancillary services. Card users are held responsible to the government for any transaction not made for official government use.

Figure 1.1. AIR Card® Program Hierarchy.

1.6. Waivers. Unless otherwise specified, Director of Training and Readiness, Deputy Chief of Staff of Operations (AF/A33) is the waiver authority for the provisions of this instruction. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers.

1.6.1. All waivers, exceptions, and deviations will be in writing using the DAF form 679 and routed to the appropriate level outlined below. Requests to waive, take exception to, or deviate from the rules, regulations or processes and procedures will be reviewed on a case-by-case basis. Submit requests for waivers through the appropriate Tier waiver approval authority.

1.6.2. MAJCOM APCs will forward copies of all approved waivers to the AFCPM within 15 business days of approval. The AFCPM will retain copies of all approved waiver packages. In times of emergencies, approval to waive AFI requirements may be obtained through either email or telephone call from the AFCPM with a follow up waiver request DAF form 679 from the requesting commander. The DAF form 679 must detail the reasons for the request and what harm would happen if the waiver was not granted.

1.6.3. Information Process. AIR Card® Users will direct all questions to their AO as structured in the program hierarchy detailed at **figure 1.1** under **paragraph 1.1**. If the AO cannot resolve the issue, the AO should direct the issue to their APC (Level 3/4). If the APC (Level 3/4) cannot resolve an issue, the APC (Level 3/4) should elevate the issue to the AFCPM (Level 2) for guidance as necessary. Key policy, guidance, and card processing contractual information is accessible at the DLA website: **https://www.dla.mil**.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Deputy Chief of Staff of Operations (AF/A3). Provides program oversight and direction to flying units through MAJCOM Director of Operations.

2.2. Director of Maintenance (AF/A4L). AF/A4L will guide the execution of the maintenance roles and responsibilities outlined in this instruction.

2.3. Air Force Accounting Policy and Operations (SAF/FMFO). SAF/FMFO will guide the execution of the financial management/Comptroller roles and responsibilities outlined in this instruction.

2.4. Director of Current Operations and Readiness (AF/A33). AF/A33 will oversee the purchase of into-plane aviation fuel and authorized ancillary services for the Air Force.

2.5. Readiness Division (AF/A33R). Designate the AFCPM. The AFCPM will:

2.5.1. Maintain expert-level knowledge and understanding of policies and procedures related to the AIR Card® program, fueling of aircraft and authorized ancillary services and communicate this information to program participants and leaders.

2.5.2. Publish and maintain written guidance for the management and accountability of aviation fuel purchases, inflight refueling secondary sales, and authorized ancillary service charges, to include AF compliance within DLA Energy's AIR Card® program.

2.5.3. Disseminate current guidance and information including the latest policies, procedures, standards, and mandates established by the DoD, the AF/A33, federal regulation and/or the laws that pertain to aircraft refueling, AIR Card® use and financial requirements.

2.5.4. Collaborate with DLA Energy, AF Petroleum Agency (AFPA), and Base Fuels to resolve any matters involving aircraft refueling away from home station.

2.5.5. Conduct continual evaluation to maintain program oversight and identify gaps or deficiencies in existing policy, guidance, training, and resources.

2.5.5.1. Participate in the continual evaluation process by utilizing the AFI 11-253 Management Internal Control Toolset (MICT) Self-Assessment Checklist (SAC) to assess the AIR Card® and Aviation Fuel Program including other specified USAF or MAJCOM program requirements and document self-identified, non-compliant observations with corrective actions plans IAW DAFI 90-302, *The Inspection System of the Department of the Air Force.*

2.5.5.2. Staff Assistance Visits (SAV). The AFCPM must effectively engage with their supported units to identify when a unit is performing well or struggling to accomplish its mission. If a commander or any organization has concerns with a specific unit, a SAV may be requested to evaluate and/or assess the unit and provide additional training on implementing policy as needed. The SAV is a non-inspector general (IG) visit conducted by functional SMEs as described in DAFI 90-302.

2.5.5.3. The AFCPM may conduct a SAV (in-person site visit and/or remote data call) but must have approval from the visited commander (or higher authority within the visited commander's chain of command).

2.5.6. Ensure that primary and alternate MAJCOM APCs are trained and are performing their duties in accordance with **paragraph 2.7**.

2.5.7. Notify DLA Energy promptly of the departure and replacement of AFCPM personnel.

2.5.8. Ensure the appointment memorandum of the AFCPM is current and on file with DLA Energy.

2.5.9. Ensure newly appointed AFCPMs complete the DLA Energy CPM checklist and DLA Energy, AIR Card® Accountable Official training.

2.5.10. Develop and submit to DLA Energy any recommended changes to the program or systems along with justification and impact statements.

2.5.11. Assist DLA Energy's government fuel card account managers and DLA Energy fuel card contractor to resolve issues of mutual interest.

2.5.12. Provide annual training to MAJCOM APCs and key stakeholders on AIR Card® usage and aviation fuel management. The training will address proper procedures, compliance requirements, and fraud prevention measures.

2.5.13. Assist MAJCOMs in relevant aspects of program execution. Ensure they have access to adequate guidance, training, and assistance in routine program matters. Provide help in resolving local problems, answering questions, and/or referring MAJCOMs to the appropriate POC for resolving problems.

2.5.14. Develop a standard training program, including AIR Card® policy, procedures, and aviation fuel and ground services reconciliation. Ensure additional topics are incorporated in the AIR Card® User Training provided by DLA-Energy, to include: Operations Group (OG) Aircrews ground fuel/services and aerial refueling (AR), Maintenance Group (MXG) home station and contingency location procedures. Establish Universal AO Program Training to standardize AIR Card® and fuel accounting requirements and AR procedures.

2.5.15. Coordinate with organizations that have required training elements defined within the AIR Card® program.

2.5.16. Monitor the AIR Card® electronic access system (EAS) for account holder requests, working with MAJCOMs to ensure timely processing of new AIR Card® accounts, account holder replacements, and AIR Card® specific requests.

2.5.17. For Centralized Asset Management (CAM) managed accounts, provide annual guidance from Headquarters Air Force, Deputy Chief of Staff, Operations (AF/A3) to MAJCOM APCs on collecting from AOs unprocessed, unbilled, and anticipated aviation fuel charges in September.

2.5.18. Collect, review, and submit consolidated MAJCOM APC responses to the HQ AFMC/FMM CAM office organization box (**AFMC.CAM.FLYHRS@us.af.mil**) no later than 15 September annually. Based on this information, CAM will process an end of fiscal year AF Form 406, *Miscellaneous Obligation Reimbursement Document* (MORD) to cover unbilled and unprocessed aviation fuel charges.

2.5.19. Monthly, review the DLA-Energy Strategic Sourcing report and submit a consolidated USAF response to the AIR Card® PM. This response will detail any instances of AIR Card® use to purchase non-contract fuel at airports with existing into-plane contracts, including: Reason for the non-contract purchase, remediation implemented, and disciplinary action taken (if any).

2.5.20. Produce and review the monthly Fuel Capacity Report. This report identifies fuel purchases exceeding documented aircraft fuel capacities and is designed to identify potential fraudulent transactions. Task MAJCOM APCs to provide a summary of findings and actions taken, including justifications for any overages.

2.5.21. Perform delinquency management; ensure APCs, AOs and Level 5 COs and respective chains of command are informed of an account's delinquent status and take all required actions to resolve AIR Card® delinquencies and misuse.

2.5.22. Develop and provide comprehensive price reasonableness guidance for authorized ancillary and ground services to mission planners, APCs, AOs, Level 5 COs, and AIR Card® users. This guidance will assist them in fulfilling their responsibility to procure government services at the best and most reasonable prices. Submit Price Reasonableness reports in accordance with DLA Energy guidance.

2.5.23. Notify DLA Energy of any service-initiated audits or investigations of potential fraud, misuse, or abuse of DLA Energy fuel cards.

2.5.24. Act as the liaison between DLA Energy and affiliated DoD, federal agencies, or program participants as applicable.

2.5.25. Establish accounts on the AIR Card® EAS, DLA Enterprise External Business Portal (EEBP), DLA-Energy Electronic Point of Sale (EPoS), Reliability and Maintainability Information System (REMIS), Forms and Account Management Service (FAMS). Additional recommended systems include: Defense Enterprise Accounting Management System (DEAMS) or appropriate General Accounting and Finance System (GAFS) interface to accomplish program oversight duties.

2.6. MAJCOMs. MAJCOMs will oversee the purchase of aviation fuel, authorized ancillary services, secondary sales (in-flight aviation fuel transactions), and assist the AIR Card® program participants. MAJCOMs have the flexibility to select the appropriate 2-letter (A3 or A4) to run their program, which is a shared responsibility between the Financial, Maintenance and Operations staff agencies. MAJCOMs will do the following:

2.6.1. Supplement this guidance to address command-specific issues, if desired. Disseminate current guidance and information including the latest policies, procedures, standards and mandates from the DoD, the USAF, federal regulations and/or the laws regarding aircraft refueling, the AIR Card® and financial requirements.

2.6.2. Appoint in writing a primary and alternate APC to oversee the AIR Card® program, aviation fuel purchases, inflight refueling secondary sales, authorized ancillary service purchases for the command and report to the AFCPM on behalf of the command. Forward copy of APC appointment letter to the AFCPM.

2.7. MAJCOM APC.

2.7.1. Maintain working-level knowledge and understanding of policies, guidance and procedures related to the procurement of aviation fuel, inflight refueling secondary sales, and authorized ancillary services, DD Form 791 reimbursement (sales), and understand the consequences of inappropriate actions.

2.7.2. Complete the required DLA Energy, AIR Card® AO training upon appointment, and complete refresher training every three years. Optional training includes: AIR Card® User Training.

2.7.3. Establish and oversee an AIR Card® management program within the headquarters.

2.7.4. Establish accounts on the AIR Card® EAS, DLA EEBP, DLA-Energy EPoS, REMIS, and FAMS. Additional recommended systems include: DEAMS or appropriate GAFS interface needed to accomplish program oversight duties.

2.7.5. Maintain a complete list of AIR Card® accounts and AO/Level 5 CO information (name, email address, and telephone numbers) for financial matters. Notify the AFCPM and update the electronic access system for AIR Card® when there are any changes that affect management, reporting, or billing of an AIR Card® account.

2.7.6. Ensure AIR Card® EAS accounts have an appointed primary AO and Level 5 CO, and the AO and Level 5 CO roles are not filled by the same person. Appointing an alternate AO and CO is highly recommended.

2.7.7. Validate and submit new AO and Level 5 CO account request forms, appointee names, DD Form 577, and AO/Level 5 CO training certificates to the AFCPM. Once the AFCPM receives the documents, prompt the appointee to request an account in EAS. Maintain all AIR Card® account appointment forms. Monitor AIR Card® appointee's training dates.

2.7.8. Monitor subordinate AIR Card® accounts for authorized ancillary service delinquencies and engage the AO and/or Level 5 CO to assist in resolving any account issues.

2.7.9. Ensure wings comply with applicable regulations, policies, and procedures to include local guidance.

2.7.10. Provide annual AO and/or Level 5 CO program training, track training method used and participation.

2.7.11. Monitor AIR Card® EAS for new card, card cancellation, and transfer requests. Manage requests within 48 duty hours from the time of system notification.

2.7.12. Respond to audit requests from outside agencies and facilitate unit responses when required. Notify AFCPM regarding outside agency audit requests.

2.7.13. In coordination with MAJCOM Financial Management (FM) Directorate, recommend subordinate units at the beginning of the fiscal year execute a MORD for recording the obligation(s) of authorized ancillary service charges. The MORD must be maintained throughout the fiscal year and adjusted accordingly for all unprocessed, unbilled, and anticipated ancillary service charges for the entire fiscal year. Confirm that any residual funds after all transactions have cleared are de-obligated.

2.7.14. MAJCOMS with centrally managed accounts, follow guidance from the AFCPM on collecting from AOs unprocessed, unbilled, and anticipated aviation fuel charges by 15 September annually. The AFCPM will consolidate MAJCOM responses and forward to CAM to process an end of fiscal year MORD to cover unbilled and projected aviation fuel charges. This only applies if the unit's fuel is centrally funded by CAM, which the MAJCOM APC can verify, if in doubt.

2.7.15. Non-Centrally Managed MAJCOMs will follow their MAJCOM financial management guidance on establishing an end of fiscal year aviation fuel MORD.

2.7.16. Verify assigned units reconcile all aviation fuel transactions, sign and forward the Monthly Validation Memorandum to the APC for record-keeping and further action as required.

2.7.17. MAJCOM APCs may approve hard copy or electronic programs that are used in lieu of the AF IMT Form 664. The proxy must contain all the same data elements as the AF IMT Form 664 on the Air Force e-Publishing website including the retention rate which must match or exceed that of the AF IMT Form 664. If the retention rate is less, APCs must provide written guidance stating that the form used in lieu of the AF IMT Form 664 will be retained for no less than 10 years.

2.7.18. Review unit AO responses to the monthly Strategic Sourcing, Fuel Capacity and Price Reasonableness Reports. Violations must be documented with comments to include the reason, type of remediation and possible disciplinary action. Submit consolidated MAJCOM response to the AFCPM as directed.

2.8. Centralized Asset Management (AFMC/FMM).

2.8.1. Ensure prior year aviation fuel rejects resolved by CAM are paid with appropriate fiscal year funding.

2.8.2. Research rejected interfund bill transactions and provide correct funding addresses if rejects are found to be valid flying hour program (FHP) fuel expenses. If invalid FHP expenses, provide rejects to AFPA for further corrective action.

2.8.3. At the end of the fiscal year, use historical data and the average daily burn rate, along with the amount of unbilled, unprocessed, and anticipated aviation fuel charges provided by the MAJCOMs from their subordinate units, to execute a MORD with sufficient funds to cover all unbilled aviation fuel charges.

2.9. AF Petroleum Agency (AFPA).

2.9.1. Assist researching rejected interfund bill accounting line-item information provided by DFAS.

2.9.2. Assist units to upload their Lines of Accounting (LOA) to the Air Force LOA table and provide users with current ownership table and standard fuel price lists.

2.10. Air Operations Center (AOC)/Mission Planning Cells.

2.10.1. Mission Planning. Consider sources and availability of fuel and price reasonableness of authorized ground services when planning off-station missions. Use US military fuel resources and related services whenever possible. Follow the priorities in **Chapter 5** during mission planning and utilize the fixed-base operator (FBO) locator provided by the DLA Energy vendor.

2.10.2. Passenger Flight Contingencies. Air Force aircraft often fly missions where passengers are in a status rendering them ineligible for per diem payments. If this type of mission is funded by the Transportation Working Capital Fund (TWCF) and must make an unplanned stop, the AOC has the authority to approve expenses for passenger provisions (for example, food, lodging and transportation). The aircrew will not charge these provisions against the AIR Card®. If another form of payment is not provided for aircrew to use, passengers will fund these charges on their Government Travel Card or other forms of payment and seek reimbursement from the unit flying the mission. Aircrew will track the reimbursable charges and notify their financial office to monitor reimbursements.

2.11. Wing Commander (or Equivalent). The wing commander is responsible for the resources used to fuel a wing's aircraft regardless of the funding source. Therefore, the wing commander is ultimately responsible for ensuring that refueling and related ground services expenditures are reasonable, monitored, tracked, and reconciled against the current DoD financial system. Wing commanders of tanker assigned units are also responsible to ensure that the Air Force is appropriately reimbursed for any fuel provided via in-flight refueling to non-U.S. Air Force aircraft. Wing commanders will do the following:

2.11.1. Appoint a primary and an alternate AO and Level 5 CO. The AO and Level 5 CO must be a military member or DoD civilian employee. The wing commander or equivalent, in writing, may delegate appointment authority to the appropriate group commander or equivalent.

2.11.2. Ensure all aircrew and maintenance personnel who are AIR Card® users comply with AIR Card® training requirements and understand proper procedures when purchasing fuel or ground services off-station. When on-station services are unavailable, contracted off-station services are to be utilized. Non-contracted services are a last resort if contracted services are unavailable. Justify non-contracted purchases on the monthly strategic sourcing report.

2.11.3. When mission planning is performed, ensure mission planners and aircrews use the AIR Card®, authorized ancillary service provider list, and FBO Locator provided by DLA-Energy or the AIR Card® vendor. Ensure refueling sources selected for all flights are consistent with conservation and mission requirements.

2.11.4. Ensure the unit executes an AF Form 406 MORD with the supporting Comptroller Squadron to cover all non-fuel purchases. Confirm that any residual funds after all transactions have cleared are de-obligated.

2.11.5. For units whose fuel is centrally purchased by CAM or another fund holder, ensure the AO informs the MAJCOM of unprocessed fuel purchases by September annually.

2.11.6. For units whose fuel is not centrally paid by CAM, ensure the unit executes a MORD with the supporting comptroller squadron by the end of the fiscal year to cover unprocessed aviation fuel purchases. Confirm that any residual funds after all transactions have cleared are de-obligated.

2.11.7. Incorporate aviation fuel and AIR Card® program updates into established health of the wing venues.

2.11.8. Publish written supplemental guidance which:

2.11.8.1. Ensures that aircrew and maintenance personnel are annotating all charges from refueling documentation (for example, fuel receipts and ancillary service documentation) onto the AF IMT Form 664 and placing all documents and forms on board any aircraft that is serviced away from home-station.

2.11.8.2. Defines where and when aircrew and maintenance personnel turn in AF IMT Form 664 (or equivalent forms) and receipts and how the completed AF IMT Form 664, and receipts are provided to the AO.

2.11.8.3. Will ensure ancillary services invoices are validated by the AO and forwarded via the miscellaneous payment process (MPP) to the Comptroller Squadron within seven days after receipt of the invoices and signed/verified source documents.

2.11.8.4. Defines the process to verify and submit DD Form 791 to AOs and base fuels in a timely manner (when applicable).

2.11.8.5. Includes geographically separated units (GSUs) that conduct flying operations.

2.11.8.6. Ensures In-Flight Refueling (a.k.a. Air Refueling (AR)) procedures are well established with controlled document procedures.

2.11.8.7. Ensures the AO maintains information pertaining to refueling, secondary sales (tanker offloads), or ancillary service procedures in the Flight Crew Bulletin or the Flight Crew Information File.

2.11.8.8. Address how affected ANG and Reserve units submit their data.

2.12. Deployed Wing or Stand-Alone Group Commanders. Comply with guidance in **paragraph 2.11** and below.

2.12.1. Appoint a primary and alternate AO.

2.12.2. Will establish supplemental procedures to ensure all fuel and ancillary service receipts and the AF IMT 664s they are logged on are inventoried and returned to each aircraft's home station AO immediately upon arrival.

2.12.3. Will ensure DD Form 791 from tanker missions are inventoried and returned to the tanker's home station AO immediately upon arrival.

2.13. Geographically Separated Units (GSU). Commanders of GSUs that conduct flying operations have the same fiscal responsibilities for their units as wing commanders (**paragraph 2.11**.). The GSU commander is responsible for ensuring unit refueling expenditures are monitored, tracked, and reconciled. Commanders of tanker units also are responsible for seeing that the Air Force is promptly reimbursed for fuel provided during inflight refueling. GSU commanders will:

2.13.1. Appoint in writing a primary and alternate AO.

2.13.2. Ensure the unit executes a MORD with the supporting Comptroller Squadron to cover all ancillary purchases.

2.13.3. For units whose fuel is not centrally paid by CAM, ensure the unit executes a MORD with the supporting comptroller squadron by the end of the fiscal year to cover unprocessed aviation fuel purchases. Confirm that any residual funds after all transactions have cleared are de-obligated.

2.13.4. For units whose fuel is centrally purchased by CAM or another fund holder, ensure the unit informs the MAJCOM of unprocessed fuel purchases by September annually.

2.13.5. When mission planning is performed locally, ensure mission planners and aircrews use the FBO Locator that is provided by DLA-Energy or the AIR Card® Vendor. Ensure refueling sources selected for all flights are consistent with conservation and mission requirements.

2.13.6. Ensure that all aircrew personnel understand proper procedures when purchasing fuel or ground services off-station. When on-station services are unavailable, contracted off-station services are to be utilized. Non-contracted services are a last resort if contracted services are unavailable. Justification will be required when directed order of precedence is not utilized.

2.13.7. Oversee the unit AIR Card® Program when no wing support is available from home station or deployed location – all paragraphs in 2.11 will apply.

2.13.8. Establish in writing and enforce guidance that does the following:

2.13.8.1. Defines where and when aircrew turn in AF IMT Form 664 and receipts from off-station transactions, and how the receipts and completed AF IMT Form 664 are provided to the AO.

2.13.8.2. Ensures all ancillary service invoices are signed, validated, and certified by the AO and forwarded via the miscellaneous payment process to the Comptroller Squadron within seven days after receipt of the invoices and source documents.

2.13.8.3. Defines when and where tanker crews turn in DD Form 791 (when applicable).

2.14. Operations Group Commander or Equivalent. Ensure there are written procedures that instruct personnel to do the following:

2.14.1. Upon return to home station, ensure all fuel and ancillary service receipts, AF IMT 664s and DD Form 791s are inventoried and returned to the AO.

2.14.2. Consider sources and availability of fuel when planning off-station missions and use US military fuel resources and related services whenever possible. Follow the priorities in **Chapter 5** during mission planning and utilize the fixed-base operator (FBO) locator provided by DLA Energy.

2.14.3. Notify the AO when an AIR Card® is lost, misplaced, or damaged.

2.14.4. Ensure all assigned members who are authorized to sign for AIR Card® charges complete the DLA Energy, AIR Card® User training, and sign the AIR Card® user Statement of Understanding (SOU).

2.14.5. Document all DLA Energy, AIR Card® user training of personnel in the Integrated Maintenance Database System (IMDS), Graduate Training Integration Management System (GTIMS), MyLearning or other approved automated system.

2.14.5.1. Users must complete AIR Card® user training every three years, in accordance with DLA Energy policy.

2.14.5.2. Maintain training documentation on file and provide the AO with a roster of user's training dates when requested.

2.14.6. Provide aircrew with AO and DLA contractor contact information to report lost or stolen cards or cards that are unserviceable during mission execution.

2.14.7. Report status of AIR Card® non-fuel ground services delinquent payments greater than 60-days at wing financial management boards.

2.14.8. Commanders of tanker assigned units will ensure the Air Force is reimbursed for fuel provided via in-flight refueling to non-Air Force aircraft within 365-days of transfer.

2.15. Maintenance Group Commander or Equivalent. Ensure there are written procedures that instruct personnel to do the following:

2.15.1. Ensure the correct AIR Card® are maintained on each aircraft monthly.

2.15.2. Notify the AO and Aerospace Vehicle Distribution Office (AVDO) when an assigned aircraft is sent to depot or transferred to another base/command. Provide the AO and AVDO with the tail number of the aircraft, date, and time the aircraft transferred to depot status or when transferred to another base/command. The date of transfer in REMIS is the date that is required by the AO and AVDO. Update aircraft change in REMIS.

2.15.3. Notify the AO and AVDO when a new aircraft is received or when an AIR Card® is lost, misplaced, or damaged. Provide the AO and AVDO with the mission design series (MDS) and the tail number. Update aircraft ownership in REMIS.

2.15.4. Ensure all assigned members who are authorized to sign for AIR Card® charges complete the DLA Energy, AIR Card® User training, and sign the AIR Card® user Statement of Understanding (SOU).

2.15.5. Document all DLA Energy, AIR Card® user training of personnel in IMDS, GTIMS, MyLearning or other approved automated system.

2.15.5.1. Users must complete AIR Card® user training every three years, in accordance with DLA Energy policy.

2.15.5.2. Maintain training documentation on file and provide the AO with a roster of user's training dates when requested.

2.15.6. Report status of AIR Card® non-fuel ground services delinquent payments greater than 60-days at wing financial management boards.

2.16. Accountable Official. Appointed by the Wing Commander and referred to as the WRDCO. Squadrons, flights, GSUs and detachments normally assign the AO duties to the Refueling Document Control Officer (RDCO), indicating a level of control below the wing. The AO responsibilities for the positions are the same, although the scope of responsibility may differ depending on organizational structure.

2.16.1. Primary and alternate AOs will not serve as a Level 5 CO for the AIR Card®.

2.16.2. Upon appointment, AOs will send the following documentation to their MAJCOM APC for review, and this documentation must be retained by the AO until superseded or until the AO has been removed from the position.

2.16.2.1. Completed AO Appointment letter (list primary and alternate).

2.16.2.2. US Government AIR Card® AO Nomination Form.

2.16.2.3. Completed DD Form 577 via FAMS. Non-FAM DD Form 577 may be submitted for unique organizations. The DD Form 577 must be retained for 10 years from termination. Note: completion of FOB 105 - FM Body of Knowledge and Departmental Accountable Official 101 training classes are required.

2.16.2.4. DLA Energy, AIR Card® AO training certificate (and every 3 years thereafter, in accordance with DLA Energy Policy).

2.16.3. Once documents have been accepted by the AFCPM, AOs will also complete registration within the AIR Card® EAS. AOs will use this system to monitor, order and transfer all AIR Card®.

2.16.4. Every three years complete the DLA Energy AIR Card® AO training, FOB 105, Financial Management Body of Knowledge, and any other prescribed Accountable Official training. Optional training: DLA AIR Card® User training.

2.16.5. AOs will contact their MAJCOM APC for all refueling and ancillary service issues that cannot be resolved at the local level and require elevation.

2.16.6. Verify authorized AIR Card® users complete required DLA Energy AIR Card® User training every 3 years, in accordance with DLA Energy policy, and have signed AIR Card® program SOU documents. SOU templates are provided by DLA and will also include completion date of DLA Energy AIR Card® User training, and dates user and AO have signed. If available, AO's may use the unit training offices to track user training, SOU and monitor tri-annual dates through GTIMS, ARMS or authorized system.

2.16.7. AOs will review the DLA Energy AIR Card® Program website which contains DLA current policy and forms. Provide the AIR Card® Program website to all AIR Card® and users.

2.16.8. AOs must have access to the following systems: AIR Card® EAS, DLA EEBP, DLA-Energy EPoS, and REMIS. Optional systems include Defense Enterprise Accounting Management System (DEAMS) or General Accounting and Finance System – Base Level (GAFS-BL) or Commanders' Resource Integration System (CRIS) to accomplish their duties.

2.16.9. When staging or servicing aircraft not assigned to their wing, AOs will, upon request, forward copies of source documents (e.g., DD FM 797, AF 664, DD 1898, AFTO 781) to the owning AO. This ensures proper documentation for aircraft fuel and ground services transactions regardless of location.

2.16.10. Receive, audit, and track all aviation fuel and ancillary services receipts from aircrews. Accurately record and track aviation fuel and ancillary service charges, validate billings for payment, and perform necessary documentation follow up.

2.16.11. Verify accounts are only charged for into-plane aviation fuel transactions. AOs will ensure transactions have the proper Aviation Fuel Grade and Use Code in EEBP, identify errors (e.g. duplicate charges), and take corrective actions when improper transactions are charged to the account.

2.16.12. The DLA Energy EEBP report contains all refueling transactions: home station, DoD locations, in-flight refuels, secondary sales (tanker offloads), foreign government, and commercial. AOs will ensure all supporting documentation is signed by an authorized AIR Card® user as received.

2.16.13. Research and dispute aviation fuel errors found in line items of the DLA Energy EEBP report.

2.16.14. Upon accomplishment of aviation fuel reconciliation, complete the monthly memorandum that confirms validation of the accuracy of the DLA Energy EEBP report (see **attachment 4**). Attach the EEBP report used to reconcile aviation fuel to the memorandum, annotating against the transactions, receipts filed, missing receipts, and disputed transactions. Submit signed memorandum to the MAJCOM APCs or use the MAJCOMs/wings licensed system of record as validation if applicable.

2.16.15. Ensure all AIR Card® delivery receipts, invoice supporting documents, signed monthly memorandum (attach EEBP report if required documents are unavailable) are retained for 10 years.

2.16.16. Additions may be updated to this report as deployed aircraft return to home station, disputes are resolved, or missing receipts are provided. The AO will update pending transactions until resolved. The AO does not need to re-sign the monthly memorandum after all pending transactions have closed.

2.16.17. Initiate corrective action with agencies to ensure credit transactions are processed for erroneous charges.

2.16.18. Follow up on unbilled charges to monitor timely and accurate billing.

2.16.19. Maintain an inventory list of assigned aircraft by MDS along with fuel capacity and applicable external fuel tanks and report any changes to the AIR Card® contractor and DLA Energy.

2.16.19.1. Verify assigned aircraft have the appropriate AIR Card® every 6 months and report lost, misplaced, or damaged cards to the DLA contracted vendor.

2.16.19.2. Provide aircrew with AO/WRDCO and DLA contractor contact information to report lost, damaged or stolen cards during mission execution.

2.16.20. Forward unbilled and projected fuel purchase data to the MAJCOM APC when directed for end of year closeout. For non-CAM units that have centrally funded aviation fuel, forward unbilled and projected aviation fuel charges to the Level 5 CO, FM, or fund holder for end of year closeout. For non-CAM MAJCOMs fuel not centrally funded, follow MAJCOM/FM end of year guidance for establishing MORDs. This allows the non-CAM MAJCOMs or fund holders to process an end of fiscal year MORD to cover unbilled charges.

2.16.21. Follow local guidance in establishing and adjusting MORDs with the supporting Comptroller Squadron for recording the obligation of ancillary service charges using the miscellaneous payment process. If using a single MORD for all charges, adjust the MORD accordingly throughout the fiscal year (FY). In mid-September or by the date established by local policy, adjust the MORD for all known outstanding charges for the remainder of the FY. Once all outstanding transactions have cleared, de-obligate any residual balance.

2.16.22. When a unit’s aircraft transfers to a different unit, it is the responsibility of the AO from the losing unit to transfer the AIR Card® to the gaining unit via the AIR Card® website.

The AO must verify the transfer in REMIS using the date of transfer and include the gaining unit's AIR Card® line of accounting, which can be obtained from the gaining unit's AO.

2.16.23. Assist the AFCPM and the MAJCOM APC with resolving AIR Card® program deficiencies and delinquent payments. Upon an AIR Card® account reaching delinquent status, the AO will notify their Squadron Commander, Comptroller Commander, AIR Card® contractor and MAJCOM APC immediately with explanation for delinquency and expected date of payment. Follow up when payment has been made. Prompt payment to alleviate delinquency is required. Review protocols to prevent further delinquency.

2.16.24. Advise commanders on all aspects of the Wing AIR Card® program, local into-plane aviation fuel accounting, and inflight refueling secondary sales procedures, as applicable.

2.16.25. The AO will validate the accuracy of AIR Card® ancillary service invoices against source documents, then initiate the miscellaneous payment process using the process detailed in the DEAMS Miscellaneous Payment Desktop Guide.

2.16.26. AIR Card® invoices may have charges, such as value-added taxes, that are not included on the source documentation or the AIR Card® Authorized Charges listing. AOs must review to ensure taxes are authorized and not exempt. AOs will follow local, MAJCOM, AFCPM and DLA guidance concerning exemptions and authorized taxes.

2.16.27. AOs will track aviation fuel documents and verify their accuracy compared to what was billed within DLA EEBP. AOs will track ancillary service receipts and verify their accuracy compared to the invoices in the AIR Card® EAS. The AO must review the merchant receipt immediately to determine if charges are authorized and correct. Receipts with detailed charges and prices will be uploaded in the AIR Card® EAS and can be downloaded for review and retention. If not uploaded to the AIR Card® EAS, contact the DLA Energy AIR Card® Contractor to obtain a copy of the merchant receipt.

2.16.28. Ensure all aviation fuel sales, to include secondary sales (Air to Air refueling) and defuel transactions to wing aircraft are reconciled to signed supporting documentation unless determined to be an erroneous charge or a credit for a previous identified erroneous transaction. This also includes all AF Form 791 transactions for AF Tanker Wings. Erroneous Transactions must be disputed with the proper agency to receive credit. Each credit for an erroneous charge must be matched to previous erroneous transaction and closed. Ensure each Ground service billing, including each line item, on the weekly Air Card® Invoice are validated to signed documentation. Any identified erroneous charge(s) will be disputed using the Air Card® EAS website.

2.16.29. AOs must notify their commander, MAJCOM APC and AFCPM immediately if suspension of AO, Level 5 CO, or AIR Card® accounts occurs.

2.16.30. AOs must review ancillary service charges that appear to be excessive; identify charges that exceed established price reasonableness threshold and notify MAJCOM APC of findings.

2.17. Wing Comptroller Squadron or Servicing Financial Management Office.

2.17.1. In accordance with existing financial management guidance, the servicing Wing Comptroller or Financial Management Office will provide expert assistance to the Level 5 AIR

Card® CO for non-fuel/ancillary ground services. The Level 5 CO may be assigned to any unit within the wing. See **chapter 3**

2.17.2. Ensure supported units execute an AF Form 406, MORD, for recording the obligation(s) of authorized ancillary service charges. Units have the option to execute a single MORD for each invoice presented or one MORD per fiscal year. If opting for one MORD per fiscal year, the MORD must be maintained and adjusted accordingly for all unprocessed, unbilled, and anticipated authorized ancillary service charges for the entire fiscal year, no later than November 30th. After confirming all transactions for the fiscal year have cleared, de-obligate residual funds.

2.17.3. Collaborate with applicable units to make the necessary corrections on rejected Air Card® payment packages and resubmit for payment processing.

2.17.4. Implement SAF/FM procedures to facilitate cash payments for aviation fuel and authorized ancillary services as needed.

2.17.5. Upon notification by the Maintenance or Operations Group Commander or equivalent, will ensure the status of AIR Card® non-fuel ground services delinquent payments greater than 60-days are on the agenda of wing financial working group.

2.18. Level 5 Certifying Official.

2.18.1. Upon appointment, Level 5 COs will send the following documentation to their MAJCOM APC for review and this documentation must be retained by the Level 5 CO until superseded or until the Level 5 CO has been removed from the position:

2.18.1.1. Completed Level 5 CO Nomination Form, DD Form 577, via FAMS. The DD Form 577 must be retained 10 years after termination.

2.18.1.2. DLA Energy, AIR Card® AO training certificate (and every 3 years thereafter, in accordance with DLA Energy Policy).

2.18.2. Register and maintain a current profile within the AIR Card® EAS.

2.18.3. Receive validated ancillary servicing paperwork from the AO and_make every effort to forward for payment to supporting Comptroller Squadron within the prescribed time to prevent the account becoming delinquent.

2.18.4. Receive validated paperwork from the AO for fuel or ancillary services purchased with cash and forward to the local FM office for processing. Receive back from the local FM office the processed paperwork and forward fuel invoices to DLA Energy Finance-F8 for processing. Forward to appropriate HQs receipts for any navigation/overflight fees paid with cash for reimbursement.

2.18.5. Monitor miscellaneous payment packages and take immediate action to resolve any rejections.

2.18.6. Notify the appropriate MXG or OG Group Commander or equivalent, Comptroller Commander or FM when an AIR Card® account reaches 60-days delinquent status.

2.18.7. Cooperate and coordinate with internal or external audits and inspections of fuel card programs.

2.18.8. Provide fraud or audit analysis by:

2.18.8.1. Performing data analysis to identify questionable transactions and/or patterns of suspicious activities.

2.18.8.2. Researching suspicious transactions or activities to determine if they need to be referred to appropriate audit or investigative agencies.

2.19. Resource Advisor.

2.19.1. Assist the AIR Card® program AO and Level 5 CO validate and reconcile ancillary service invoices for payment via the miscellaneous payment process in DEAMS.

2.19.2. Ensure the accuracy of payment vouchers and supporting documents; ensure transactions are legal, proper, and correct; and the obligation of funds are sufficient for payment.

2.19.3. Create a MORD at the beginning of each fiscal year and increase by amendments as needed. The MORD must include documentation & computation to support the MORD amount. Review the MORD to ensure the MORD has enough funding for the outstanding documents to be processed for the fiscal year end. Once all outstanding transactions have cleared, de-obligate any residual balance.

2.19.4. Notify the Group, SQ/CC and Comptroller when an AIR Card® account reaches 60-days delinquent status.

2.20. Pilot in Command (PIC) or Aircraft Commander (AC). Even if the PIC/AC did not personally oversee the aircraft refueling process, the PIC/AC has the overall responsibility for all actions associated with the aircraft. The PIC/AC is responsible for ensuring all refueling transactions (to include issuances of fuel from tanker missions) are completely and accurately recorded on the appropriate forms and that all source documentation (i.e. DD FM 797, AF 664, DD 1898, AFTO 781), to include receipts, are retained. All pilots are AIR Card® users and must fulfill all associated responsibilities. All PIC/ACs will:

2.20.1. Consider sources and availability of fuel when planning off-station missions and use US military fuel resources and related services whenever possible. Follow the priorities in **Chapter 5** during mission planning and utilize the fixed-base operator (FBO) locator provided by DLA Energy or the AIR Card® vendor.

2.20.2. Verify that all purchases of fuel and ancillary services are completely and accurately recorded in accordance with **Chapter 5**.

2.20.3. Follow local procedures for turning in AF IMT Form 664 and DD Form 791, including all receipts for fuel, inflight refueling secondary sales and ancillary service transactions, upon returning an aircraft to its home-station. Regardless of the refueling method, an aircrew member or a maintainer must use the AF IMT Form 664 to document each refueling and ancillary service transaction that occurs away from the aircraft's home station and turn in receipts from all transactions. Aircrew will verify that merchant receipts contain all required elements prior to signing.

2.21. AIR Card® Users. Regardless of the method used (to include in-flight refueling), any personnel who authorizes on and off-station refuel, or the servicing of an aircraft becomes a purchasing agent of the United States Air Force. The authorized AIR Card® user's signature as purchaser documents the receipt of supplies and services and obligates the United States Government to pay all charges on the receipt. Compliance with DoD and Air Force Standards for ethical conduct is mandatory. All AIR Card® users are held responsible to the government for any transaction not made for official government use. All AIR Card® users will:

2.21.1. Follow the guidelines outlined in **Chapter 4** and DLA-Energy's P8 when purchasing mission essential authorized products and services.

2.21.2. Verify purchase receipt documentation accurately reflects supplies and services rendered and contains only authorized charges found on the DLA Energy AIR Card® Authorized Charges listing.

2.21.2.1. All receipt documentation must have the user's printed name, phone number, and signature. Authorized users will record all purchases on the AF IMT Form 664, regardless of whether the vendor provides a receipt.

2.21.2.2. If a vendor refuses to provide a receipt, will document the point-of-sale information by whatever means possible and store the documentation in the AF IMT Form 664. Authorized users will report the situation to the AO upon return. Contracted vendors must provide receipts in accordance with the terms of their contract.

2.21.3. Complete initial DLA Energy, AIR Card® User training before using the card; complete refresher training at least once every 3 years, in accordance with DLA Energy policy. Mass training authorized.

2.21.4. AIR Card® users will complete and sign AIR Card® program SOU and forward a copy to AO. Utilize SOU templates provided by DLA, include completion date of DLA Energy AIR Card® User training. Training and an example SOU may be found on DLA Energy AIR Card® website.

2.21.5. Review all policies, procedures, and record-keeping requirements for the AIR Card® users and ensure proper use of the AIR Card®.

2.21.6. Ensure the AIR Card® is active and valid prior to its usage.

2.21.7. AIR Card® users who fly into areas where the AIR Card® is not accepted will obtain training on the SF 44 prior to its usage.

2.22. 309th Aerospace Maintenance and Regeneration Group (AMARG). Responsible for the retiring of aircraft. Follow card cancellation guidance contained in **paragraph 6.7**.

Chapter 3

AIR CARD® MANAGEMENT

3.1. Opening New Accounts. To open a new AIR Card® account, the RA will submit the LOA to the local comptroller or AFPA for creation in the accounting system. The APC or AO will download the Accountable Official enrollment package from the US Government AIR Card® Program page at the DLA Energy website and complete it according to the included instructions. Prior to activation, an account must have an AO and Level 5 CO appointed and enrolled in the AIR Card® EAS. The AFCPM will request account creation and activation from the DLA Energy AIR Card® vendor after all previously identified requirements are completed.

3.2. Re-missioned Unit. Units tasked with a new mission or assigned a new weapons system must submit a new or revised LOA that includes a new aircraft inventory with associated aircraft tail numbers and fuel capacity. Verify the LOA is published with AFPA. Confirm aircraft ownership in REMIS and order AIR Card® in the EAS.

3.3. AIR Card® Payment and Aviation Fuel Reconciliation Processes.

3.3.1. The Split Billing Process is used with the AIR Card® program dividing the invoiced amounts between aviation fuel and authorized ancillary services. The Split Billing Process is defined as a means of centrally billing the aviation fuel portion of an invoice.

3.3.2. The AIR Card® Contractor separates aviation fuel purchases from authorized ancillary service purchases on Card invoices.

3.3.3. DLA Energy pays for aviation fuel purchases and the Military Departments reimburse DLA Energy at a standard price per gallon.

3.3.4. Fuel charges are processed through DLA Enterprise Business Systems (EBS) to collect, route, and report transactions among bases, contractors, DLA Energy, DFAS and other entities.

3.3.5. Transactions are rolled up at the Department of Defense Activity Address Code (DoDAAC)/sub-account/product/date, a document number is assigned, and a standard price for fuel is applied for inter-fund billing information passed to DFAS.

3.3.6. Aviation fuel billing and payment. The DLA Energy AIR Card® Contractor centrally bills the aviation fuel portion of an invoice from vendors on an Into-Plane contract directly to DLA Energy for payment.

3.3.7. The DLA Energy AIR Card® Contractor pays non-contract fuel vendors and then bills DLA Energy.

3.3.7.1. DLA Energy certifies that appropriated funds are available for payment, transmits the billing data to the DFAS for payment, and enters fuel-billing information into the DLA Energy.

3.3.7.2. DLA Energy San Antonio acts as the certifying office and DFAS uses EEBS/EEBP as the primary source to bill the Air Force for the fuel.

3.3.7.3. Units whose fuel is paid through Transportation Working Capital Fund (TWCF) are billed directly.

3.3.8. Authorized ancillary services billing and payment. The DLA Energy AIR Card® Contractor bills the authorized ancillary service (non-aviation fuel) portion (ground services) of an invoice to each individual Air Force unit that received the services. The aircraft unit of assignment (owning wing or MAJCOM) is responsible for all authorized ground service charges against the AIR Card®. In Associations, the owner of the aircraft is responsible for all authorized charges against the AIR Card® and may receive reimbursement from the associate unit as specified in a task order or developed agreement in accordance with DoDI 4009.19, Support Agreements. Examples of authorized ancillary services include landing fees; aviator breathing oxygen; de-icing service; de-fuel and re-fuel service, etc.

3.3.8.1. The DoD Miscellaneous Payment Process [Department of Defense (DoD) Guidebook for Miscellaneous Payments] will be used to make payment to the DLA Energy AIR Card® Contractor (payments to non-federal entity).

3.3.8.2. Unit AO, Level 5 CO and RA will establish a Miscellaneous Payment Funding MORD IAW the DEAMS Miscellaneous Payment Desktop Guide. Units have the option to execute a single MORD for each invoice presented or one MORD per fiscal year based on the unit's estimated authorized ancillary service charges provided in the unit's fiscal year spend plan. A MORD is an obligating document.

3.3.8.3. The Funds Certifying Official will ensure proper assignment of funding on the DEAMS Miscellaneous Payment Funding MORD and sufficient funding for payment. The Departmental Accountable Official (DAO) will ensure the DEAMS miscellaneous payment voucher and supporting documents are legal, proper, and correct for payment prior to submission to DFAS. The Voucher Certifying Officer at DFAS will review the voucher and process for payment.

3.3.8.4. Unit AO and Level 5 CO will certify and validate their unit's non-fuel/ancillary purchases invoices. After certification and validation, the AO, Level 5 CO or RA will initiate the DEAMS miscellaneous payment process using the "DEAMS Miscellaneous Payment Desktop Guide.

3.3.8.5. Invoices for authorized ancillary services will be paid in full unless any disputes are filed within 90 days.

3.3.8.6. The Prompt Payment Act requires the US Government to pay its debts to commercial vendors within 30 days of the date of the invoice or incur interest charges. Therefore, units should make every effort possible to pay AIR Card® invoices within 30 days. If the unit needs copies of transaction receipts to verify the charges on an invoice, it can request copies of those receipts from the AIR Card® Contractor or the AIR Card® website.

3.4. New or Replacement Cards. Request new or replacement cards on the AIR Card® EAS. Ensure aircraft fuel capacity, to include external tanks, are present on all card requests. See **para. 6.5** for details.

3.5. AIR Card® Transfers. Initiate AIR Card® transfer to a new account after the aircraft ownership is updated and confirmed in REMIS. See **para. 6.4** for details.

3.6. Any Aircraft AIR Card®. To obtain "any aircraft" AIR Card, AOs must submit a detailed written justification request through their MAJCOM APC to the AFCPM.

3.6.1. The card justification must include: Impact to mission, defined effective period, description of established controls to identify fraud, misuse, or abuse; and a documented process to communicate and correct problematic card charges.

3.6.2. The AFCPM will review the request to verify that a critical operational requirement exists for the "any aircraft" card and that established controls are documented and effective.

3.6.3. Upon AFCPM approval, the AFCPM will submit written approval to the DLA Energy AIR Card® Program Manager.

3.6.4. Validate the need for "any aircraft" AIR Cards® annually.

3.7. Closing Active Accounts. To close an active account, the outstanding balance on all associated cards must be zero. **(T-0)** The AO can then request through the APC and AFCPM for the DLA Energy AIR Card® Contractor to terminate the account.

3.8. Account Suspension.

3.8.1. Delinquent accounts may be suspended when an account has delinquent balances that exceed 60 days.

3.8.2. Accounts that fail reasonable price reviews may be suspended.

3.8.3. Accounts will be suspended when the AO and/or Level 5 CO positions are vacant in the AIR Card® EAS.

3.8.4. Accounts will be reinstated when the above requirements are met.

Chapter 4

AIR CARD® USAGE

4.1. AIR Cards®. Cards are issued to Government owned aircraft not to personnel. The AIR Card® user is authorized to purchase aviation fuel, fuel related services and ground services. When the card user requires additional non-authorized services, another payment method is required i.e. Cash, Government Purchase Card or purchase request via a Form 9. The AIR Card® program provides a network of global card accepting fuel suppliers and ground handlers to support official government missions.

4.2. AIR Card® Users. The AIR Card® user serves as the government ordering officer authorized to purchase fuel, fuel related services and ground services. At global commercial airport locations, the AIR Card® user is responsible for the review of sale documents to verify the products and services requested were delivered and clearly itemized to include pricing.

4.2.1. Authorized AIR Card® users are DoD military, federal civilians and contractors in accordance with contract provisions.

4.2.2. A minimum of one authorized AIR Card® user will be present during aircraft servicing to verify the accuracy of the recorded charges on the commercial delivery receipt and to ensure secure performance of the refueling and/or service operation.

4.3. Authorized Products and Services. AIR Card® users may purchase aviation fuel products and related authorized ancillary services in direct support of the aircraft and/or the mission. The AIR Card® will not be used to purchase any goods or services for which the travel card is authorized (for example, aircrew transportation to/from lodging facilities); the travel card must be used for such purchases. **(T-0)**

4.3.1. Authorized AIR Card® users will use the card for purchasing aviation fuel at an aircraft's home station or military installation.

4.3.2. When a unit shares facilities with a commercial airport, the unit may use the AIR Card® to purchase both aviation fuel and authorized ancillary services for its aircraft, provided that the merchant has a DLA Energy Into-plane Contract agreement in place. Includes Air National Guard/Air Force Reserve bases where the fuel offices are not open at night.

4.3.3. Authorized AIR Card® ancillary services are products and services directly related to aircraft support and associated mission requirements. For the complete and current list of authorized ancillary services visit the Authorized Products and Services letter on the DLA AIR Card® Program website.

4.3.4. The merchant or aircrew (Ordering Official) are financially responsible when unauthorized products or services are rendered or requested.

4.4. Unauthorized Card Usage. AOs will exercise due diligence in managing AIR Cards® issued to their unit.

4.4.1. Misuse of the AIR Card® includes any use at establishments or for purposes that are inconsistent with DoD official business or applicable governing regulations. Misuse includes the illegal acceptance of gratuities. Transactions for aircrew meals, food, beverages, and alcohol are strictly prohibited. Do not use the AIR Card® for purchases where the government travel card is authorized. **(T-0)** Additionally, aircrews are not authorized to accumulate or earn points or rewards that may be commercially offered by merchants for any AIR Card® purchases.

4.4.2. AOs, Level 5 COs, RAs, commanders, or other program personnel will immediately investigate and report any suspected card misuse to the appropriate local investigative office, MAJCOM APC and AFCPM. **(T-0)**

4.4.3. Consult the Foreign Clearance Guide and review the Foreign Clearance Manual and country-specific foreign clearance guidance to assist in identifying inappropriate charges at foreign locations. The Foreign Clearance Manual provides guidance on charges that are not applicable to state aircraft, as well as information regarding reasonable charges. The country-specific Foreign Clearance Guide cannot provide definitive information on every fee or tax that may be charged at an airport but can assist users in determining the legitimacy of those charges. If users suspect unreasonable or inappropriate charges, reference the Foreign Clearance Manual for appropriate action. Executive Order 12731 prohibits misuse of government positions and resources.

4.5. Price Reasonableness Review. Program participants must understand the importance of fiscal responsibility, stewardship of government resources and ensure optimal value for expenditures by securing reasonable prices for non-fuel services.

4.5.1. Mission planners should use the AIR Card® vendor FBO locator to identify vendors to conduct price analysis, obtain vendor price quotes or use historical price analysis to conduct price comparisons for non-fuel services during planning.

4.5.2. Aircrews must first follow the order of precedent provided by DLA Energy in determining what refueling source to utilize and then consider vendors who meet price reasonableness standards. Non-fuel services do not override the fueling priority as outlined in **chapter 5**.

4.5.3. Exemptions for Mission Critical Operations.

4.5.3.1. Pre-Departure Planning Exemptions. Unit commanders may grant exemptions for purchases of approved non-fuel services from the price reasonableness procedures in cases defined as mission critical where use of the procedures would be impractical.

4.5.3.2. Mission Execution Exemptions. Aircraft commanders are authorized to grant exemptions of non-fuel services from the price reasonableness procedures during mission execution.

4.5.4. AOs will review charges for potential excessive expenditures, that are unreasonable expenses incurred at an immodest quantity or exorbitant price. It also includes expenses which exceed what is usual or proper, as well as expenses which are unreasonably high and beyond just measure or amount.

4.5.5. AFCPM, with assistance from APCs, will conduct a random sampling of charges for potential excessive expenditures, that are unreasonable expenses incurred at an immodest quantity or exorbitant price.

Chapter 5

PRIORITY FOR FUEL RESOURCES

5.1. Prioritized Fueling Sources. All mission planners must consider sources and availability of fuel when planning off-station missions and will use US military fuel resources and related services whenever possible due to significant cost savings relative to prices charged at commercial contract and non-contract facilities. Aircrews will use AIR Card® merchants for aviation fuel purchases where available. Aircrews will follow the order of precedent provided by DLA Energy to determine what refueling source to choose.

5.1.1. DoD Locations. Refueling support is available at most airfields operated by the Air Force, Army, Navy, and Marine Corps. These sources charge the Air Force the DoD standard price for aviation fuel.

5.1.2. Aircrews will use DLA Energy Into-Plane contract vendors at commercial locations where DLA Energy Into-Plane contract fuel and non-contract services are available. (**T-1**)

5.1.3. Non-Contract Purchase at Commercial Airfields. Aircrew are authorized to purchase fuel and services from any available source when no DLA Energy Into-Plane contract exists at the commercial locations, or the Into-Plane contract vendor is not available when required, or when White House Movement Office (WHMO) dictates. DLA Energy bills the Air Force at the standard rate for aviation fuel for transactions at non-contract sites. Note: DLA Energy does not maintain oversight nor guarantee fuel quality at locations with no DLA Energy Into-Plane contract.

5.1.3.1. At locations where the AIR Card® is not accepted and time permits, advise the vendor to call the 24-hour customer service line on the back of the AIR Card® to secure an agreement for fuel and services.

5.1.3.2. In the event the vendor will not accept the AIR Card®, aircrew will use a SF 44 for payment purposes.

5.1.3.3. In a few cases, aircrew may use cash to pay for fuel. See **Attachment 2** for details regarding cash purchases.

5.2. Other Foreign Government Support. DLA Energy has different types of agreements with foreign governments that provide for the reciprocal refueling of military aircraft and other vehicles.

5.3. Fuels Exchange Agreement (FEA). Under the terms of FEAs, transactions are documented and periodically exchanged for validation. The party owed is normally reimbursed in fuel. Former Air Force agreements were referred to as Replacement-In-Kind agreements.

5.4. Offset Billing Agreements. Under the terms of offset billing agreements, transactions are documented and periodically exchanged for validation. The parties determine a net balance owed, which is then reimbursed in cash.

5.5. Direct Bill Agreements. Direct bill agreements are agreements between DLA Energy and a foreign government where transactions are documented and billed individually or monthly and are paid in cash based upon the invoices submitted by the provider. Direct Bill Agreements are generally the preferred method for reimbursement.

5.6. Multinational Agreements. Within the North Atlantic Treaty Organization (NATO), obtain aviation fuel from foreign air forces under NATO Standardization Agreement (STANAG) 3113. Under this STANAG, the host air force services the United States aircraft charging the same price that the host air force charges its own units.

5.7. Into-Plane Contracts. DLA Energy negotiates into-plane refueling contracts at many commercial airports. Aircrews must present an AIR Card® for any fuel lift, including non-contract sites. Refueling is normally available 24 hours a day, seven days a week unless the contract specifies otherwise. DLA Energy bills the Air Force at a standard contract rate for transactions at these sites and requires fuel quality surveillance from the vendors.

5.7.1. Commercial vendors will not honor an expired AIR Card®. In the event an aircraft's AIR Card® has expired, the aircrew should try to contact the DLA Energy AIR Card® Contractor to obtain a valid AIR Card® account number. If the aircrew cannot obtain a valid card account number, they should use an SF 44.

5.7.2. The terms of the Into-Plane contracts require payment by the AIR Card®; therefore, if the aircrew does not present a valid card for a contract purchase or does not purchase the correct type of fuel under contract, the purchase will not qualify as a contract delivery at the contract price and will be processed as a local purchase.

5.7.3. The Into-Plane Contract Information System and the FBO Locator, both available from the DLA Energy AIR Card® EAS, contain details on contract fuel vendors, authorized ancillary services vendors, and vendors that accept the AIR Card®.

Chapter 6

DOCUMENTING REFUELING TRANSACTIONS

6.1. Documenting Refueling Transactions. Regardless of the method of refueling, aircrew will record off-station aviation fuel transactions on the AF IMT Form 664, electronic version, or approved MAJCOM alternate, which will be printed or attached to an envelope. In addition, aircrews will place copies of all vendor receipts and completed DD Form 1898, Energy Sale Slip, in the AF IMT Form 664. **(T-1)** If a commercial vendor does not provide a receipt, then document all point of sale (POS) information by any means available, place the sale data in the AF Form 664, and record the transaction on the exterior of the AF IMT Form 664. AF IMT Form 664 will be retained by the AO for 10 years if used to annotate secondary sales transactions. **(T-0)** Digital Storage: Scanning and storing receipts and other financial records digitally can save space and make it easier to find when needed. Make sure to back up digital files regularly.

6.2. Standard Refuels.

6.2.1. Authorized AIR Card® users will be present during aircraft servicing to verify the accuracy of the recorded POS data and to ensure safe performance of the refueling operation.

6.2.2. The authorized AIR Card® user will present the card to the refueling personnel for imprinting or swiping of aircraft POS billing data. Aviation fuel or services charged without aircrew presentation of an AIR Card® will not be paid by the AIR Card® contractor and will be processed by the home station as a local miscellaneous purchase.

6.2.3. Aircrew will ensure that fuel products and ancillary services are recorded separately, accurately, and legibly with date of delivery on the DD Form 1898, commercial delivery ticket, or other POS ticket. If asked to pay inappropriate charges, aircrew will reference the DoD Foreign Clearance Manual (FCM), Chapter 2, for guidance.

6.2.4. Aircrew will ensure that the merchant prints and/or imprints the minimum POS data on the DD Form 1898 or commercial delivery ticket.

6.2.5. All commercial merchants are authorized to use a customized commercial US Government AIR Card® slip, a DD Form 1898, or a commercial delivery ticket to capture all pertinent POS data. The merchant and crewmember will both sign, provide phone number, and print their names on the DD Form 1898 or commercial delivery ticket to certify that it accurately describes the purchase transaction. The merchant will provide a copy of the DD Form 1898 or commercial delivery ticket to the aircrew member. (Into-plane contracts require vendors to provide a completed copy of the delivery ticket to the aircrew member.) When mission constraints dictate immediate departure, aircrew and vendor will arrange for electronic delivery of receipts.

6.2.6. The merchant will transmit POS purchase transaction data to the AIR Card® Contractor for subsequent processing into the DLA Energy AIR Card® Contractor and the Defense Fuels Automated-Management System for customer billing.

6.2.7. The merchant should provide the aircrew with an itemized receipt. If the merchant does not provide an itemized receipt, the aircrew member should write "DISPUTED" on the receipt prior to signing.

6.2.8. Conversion factors for fuel grades issued or jettisoned by tanker aircraft are:

6.2.8.1. Grade JP5: 6.8 pounds per gallon.

6.2.8.2. Grade JP8/JAA: 6.7 pounds per gallon.

6.2.8.3. Grade TS1: 6.6 pounds per gallon.

6.2.8.4. Liters per gallon: Number of Liters multiply by 2.64

6.3. In-Flight Refueling.

6.3.1. Tanker units will follow Air Mobility Command (AMC) guidance to manually or electronically document inflight refueling off-loads. Tanker assigned MAJCOMs will develop guidance to ensure tanker crews complete a DD Form 791 as accurately as possible for each in-flight fueling mission. DD Form 791 must contain enough information that the providing unit can bill the correct receiving unit, service, or country for fuel. In-flight fuel issues will not be consolidated or batched. **(T-1)** MAJCOMs may approve use of alternative electronic systems.

6.3.1.1. Tankers will use DLA/REMIS Ownership and billing tables uploaded to EBS to verify current aircraft ownership/possession.

6.3.1.2. Tanker units will ensure pilots and boom operators are trained to correctly identify receivers for accurate reimbursement.

6.3.1.3. For aerial refueling, receivers will provide 8-digit tail number to Tanker for accurate reimbursement as operations allow.

6.3.1.4. Pilots in command of Receivers and Tankers will ensure fuel transactions materials are turned into AOs/WRDCOs upon return to home station.

6.3.1.5. Aircrew will record all transactions on the AF IMT Form 664, when an aircraft connects to a tanker in-flight, regardless of if they receive fuel. **(T-1)**

6.3.1.6. The AF IMT Form 664 serves as a source document (i.e., receipt) for aircrews receiving fuel from an inflight refueling.

6.3.2. As Tanker Lead Command AMC will provide Ownership/Billing Table using REMIS for monthly upload to Electronic Flight Bag for DoD receivers, Air Reserve tankers, and Foreign Military Receivers.

6.3.3. AO must forward any foreign government inflight refueling charges to HQ AMC/FMFFS for review before validating and forwarding to base fuels office. **(T-3)** Note: ANG assigned tanker AOs forward to Air National Guard Bureau Foreign Military Sales office.

6.3.4. Headquarters AMC is responsible for processing classified in-flight refueling transactions. These transactions will be processed only after being verified by HQ AMC AOC.

6.4. Aircraft Transfers.

6.4.1. Maintenance personnel at both the losing (transferring) and gaining (receiving) units must inform their respective AO and AVDO of the aircraft transfer and its effective date. **(T-1)** The AIR Card® remains with the aircraft.

6.4.2. The losing unit AO will use the AIR Card® EAS to transfer the associated AIR Card® to the gaining unit, ensuring the transfer date matches the date recorded in REMIS. The AO must also update the LOA information with the gaining unit's ORG Code and unit Code. The MAJCOM APC will verify the accuracy of the transfer in EEBP and REMIS.

6.4.2.1. Any commercial fuel transactions that occur before the AIR Card® is transferred in the AIR Card® EAS or DoD fuel transactions that occur before the aircraft transfer is finalized in REMIS and EBS, must be corrected for EBS to properly account for the fuel usage of both units.

6.4.2.2. The losing or gaining unit will coordinate with their local fuels office, DLA Energy or the AIR Card® Contractor to reverse and rebill any erroneous charge the transaction to the correct unit. Both units are responsible for coordinating funds transfer and corrections using Standard Form 1081 (SF 1081), *Voucher and Schedule of Withdrawals and Credits*.

6.5. Depot Possessed Aircraft. The following are procedures for managing AIR Card® usage and responsibility when aircraft are transferred to and from maintenance depots (including both DoD and contractor facilities)

6.5.1. The AIR Card® assigned to the aircraft *must* accompany the aircraft when it departs for any maintenance depot.

6.5.2. Aviation fuel purchases for aircraft enroute to these facilities will be charged to the losing (transferring) organization.

6.5.3. Product credited (e.g., fuel removed) from these aircraft prior to the start of depot maintenance will be credited to the losing (transferring) organization.

6.5.4. Fuel charges incurred during depot repair or modification will be billed to the AFMC depot or contracted facility.

6.5.5. Upon release from AFMC depots and contract facilities, flyaway sales, and fuel purchases enroute will be charged to the gaining (receiving) organization.

6.5.6. Charges will continue to accrue against the losing (transferring) organization until *all* of the following conditions are met: The aircraft has been transferred and accepted by the gaining (receiving) organization in REMIS; the AIR Card® has been successfully transferred in the AIR Card® EAS. Follow the AIR Card® transfer procedures outlined in **paragraph 6.4**.

6.6. New Production Aircraft. Aviation fuel purchases for new production aircraft enroute to its first USAF assignment base are billed to the gaining home-station.

6.6.1. AO or MAJCOM APC may initiate the standard AIR Card® process for new production aircraft after formal acceptance and assignment of the aircraft is complete.

6.6.1.1. Upon receipt of the signed DD Form 250 (Material Inspection and Receiving Report), the Air Force AVDO (AF AVDO) loads the aircraft into REMIS and assigns it to the owning MAJCOM.

6.6.1.2. The MAJCOM AVDO then assigns the aircraft to the owning organization and GEOLOC in REMIS.

6.6.1.3. Unit AVDO will gain the aircraft in IMDS/G081 after physical arrival of the aircraft at the unit.

6.6.2. Initial AIR Card® Account Establishment. The gaining AO will coordinate with their local FM and AVDO, MAJCOM APC, AFPA, and DLA Energy to establish the initial AIR Card® account LOA *or* update the existing LOA with the newly assigned aircraft tail number. After the LOA is established or updated, the AO or MAJCOM APC can order a standard AIR Card® for the new production aircraft.

6.6.3. Standard AIR Card® Process (with DD250): The AFAVDO requires DD Form 250 to add the new aircraft to the REMIS inventory. Once the aircraft is added to REMIS, the AO, in conjunction with FM, will establish a LOA with AFPA. After the LOA is established, the AO or APC can order a standard AIR Card® for the new production aircraft.

6.6.4. " Any Aircraft" AIR Card® Option (without DD Form 250). Units scheduled to receive new production aircraft for a set contract delivery period may request the use of an "Any Aircraft" AIR Card® to pay for fuel *before* DD Form 250 issuance. This option is available in accordance with **paragraph 3.6**, "Any Aircraft" AIR Card®.

6.6.5. The gaining unit must ensure accurate information is loaded into DLA Energy's EEBP system to enable payment for fuel transactions. This includes, but is not limited to, tail number, AIR Card® number, and LOA information.

6.7. Retiring Aircraft.

6.7.1. When retiring aircraft, the designated aircrew representative will present the AIR Card® to the representative of the 309th AMARG.

6.7.2. The AMARG representative will photocopy the front of the AIR Card® into the appropriate box on the AIR Card® Termination Form.

6.7.3. The designated aircrew representative will sign the form, acknowledging that the AIR Card® has been turned over to the AMARG representative.

6.7.4. The AMARG representative will:

6.7.4.1. Destroy the AIR Card®.

6.7.4.2. Complete the AIR Card® Termination Form by printing and digitally signing it.

6.7.4.3. Email the completed form to the AFCPM (**AF.HAFCPM.AirCardProgram@us.af.mil**) and the DLA Air Force Account Manager (**aircard@dla.mil**).

6.7.4.4. Provide copies of the completed form to: the AO identified on the termination form, the aircrew, and file a copy with the aircraft records.

6.7.5. The AO will ensure that the aircrew ferrying the aircraft to AMARG turns in the AIR Card® and returns a copy of the termination form.

6.7.6. If the AIR Card® number does not match the assigned aircraft tail number, the AMARG representative will:

6.7.6.1. Return the incorrect AIR Card® to the aircrew.

6.7.6.2. Annotate the AIR Card® Termination Form, in the space reserved for the AIR Card® photocopy, that the aircrew did not arrive with the correct card.

6.7.6.3. Provide copies of the annotated form to: the aircrew, AO identified on the termination form and file a copy with aircraft records.

6.7.7. The AMARG representative will contact the AFCPM with the aircraft serial number and destroyed AIR Card® number.

6.7.7.1. Upon receiving the signed AIR Card® Termination Form from the AMARG representative, the AFCPM will remove the aircraft tail number and AIR Card® number from the AIR Card® EAS.

6.7.7.2. After removing the information from the AIR Card® EAS, the AFCPM will notify the AF Petroleum Office of the retired aircraft by emailing the signed AIR Card® Termination Form to **afpet.ptor@dla.mil**.

6.8. Deployed Aircraft. While deployed, aircrews will follow the same procedures in this chapter to document refueling transactions as in garrison.

6.9. Destroyed Aircraft.

6.9.1. In the event of aircraft destruction, AO will verify non-recoverability through the local Aerospace Vehicle Distribution Office. If aircraft is to be removed from the account, cancel the applicable Air Card® ensuring to use the "aircraft destroyed" as reason in the AIR Card® EAS.

6.9.2. Consult with applicable Safety Investigation Board convened in accordance with DAFI 91-204, *Safety Investigations and Reports*, follow-on Accident Investigation Board (AIB) convened in accordance with AFI 51-307, *Aerospace and Ground Accident Investigations*, and AIB's convening authority legal office (MAJCOM/JA) before canceling the AIR Card®.

Chapter 7

CORRECTIVE ACTIONS: DISPUTES, DELINQUENT ACCOUNTS AND DISCIPLINE

7.1. Transaction Disputes. When an AIR Card® invoice includes charges that the AO believes are erroneous, the AO will open a dispute within 90-days of billing with the DLA Energy AIR Card® Contractor concerning those transactions. However, the AO will process for payment the portion of the invoice not in dispute. If a unit receives past-due notice but did not receive the original invoice in question, then the unit should download the invoice from the AIR Card® EAS. If the invoice is not available in the AIR Card® EAS, request a copy of the invoice in question from the DLA Energy AIR Card® Contractor for a resolution. Use the following procedures to correct transaction discrepancies prior to billing and to formally dispute erroneously billed purchases in accordance with DoDM 4140.25-V3 and DLA Energy Policy Number 8 (P-8).

7.2. Corrective Actions at Time of Delivery. The AIR Card® user will take the following actions when discrepancies occur during a purchase transaction with an FBO:

7.2.1. The AIR Card® user should attempt to resolve the discrepancy with the FBO whenever possible. Additionally, the AIR Card® user will notify the AO of the discrepancy and advise whether the FBO corrected the discrepancy.

7.2.2. If the FBO resolves the discrepancy at time of delivery, the AO will review and verify that only valid charges appear on the bill and invoice upon receipt.

7.2.3. In all instances, upon receiving the invoice and bill, the AO will verify the validity of all charges with the AIR Card® user. The AO will initiate a formal dispute if billed charges are incorrect.

7.3. AIR Card® Fuel Charge Formal Disputes. The AO will submit the dispute to the DLA Energy Help Desk to negotiate AIR Card® billing disputes. In addition, the AO will also provide a copy of the invoice with the invalid transaction(s) clearly identified. For tracking purposes, AO will direct all questionable fuel charges to the DLA Energy Help Desk at 1-800-446-4950/DSN 697- 6733/36/37/38 or by email at **DLAEnergyHelpDesk@dla.mil**. AIR Card® Formal Disputes: The AO or members in the hierarchical chain to include the AFCPM and DLA Energy PMO can initiate a dispute using the AIR Card® EAS or via the appropriate transaction processing contractor. The DLA Energy Help Desk will coordinate with the DLA Energy Fuel Card Program Office Account Managers to determine appropriate points of contact and corrective action.

7.3.1. Duplicate Billing of Fuel Purchase. Upon receipt of Help Desk notification and required billing information, DLA Energy will coordinate with the AIR Card® vendor and AFCPM to review transaction details and confirm duplicate billing has occurred. When appropriate, DLA Energy and the AIR Card® vendor will correct billing discrepancies with credit or debit transactions processed in the EEBP. This applies to both contract and non-contract locations.

7.3.2. Erroneous Billing Due to Aircraft Transfers. If the AO of the gaining unit notified DLA Energy of the transfer *prior to* the erroneous charges, follow the DLA Energy Help Desk procedures outlined in **paragraph 7.3.1**. *Additionally, verify the AIR Card® has been transferred in the AIR Card® EAS.* This issue often occurs when aircraft are transferred in REMIS but not in the EAS, resulting in the losing (transferring) unit being billed despite not possessing the aircraft.

7.3.3. Incorrect Invoice Data or Information. An invoice may occasionally cite an incorrect card number, quantity, organization, or related data. When this occurs, DLA Energy will review the transaction data processed by the AIR Card® Contractor and request a copy of the vendor's invoice. DLA Energy will request the AIR Card® Contractor provide a corrected invoice and bill upon validation of a customer dispute.

7.4. Delinquent Account Procedures. AOs, Level 5 COs and MAJCOM APCs are responsible for resolving and updating authorized ancillary services delinquent accounts upon notice from DLA-Energy, AIR Card® vendor, or AFCPM. There are four delinquent statuses: 1-30 Days; 31-60 Days; 61-90 Days; and 90-121+ Days. The Prompt Payment Act requires interest payments for delinquencies greater than 30 days from unit level Operations and Maintenance funds.

7.4.1. DLA-Energy contracted AIR Card® vendor distributes Authorized Ancillary Services Delinquency Reports to the AFCPM for review and tracking.

7.4.1.1. The AFCPM will distribute delinquency reports to the MAJCOM APCs and if the account is pending suspension, the delinquent Wing Commander and MAJCOM A3.

7.4.1.2. MAJCOM APCs will contact delinquent account AOs to facilitate payment or identify contractor or vendor impediments.

7.4.1.3. AOs, Level 5 COs and RAs must promptly submit invoices and supporting documentation for payment. The supporting Comptroller in conjunction with the AO, Level 5 CO and RA will monitor the Air Force Accounting Operations Center Analytics FM Morning Paper, DEAMS Action Items, Invoices on Hold for invoices rejected by DFAS and, if necessary, correct any errors.

7.4.1.4. AOs, Level 5 COs will contact the DLA-Energy contracted AIR Card® vendor to:

7.4.1.4.1. Apply payment credit to an outstanding invoice prior to submitting it to DFAS.

7.4.1.4.2. Request a refund made payable to the U.S. Treasury.

7.4.1.4.3. Initiate a dispute IAW para.7.3. for incorrect charges.

7.4.1.5. AO/WRDCO will provide delinquency updates to the contracted fuel and ancillary services manager, MAJCOM APC and AFCPM, within 7 days of notification.

7.5. Disciplinary Guidance. The AIR Card® is for official Government business only. Airmen will refrain from improper, fraudulent, abusive, or negligent use of the AIR Card®, including but not limited to:

7.5.1. Any transaction by an unauthorized user.

7.5.2. Fuel and ancillary service charges billed for a date when and/or at a location where the aircraft was not deployed or transiting.

7.5.3. Transactions for fuel quantities exceeding what was provided to the aircraft or aircraft capacity.

7.5.4. Transactions for unauthorized fuel products or ancillary ground services.

7.5.5. Duplicate billings for fuel products and/or authorized ancillary services to an aircraft.

7.5.6. Acceptance by any personnel of illegal gratuities from merchants.

7.5.7. Transactions not performed as official DoD business.

7.6. Suspected Fraud. AOs must immediately report suspected misuse, impropriety, and/or fraud discovered during disputed/challenged transaction research to their respective APC, AFCPM and the DLA Energy GFCPMO office at 1-877-DLACALL (1-877-352-2255) or via email to **fuelcards@dla.mil**. Suspected fraud by either the cardholder or merchant requires investigation and notification to the DLA Energy and Service Legal Counsel. Level 5 COs, AOs, and card users may be held pecuniary liable for misuse, impropriety, and/or fraud of any DLA Energy fuel card.

CASE A. CUNNINGHAM, Lieutenant General, USAF
Deputy Chief of Staff, Operations (HAF/A3)

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Executive Order 12731, *Principles of Ethical Conduct for Government Officers and Employees,* 17 October 1990

DoDM 4140.25-V3, *DoD Management of Energy Commodities: Fuel Cards*, 3 April 2019

DoDM 4140.25-V7, *DoD Management of Energy Commodities: Mobility Energy*, 4 April 2019

Department of Defense, Financial Management Regulation, 7000.14-R, date varies by chapter

Department of Defense, Foreign Clearance Manual, 30 January 2024

DLM 4000.25-V4, *Defense Logistics Management System*, *Volume 4, Military Standard Billing System – Finance*, 2 April 2019

Defense Logistics Agency Energy, P-8, *Fuel Card Program*, 7 June 2024

DAFMAN 90-161, *Publications Processes and Procedures*, 18 October 2023

AFPD 11-2, *Aircrew Operations*, 31 January 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 90-302, *The Inspection System of The Department of the Air Force*, 15 March 2023

OMB Circular A-123, *Management's Responsibility for Enterprise Risk Management and Internal Control,* 15 July 2016

Allied Joint Publication AJP-4.3, Edition A, Version 1, Allied Joint Doctrine for Host-Nation Support, 27 April 2021

Prescribed Forms

AF Information Management Tool (IMT) Form 664, *Aircraft Fuels Documentation Log*

Adopted Forms

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 679, *Publication Compliance Item Waiver Request/Approval*

DAF Form 847, *Recommendation for Change of Product*

DD Form 577, *Appointment/Termination Record - Authorized Signature*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

DD Form 791, *In-Flight Issue Log*

DD Form 1898, *Energy Sale Slip*

Standard Form (SF) 44, *US Government Purchase Order – Invoice - Voucher*

SF 1081, *Voucher and Schedule of Withdrawals and Credits*

Abbreviations and Acronyms

AF/A33R—Headquarters Air Force Readiness Division

AFCPM—Component Program Manager

AFI—Air Force Instruction

AFMC—Air Force Material Command

AFPA—Air Force Petroleum Agency

AIR Card®—Aviation Into-plane Reimbursement Card

AMARG—309th Aerospace Maintenance and Regeneration Group

AO—Accountable Official

AOC—Air Operations Center

APC—Agency Program Coordinator

AR—Aerial Refueling

AVDO—Aerospace Vehicle Distribution Officer

CAM—Centralized Asset Management

CO—Certifying Official

CRIS—Commanders' Resource Integration System

DAO—Departmental Accountable Official

DD—Department of Defense

DEAMS—Defense Enterprise Accounting and Management System

DFAS—Defense Finance & Accounting Service

DFAS-CO—Defense Finance and Accounting Service - Columbus Center

DFPD—Department of the Air Force Policy Directive

DLA—Defense Logistics Agency

DLA Energy—Defense Logistics Agency Energy

DOD—Department of Defense

DODAAC—Department of Defense Activity Address Code

DoDI—Department of Defense Instructions

DoDM—Department of Defense Manual

EBS—Enterprise Business System

EEBP—External Enterprise Business Portal

EPoS—Electronic Point of Sale

FAMS—Forms & Account Management Service

FEA—Fuel Exchange Agreement

FBO—Fixed-Base Operator

FMD—Fuels Manager Defense

GSU—Geographically Separated Units

GTIMS—Graduate Training Integration Management System

HAF—Headquarters Air Force

HQ—Headquarters

IMDS—Integrated Maintenance Database System

LOA—Line of Accounting

MAJCOM—Major Command

MDS—Mission Design Series

MORD—AF Form 406, Miscellaneous Obligation/Reimbursement Document

NATO—North Atlantic Treaty Organization

OPR—Office of Primary Responsibility

PIC/AC—Pilot in Command/Aircraft Commander

POS—Point of Sale

RDCO—Refueling Document Control Officer

REMIS—Reliability and Maintainability Information System

SDN—Standard Document Number

SF—Standard Form

SOU—Statement of Understanding

TIMS—-Training Integration Management System

UCMJ—Uniform Code of Military Justice

USAF—United States Air Force

WHMO—White House Movement Office

WRDCO—Wing Refueling Document Control Officer

Office Symbols

AF/A3—Air Force Deputy Chief of Staff, Operations

AF/A33—Current Operations and Readiness Directorate

AF/A33R—Readiness Division

AF/A4—Air Force Deputy Chief of Staff, Logistics, Engineering and Force Protection

AFMC/FMM—Centralized Asset Management

AFPA—Air Force Petroleum Agency

AMARG—309th Aerospace Maintenance and Regeneration Group

AMC/FMFFS—Foreign Military Sales

SAF/FM—Assistant Secretary of the Air Force (Financial Management and Comptroller)

SAF/FMFO—Air Force Accounting Policy and Operations

Terms

Accountable Official—Specifically a Departmental Accountable Official. Personnel who provide data, services, or information upon which a voucher certifying officer relies upon to certify a payment are considered departmental accountable officials (DAOs). DAOs are financially liable for improper payments resulting from their negligence.

Aircrew—For purposes of this AFI, this includes all authorized personnel assigned to operate and service the aircraft; includes Pilot-in-Command, Aircraft Commander, Flight Leads, Mission Commanders, Combat System Operators, Electronic Warfare Operators, Career Enlisted Aviators (such as Flight Engineers, Loadmasters, and Gunners), and Flying Crew Chiefs that have received documented training for using the AIR Card® .

Aviation Fuel Purchases—DLA, through the Defense Working Capital Fund, initially pays for aviation fuel used by the Air Force, regardless of whether an aircraft refuels on an Air Force base, another DoD location, a foreign government location, capitalized sites, or a commercial airport. DLA then bills the appropriate Air Force unit directly for the fuel at a standard rate.

Aviation Into-Plane Reimbursement Card—DLA Energy aviation fuel card used by DoD and federal agencies as means to procure aviation fuel and related ancillary services.

Card User—The legal agent using the charge card to buy goods and services in support of official government business. The card user holds the primary responsibility for the card's proper use. Card users consist of pilots, flight commanders, aircraft commanders, loadmasters and crew chiefs who are all authorized to procure aviation fuel and ancillary services for Government-owned aircraft.

Certifying Officials—Assigned in the AIR Card® EAS as a level-5 CO, handles all non-fuel charges, attests to the facts and validity of ground services payment voucher and are financially liable for this duty. Level-5 CO s may be assigned to the supporting Operations or Maintenance Groups or Wing Staff filling other CO roles for other programs. DLA Energy is the Certifying Official for all fuel purchases.

Delinquency/delinquent account—A charge card account balance that is unpaid for more than 61 days past the statement date.

Excessive expenditures—unreasonable expense or expenses incurred at an immodest quantity and exorbitant price. It also includes expenses which exceed what is usual or proper, as well as expenses which are unreasonably high and beyond just measure or amount."

Forms & Account Management Service—is a secure cloud-based set of tools and services established to automate key Financial Management Forms, workflow, and reporting processes (audit materials). FAMS will be used to appoint and terminate the appointment of Certifying

Officials, Disbursing Officials, and DAOs using the electronic DD Form 577 or a Key Signatory Letter as applicable.

Fraud—Any felonious act of corruption or attempting to cheat the government or corrupt the government's agents. For the purposes of this Instruction, use of the AIR Card® to transact business that is not sanctioned, not authorized, not in one's official government capacity, not for the purpose for which the card was issued, and not as a part of official government business, are instances of fraud. This list is not intended to be all-inclusive.

Interfund Bill—A bill processed under the Interfund billing system. These bills are not only "bills" but notices to the billed office that funds have been disbursed and the bills "paid."

Interfund Billing System—An automated billing and fund transfer system used by DFAS.

Into-Plane Contracts—Aviation fuel contracts negotiated by DLA Energy at commercial locations guaranteeing a standard price.

Misuse—Use of the AIR Card® for anything other than its official purpose.

Pecuniary liability—the responsibility to repay the Government for fiscal irregularities. It helps guard against errors and theft.

Transportation Working Capital Fund (TWFC)—A revolving fund that allows prompt payment for aviation fuel purchases for DoD aircraft and is reimbursed by the using organization.

Wing Refueling Document Control Officer (WRDCO)—is appointed by the wing commander, certified as the Accountable Official and serves as the wing program manager for the AIR Card® program managing purchases of aviation fuel and ground services.

Attachment 2

PROCEDURES FOR CASH PAYMENTS FOR AVIATION FUEL

A2.1. Cash fuel purchases are only authorized when either the DoD Foreign Clearance Guide requires cash payment or when refueling operators outside the United States and US territories refuse US Government AIR Card®.

A2.2. Aircrews required to pay cash for aviation fuel purchases will employ the following procedures. These procedures do not apply to non-fuel products or services.

A2.3. Prior to departure from home station, the aircrew will obtain cash from the supporting DoD finance office in accordance with service-specific guidance. Cash advances will be accounted for and resolved in accordance with service-specific guidance.

A2.4. Aircrews will complete the SF 44 and obtain the required annotations from the vendor on the form according to the instructions provided in **Attachment 3**. Aircrew will attach the signed SF 44 to the annotated AF IMT Form 664. **(T-1)**

A2.5. Commanders may request reimbursement for fuel purchases from DLA Energy or assigned MAJCOM via written request. Reimbursement requests will not be approved unless sufficient supporting documentation is provided.

A2.6. DLA Energy will provide reimbursement approval to DFAS-CO with the appropriate documentation for processing. DFAS-CO will reimburse the applicable DoD finance office from the Defense Working Capital Fund.

A2.7. DFAS-CO will process the reimbursement and provide DLA Energy copies of the completed SF 44 and the supporting documentation for the reimbursement.

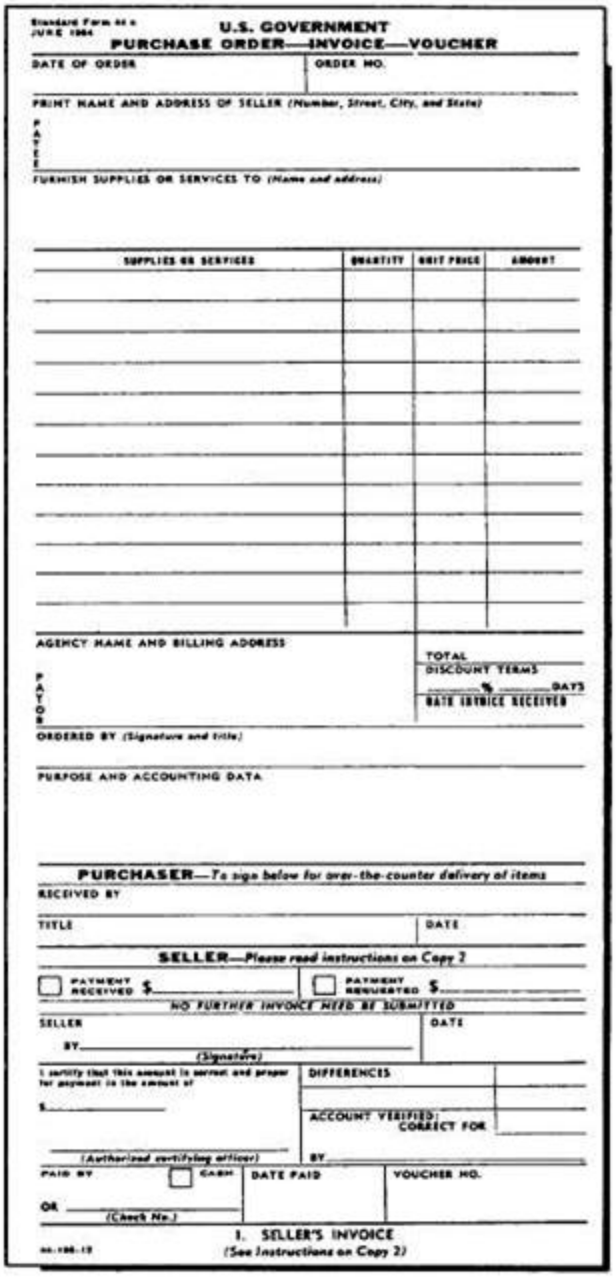
A2.8. DLA Energy will provide a copy of the completed SF 44 to the fuel customer advising that the reimbursement action is completed.

A2.9. DLA Energy will process the purchase and subsequent sale transactions into the DLA Energy system of record. Completion of this process formally acknowledges the purchase and sale of product by DoD which results in the end-use customer being billed at the DoD Local Purchase Standard Price for non-contract commercial purchases.

Attachment 3

INSTRUCTIONS FOR COMPLETING STANDARD FORM (SF) 44, US GOVERNMENT PURCHASE ORDER – INVOICE – VOUCHER

Figure A3.1. Standard Form 44, US Government Purchase Order – Invoice – Voucher.



U.S. GOVERNMENT
PURCHASE ORDER—INVOICE—VOUCHER

DATE OF ORDER | ORDER NO.

PRINT NAME AND ADDRESS OF SELLER (Number, Street, City, and State)

PAYEE

FURNISH SUPPLIES OR SERVICES TO (Name and address)

SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT

AGENCY NAME AND BILLING ADDRESS

PAYOR

TOTAL

DISCOUNT TERMS ____ % ____ DAYS

DATE INVOICE RECEIVED

ORDERED BY (Signature and title)

PURPOSE AND ACCOUNTING DATA

PURCHASER—To sign below for over-the-counter delivery of items

RECEIVED BY

TITLE | DATE

SELLER—Please read instructions on Copy 2

PAYMENT RECEIVED $ ____ PAYMENT REQUESTED $ ____

NO FURTHER INVOICE NEED BE SUBMITTED

SELLER | DATE

BY ____ (Signature)

I certify that this amount is correct and proper for payment in the amount of $ ____

(Authorized certifying officer)

DIFFERENCES

ACCOUNT VERIFIED; CORRECT FOR

BY

PAID BY | CASH | DATE PAID | VOUCHER NO.

OR ____ (Check No.)

1. SELLER'S INVOICE
(See Instructions on Copy 2)

A3.1. The SF 44 is a controlled form available through the Federal Supply Service using stock number 7540-01-152-8068. Users may contact Federal Supply customer assistance at 800-525-8027 to order the forms. (See **Figure A3.1** for example.) Aircrews must use one SF 44 for aviation fuel and a separate form for ancillary services (different billing addresses). Mandatory data requirements for fuel purchases using the SF 44 are as follows:

A3.1.1. Date of Order Block. Enter the date of purchase.

A3.1.2. Order Number Block. Leave blank if for fuel purchase only. (Units are no longer required to provide a Requisition/Transaction Document number since a Military Standard Requisitioning and Issue Procedures Document Number will be assigned by EBS using the following construct: Customer DODAAC + Julian date + FA + 2 alphanumeric character sequence number, (e.g., FP44184145FA01). For non-fuel products and services enter the appropriate Document Serial Number for purchaser's unit.

A3.1.3. Print Name and Address of Seller Block. Print vendor's name and address.

A3.1.4. Furnish Supplies or Services to Block. Print the Wing/Squadron/Unit name and complete mailing address. **Note**: Units may pre-print Information on the forms.

A3.1.5. Supplies and Services Column. Enter an itemized list of fuel or other authorized services/products purchased. Indicate the grade of the fuel purchased (such as, Jet A-1 with Fuel System Icing Inhibitor, Jet A without additives, Jet B, and so forth). Document fuel purchases on a separate SF 44, from ancillary services and other authorized products.

A3.1.6. Quantity Column. Enter the quantity of each itemized purchase item. For fuel also enter the unit of issue (for example, US Gallons or Liters).

A3.1.7. Unit Price Column. Unit price for each itemized purchase item and type currency (for example, US dollar, Euro, Lira).

A3.1.8. Amount Column. Total cost for each itemized purchase item and type currency (for example, US dollar, Euro, Lira).

A3.1.9. Agency Name and Billing Address. Document fuel purchases on a separate SF 44, from ancillary services and other authorized products.

A3.1.9.1. For ground services and authorized non-fuel items, enter the name and address for the purchaser's billing/paying office.

A3.1.9.2. For Fuel Purchases only, enter the following address:

DLA Finance Energy F8-FRF
1525 Wurtsmith Street, Building 5730
JBSA – Lackland, TX 78236

A3.1.10. Total Block. Enter the total purchase cost and currency type (for example, US dollars, EURO, Lira).

A3.1.11. Discount Terms Block. Leave blank. To be completed by paying office.

A3.1.12. Date Invoice Received Blocks. Leave blank. Completed by paying office.

A3.1.13. Ordered By Block. Signature of crew member acknowledging receipt of products and/or services.

A3.1.14. Purpose and Accounting Data Block. Enter the following purchaser line-of-accounting data:

A3.1.14.1. DODAAC of purchasing organization.

A3.1.14.2. Sub-Account Code: Org Code (Air Force).

A3.1.14.3. Aircraft Type (type mission series or MDS) and tail number for Air Force and Army, or Bureau Number for Department of the Navy.

A3.1.14.4. Fund Code and Signal Code.

A3.1.14.5. Supplemental DODAAC if other than Signal Code A is used (Identifies Bill-to Activity).

A3.1.15. Received By Block. Printed name of aircrew member receiving the product or service.

A3.1.16. Title Block. Title of aircrew member receiving the product or service.

A3.1.17. Date Block. Date of signature and purchase.

A3.1.18. Seller Section, Payment Received. To be completed by the merchant.

A3.1.18.1. If cash payment, ensure the SF 44 indicates the total cash paid/received in the appropriate block.

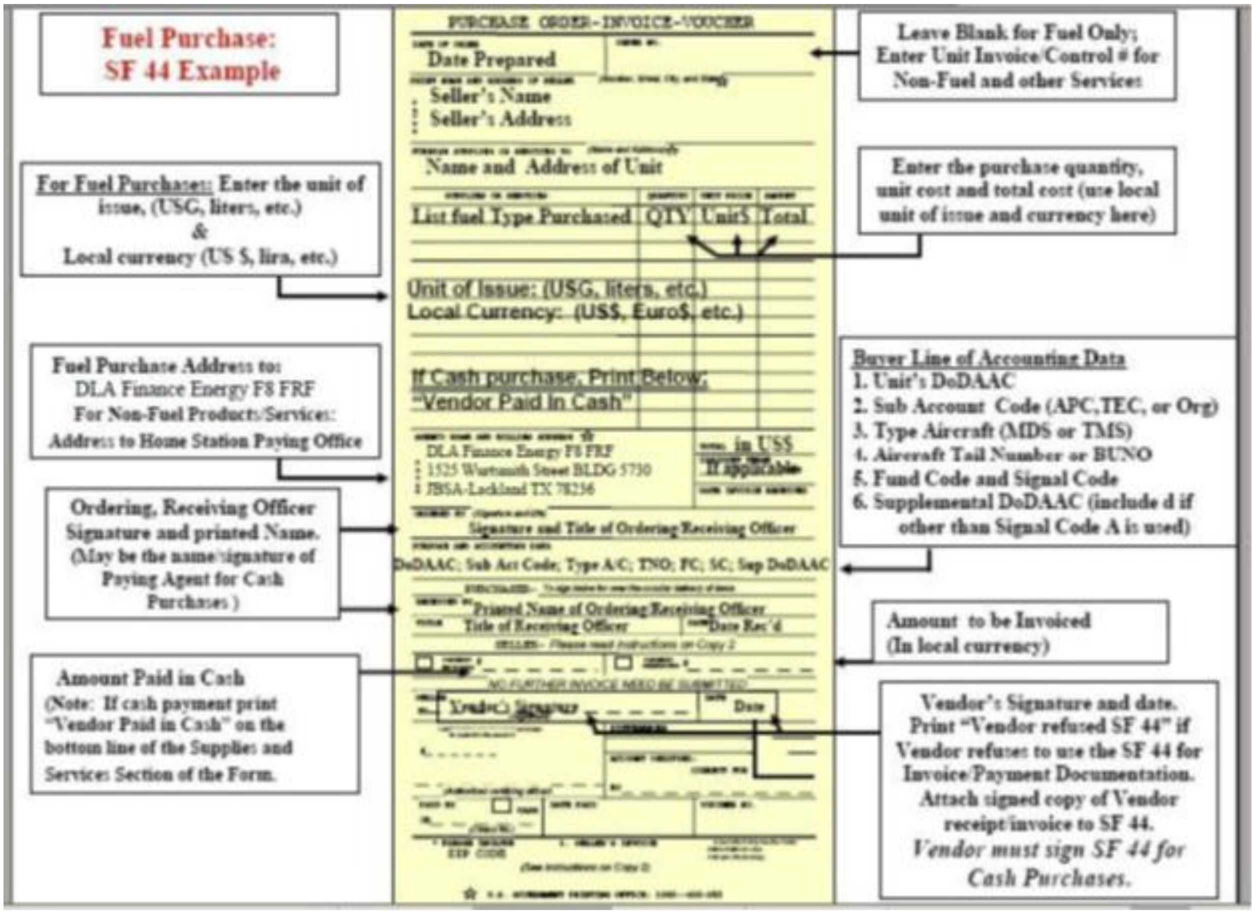
A3.1.18.2. The merchant representative must sign and date the SF 44.

A3.1.19. Certifying Officer Block. Completed by office processing the invoice.

A3.1.19.1. DLA Finance Energy will certify and complete this section for all fuel items and forward the invoice to DFAS-CO for payment to the merchant.

A3.1.19.2. The purchasing organization or their paying office will certify and complete this section for non-fuel services and products.

Figure A3.2. Standard Form 44, Example.



Attachment 4

MONTHLY VALIDATION MEMORANDUM TEMPLATE

Figure A4.1. Monthly Validation Memorandum Template.

MEMORANDUM FOR MAJCOM/APC Day/Month/Year

FROM: Accountable Official/ WRDCO

SUBJECT: Monthly Aviation Fuel Validation

I have completed the (current date, e.g. October 2025) monthly validation of all aviation fuel transactions into unit assigned aircraft on the DLA Energy EEBP report in accordance with AFI 11-253, *Managing Purchases of Aviation Fuel and Ground Services*.

FIRST M. LAST, Rank, USAF
Wing Accountable Official

Attachment 1: EEBP Report- AVPOL STH Detail
Attachment 2: Monthly AVPOL Reconciliation Report