



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
CNATRA
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CORPUS CHRISTI TX 78419-5041

CNATRINST 3700.2D

N4

01 JUN 09

CNATRA INSTRUCTION 3700.2D

Subj: PROCEDURES FOR PROCUREMENT OF PETROLEUM, OIL, LUBRICANTS, MATERIALS, AND SERVICES FOR AIRCRAFT ON EXTENDED FLIGHTS

Ref: (a) NAVSUP Manual, Vol II, Para 22416-22418
(b) NAVSUP P485 Vol I Para 3330-3334
(c) NAVSO P3006, Financial Management of Resources
(d) Financial Management Regulations 7000.14R
(e) Defense Logistic Agency Instruction DESC-1-31
(f) COMNAVAIRINST 4790.2

Encl: (1) Procedures/Sample for Flight Packet Receipt, CNATRA 3710/14 (2-99)
(2) Procedures/Sample for DD Form 1348
(3) Procedures/Sample for Standard Form 44
(4) Procedures/Sample for DD Form 1898 and AF Form 1994, with DOD Fuel Identaplate
(5) Procedures for Use of DESC Aviation Into-Plane Reimbursement Credit Card (AIR Card)

1. Purpose. To establish uniform procedures for procurement of petroleum, oil, lubricants (POL), materials, and services in support of aircraft on extended flights and carrier qualification flights, including instructions for safeguarding and shipping of damaged aircraft.

2. Cancellation. CNATRINST 3700.2C

3. Scope. Applies to all Naval Air Training Command (NATRACOM) activities issuing or requisitioning POL, materials, and services for transient aircraft owned by the Navy, Marine Corps, Army, Air Force, or Coast Guard.

4. Discussion. References (a) and (b) promulgate detailed instructions concerning the preparation and maintenance of the procurement portion of flight packets. References (c) and (d) contain applicable accounting procedures and data. Procedures for pilots making extended flights in foreign countries are not

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in this instruction. Naval Operations orders will include procedures to cover these circumstances as they occur. If a Naval Operations order has not been prepared for an extended flight into a foreign country, pilots are directed to review reference (a) and the Department of Defense (DOD) Flight Information Publication. The requirement to include requisitions to pay for the cost of officer and enlisted quarters and enlisted subsistence has been omitted due to the availability of these services at military installations. However, NATRACOM activities may include the Standard Form (SF) 44s in Flight Packets for emergency procurement of these services as deemed necessary.

5. Definitions

a. Pilot. As used in this instruction, pertains to the aircraft commander.

b. Transient Aircraft. Any aircraft requiring services at any government or commercial facility other than its home station.

c. Authorized Accounting Activity (AAA). The fiscal office or the activity performing the accounting for activities within NATRACOM is the Defense Finance and Accounting Service (DFAS), Defense Accounting Office P.O. Box 998022, Cleveland, OH, 44199-2055.

d. Into-plane and Alongside Plane Refueling Contracts. With into-plane refueling contracts, a commercial agent provides non-government owned fuels, lubes, and refueling services to military aircraft. Into-plane refueling differs from alongside refueling in that fuel procured under into-plane refueling is commercially owned. Fuel provided by a contractor (generally at a military base) under alongside refueling contract is government owned.

e. AIR Card. The AIR Card is an aviation credit card issued by a vendor under a contract awarded by the Defense Energy Support Center (DESC). The AIR Card is used to procure aviation fuel and ramp services at participating commercial Fixed Based Operators (FBO). A current list of AIR Card participating FBOs is available through the Internet at "www.avcard.com". Standard Operating Procedures (SOP) on the AIR Card can be found in reference (e).

f. Flight Packet Controlling Official. Person responsible for control, inventory, and issue of flight packet.

6. Responsibility

a. The Flight Packet Controlling Official shall be responsible for flight packets for issue to pilots making extended flights. These flight packets shall contain instructions to assist pilots of aircraft involved in extended flights to obtain material or services, which may be necessary for the continuation of a flight. Flight packets will be inventoried after each extended flight, and at least monthly to ensure management is in accordance with this instruction. When used, strict accountability will be established for control of all SF 44's by the preprinted number on the document. The contractor will ensure that flight packet inventory procedures are established to control issues of flight packets utilizing the Flight Packet Receipt, CNATRA 3710/14 (2-99), enclosure (1). These procedures will provide for, but are not limited to:

- (1) Proper security of flight packets.
- (2) Assembling and maintaining flight packets in accordance with references (a) and (b).
- (3) Locally preparing records of the contents of each flight packet. This record shall include the number of requisitions (DD Form 1348, enclosure (2)) and Purchase Orders (SF 44, enclosure (3)) enclosed, and the requisition numbers assigned to each. Flight packet contents will be inventoried prior to issue, collected immediately upon the aircraft commander's return and reinventoried utilizing this record. Replenishment shall be accomplished as necessary.
- (4) Pretyped procurement documents citing end use accounting data as specified in enclosures (2) and (3) and reference (a). Procurement documents used are to be reviewed for completeness (to include bureau number [BUNO] of the aircraft, source from which fuel is obtained, and date obtained), legibility, and accuracy. Copies will be distributed as follows:

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<u>REQUISITION FORM</u>	<u>COPIES</u>	<u>DISPOSITION</u>
DD 1348	1	Mark or stamp "obligation copy" and forward to appropriate TRAWING comptroller who will forward it to the AAA.
DD 1898	1	Same as DD 1348
AF Form 1994	1	Same as DD 1348
SF 44	2	Copies 3 and 6 forwarded same as DD 1348.
AIR Card	1	Forward original invoice copy to the TRAWING Comptroller.

(5) Tools associated with flight packets will be controlled in accordance with reference (f).

b. The aircraft commander is responsible for completing the Flight Packet Receipt, enclosure (1) on all cross-country flights and forwarding the completed form, fuel and ramp services procurement invoices (AIR Card and DD Form 1898 or AF Form 1994) to the Flight Packet Controlling Official. The aircraft commander is responsible for completing a requisition in accordance with reference (a) at the time he presents it to the activity issuing the supplies.

7. Contents. All flight packets shall contain the following:

- a. Flight packet receipt, CNATRA 3710/14, enclosure (1).
- b. DOD Single Line Item Requisition System Document, DD Form 1348 6-part (used to requisition parts and services at DOD installations).
- c. Purchase Order/Invoice/Voucher, SF 44 (used for procuring fuels, lubricants, parts, and services from commercial sources not holding Defense Logistics Agency (DLA) "into-plane fuel contracts"), enclosure (3).
- d. Carbon paper and indelible pencil or ballpoint pen.
- e. Instructions for safeguarding and shipping of damaged aircraft.

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- f. Instructions for procuring services and supplies by aircraft commanders, enclosures (1) through (4).
- g. Statement of Witness, SF 94.
- h. Claim for Damage or Injury, SF 95.
- i. Visual Information Display System/Maintenance Action Form (VIDS/MAF), OPNAV 4790/60.
- j. DOD Aircraft Fuel Identaplate, DD Form 1896 (white), or DD Form 1897 (purple), as appropriate (used for procuring fuel and service from activities utilizing "into-plane" fueling contracts with commercial suppliers).
- k. Aviation Into-plane Reimbursement Card (Air Card) - See enclosure (5).
- l. Engineering Investigation Reports.
- m. Fuel sample log sheets.
- n. Applicable daily and turnaround inspection MRC's.

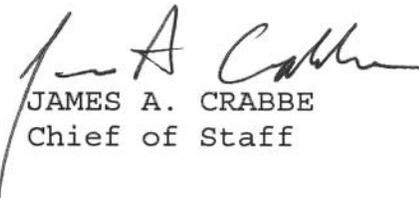
NOTE: All activities will assign requisition numbers in the 8000-8999 series for all DD Form 1348 in flight packets in accordance with reference (a). The SF 44 will have the standard 15-digit document number assigned as shown in enclosure (3).

8. Procurement from Commercial Sources. References (b) and (e) contain procedures for procurement from commercial sources. The cost of repairs and services is limited to \$2,500 for each transaction for each aircraft with the exception of aviation fuel oil purchases which is limited to \$50,000. Verbal competition will be obtained when practicable and the order will be placed with the firm quoting the lowest price for satisfactory delivery. When repairs or services for fuel and oil will cost more than \$2,500 (\$50,000 for aviation fuel oil), the aircraft commander will request instructions from his Commanding Officer stating an estimate of the cost of the repairs or services. If the Commanding Officer approves the total cost, the Supply Officer of the host station will be directed to prepare a separate requisition to cover costs incurred. The aircraft commander may, if SF 44 is unacceptable

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by a commercial firm, purchase required materials and services, exclusive of fuels and lubricants, at personal expense, subject to reimbursement. (See Joint Federal Travel Regulations, paragraphs U4145-U4240 for details concerning entitlement of personnel to reimbursement for costs of food and lodging).

9. Procurement of Forms. Purchase Order, SF 44; Visual Information Display System/Maintenance Action Form, OPNAV 4790/60, are available through local supply channels. Jet Fuel Identaplates, DD Form 1896, or AVGAS Identaplate, DD Form 1897, will be requisitioned from CNATRA by letter. Air Card credit card is issued by a vendor under a contract awarded by the Defense Energy Support Center (DESC). Initial issue and replacement AIR Card (lost/damaged card) should be addressed to the General AIR Card Contractor. Material Requisition, DD Form 1348; the Statement of Witness, SF 94; the Claim for Damage or Injury, SF 95; and AV Fuels (AVFUELS) Into-plane Contract Sales Slip, DD Form 1898, may be obtained through the local SERVMART. The Naval Air Training Command Flight Packet Envelope, CNATRA 3710/8, and The Flight Packet Receipt CNATRA 3710/14 are available from CNATRA (N11).


JAMES A. CRABBE
Chief of Staff

Distribution:
CNATRAINST 5215.1S
List I (A-Z)

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PROCEDURES FOR FLIGHT PACKET RECEIPT

1. Pretyped Information. The following information will be pretyped on the Flight Packet Receipt, CNATRA 3710/14 (2-99):

- a. Flight Packet Number
- b. Unit attached
- c. Document numbers of DD Form 1348
- d. Document numbers of SF 44

2. The following information will be annotated on document by the Aircraft Commander when utilized:

- a. Pilot's name and date
- b. Aircraft side number
- c. Aircraft BUNO
- d. Location of fuel stop
- e. Document number used
- f. Type and gallons of fuel received
- g. Date
- h. Remarks and statement
- i. Signature and date

NOTE: The flight packet receipt document will be typed in duplicate (original and one). When the flight packet is issued, the original will stay with the flight packet and the duplicate copy will be retained by the Flight Packet Controlling Official as a tickler. Upon return from a cross-country flight, the original form completed by aircraft commander will be returned with Flight Packet. The two copies will be matched, flight packet inventoried, and requisitions utilized will be replaced. The original copy of the flight packet receipt will be retained on file and the duplicate copy discarded.

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PROCEDURES FOR USE OF THE DD FORM 1348

1. The following information will be typed in the DD Form 1348 included in flight packets:

<u>DATA BLOCK</u> <u>CARD COLUMNS</u>	<u>ENTRY</u>
B	Service designator code, unit identification code (UIC), and name of squadron or other unit to which the aircraft is assigned. (Leave space for pilot to enter name, grade, and social security number).
1/1-3	"AOA"
3/7	"0"
9/30	"N"
10/31-35	UIC of training air wing to which aircraft is attached.
10/46-50	Job order number of unit to which charges will be billed "A".
12/40-43	Requisition serial number (8000-8999).
13/44	"N"
14/45	"N"
15/46-50	68566
16/51	"B"
17/52-53	VG
L-M	Aircraft type and BUNO
N-O	Type equipment code, applicable job order number, and purpose for which the form is to be used

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2. The following information will be filled in by the pilot at time of material issue:

a. Print name, rank/rate, and social security number in data block "B", and the aircraft BUNO in data blocks L-M.

b. Ensure the entries on all copies of the DD Form 1348 returned are legible.

3. Responsibility of issuing activity:

DATA BLOCK/
CARD COLUMNS

ENTRY

- A Service designator code, UIC, and name of issuing activity
- 2/4-6 Issuing activity's routing identifier (if assigned)
- 4-6/8-22 NSN, NICN, or part number of item issued
- 7/23-24 Unit of issue
- 8/25-29 Quantity supplied
- 11/36-39 Julian date of the transaction
- T-U Unit price and total price

DOC IDENT	MOUT IDENT	FSC	NIN	STOCK NUMBER	ABD	UN	QUANTITY	REQUISITIONER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	ADV STAT						
SEND TO:												REQUISITION IS FROM: (N09239) TW-2 NAS KINGVILLE, TX						PILOT: SSN: RANK:					
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R						
SERIAL	REQUISITIONER	DATE	DOC IDENT	ROUTING ADDRESS	M.A.	S.I.	REMARKS	ACFT TYPE:	BUNO:	ATBD	AIRCRAFT PARTS	UNIT OF ISSUE	QUANTITY	STATUS DATA	STATUS	STATUS	STATUS						
N 09239	8000	N N68566	B	ACFT TYPE:	BUNO:	ATBD	AIRCRAFT PARTS	UNIT OF ISSUE	QUANTITY	STATUS DATA	STATUS	STATUS	STATUS	STATUS	STATUS	STATUS	STATUS						
FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	DOC IDENT	SERIAL	SUPPLEMENTARY ADDRESS	STATUS DATA	STATUS	STATUS	STATUS	STATUS	STATUS	STATUS	STATUS	STATUS	STATUS						
VG																							
AL PRICE	RI - TO	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82						

SAMPLE

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PROCEDURES FOR USE OF THE STANDARD FORM 44

1. The following information will be typed in Standard Form 44 included in naval flight packets:

DATA BLOCKCAPTIONENTRIES

Order

Insert the standard 15-digit document number consisting of:

- (1) "N" which denotes Navy (CONUS)
- (2) UIC of the Training Air Wing
- (3) Last two digits of current fiscal year (FY)
- (4) "PI" which denotes type of document
- (5) 5-digit serial number (80000-89999)

NOTE: Do not use the same serial number more than once during a fiscal year.

EXAMPLE: N5281298PI80001

Furnish supplies

Service designator code, UIC of the Training Air Wing, and name of host station supporting the aircraft. The squadron, aircraft type, and BUNO

Agency Name and Billing Address

Defense Finance and Accounting Service, Defense Accounting Office, P.O. Box 998022 Cleveland, Ohio 44199-2055

Purpose and Acct. Data

Insert complete "end-use" accounting as follows:

- (1) Appropriation and Subhead
17X1804.6282 (X - insert appropriate Fiscal year)
- (2) Object Class - 000

- (3) Bureau Control Number - Insert UIC of the Training Air Wing
- (4) Suballotment Number - 0
- (5) Authorized accounting activity-068566
- (6) Transaction Type - 2D
- (7) Property Accounting Activity - 000000
- (8) Cost code - Insert appropriate job order prefixed by a "0"
(i.e., 039294KJ000)

EXAMPLE: 17X1804.682/000/63110/0/068566/2D/000000/039294KJ000
(X - insert appropriate Fiscal year)

2. Responsibility of the aircraft command:

a. Inscribing his/her name, last four social security numbers, and aircraft BUNO in the "Furnish Supplies or Services to" block.

b. Requiring the dealer to enter on the invoice a brief description of material or service furnished, unit price and extension, quantity, name of dealer, and address with zip code of his company.

c. Presenting the number one and two copy to the dealer. If payment should be made in cash by the aircraft commander, require seller to enter amounts received in block titled "Payment Received," sign in signature block immediately below titled "Seller," and enter actual date of payments in block titled "Date."

d. Submitting the remaining copies along with the flight packet to the Flight Packet Controlling Official upon his return from flight.

3. Responsibility of Flight Packet Controlling Official:
Verify accounting information for completeness and forward number 3 copy to the applicable fiscal office for obligation accounting purposes.

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DD FORM 1898 AND AF FORM 1994
PROCEDURES FOR USE OF DOD AIRCRAFT FUEL IDENTAPLATES

1. The appropriate aircraft fuel Identaplate for use in procuring fuels from commercial contractors under into-plane refueling contracts at DOD installations (Air Card will be used at commercial airports) will be determined by the type of fuel required to operate the aircraft. Aircraft utilizing jet fuels will use DD Form 1896 (white), "DOD Jet Fuel Identaplate." Aircraft utilizing aviation gasoline (AVGAS) will use DD Form 1897 (purple), "DOD AVGAS Identaplate." The aircraft commander will present the Identaplate to the refueling operator for imprinting the essential sales data on a DD Form 1898, "AVFUELS Into-plane Contract Sales Slip." Ensure that the product and quantities received from the contractor are accurately and clearly recorded on the DD Form 1898 beside the appropriate product code.

a. Defuel. The quantity defueled will be filled in beside the word "DEFUEL" on the DD Form 1898 and the product defueled will be circled.

b. Reservice. The quantity issued during a reservice will be filled in beside the appropriate product code and the word "RESERVICE" will be circled on the DD Form 1898.

2. Should a DD Form 1898 not be available, the contractor is authorized to use their own commercial delivery form. If the contractor uses a commercial form, the aircraft commander is responsible for ensuring that the sales data clearly shows:

- a. Aircraft model/design/series
- b. Flight Packet Serial Number
- c. Squadron designator (e.g., VT-10, VT-27)
- d. Home station
- e. Aircraft commander's name and rank (printed)

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3. Should the contractor or fueling agent insist on using their own commercial delivery form in addition to the DD Form 1898, the aircraft commander is responsible for annotating the commercial delivery form with "Duplicate-DD Form 1898 completed."

4. The aircraft commander will deliver all copies of the completed DD Form 1898 and commercial delivery forms to the Flight Packet Controlling Official.

5. The Flight Packet Controlling Official will forward the DD Form 1898 to the TRAWING comptroller for recording, who will write or type the appropriate job order to be charged on a copy of the DD Form 1898 and commercial delivery form and forward to the AAA.

IDENTAPLATE
(NAVY)
AVFUEL INTO-PLANE CONTRACT SALES SLIP

THIS PLATE MUST BE PRESENTED WHEN JET FUEL IS REQUESTED

USN CTW-2 TA4J

N68566BVG

N60241

01

S/N 0102-LF-088-1901

IF FOUND, RETURN TO NEAREST U.S. MILITARY BASE

FOR USE AT ARMY INSTALLATIONS, DOD INTO PLANE COMMERCIAL CONTRACTORS
AND NAVAL AIR STATIONS OTHER THAN NATRACOM
DD FORM 1898

From squadron identaplate

Refueler fills in

CUSTOMER ID USN VT86 TA4J			<small>ENTER 'X' IN UNUSED COLUMNS PERCEIVED QUANTITY</small>			
SUPP ADDRESS SC MPP N68566B39			AVFUEL	GALLONS	AVOIL	QUARTS
AMDS TAIL SERIAL DODAC OF RECD. 7005637			<small>100/100 (138)</small> <small>100/125 (134)</small> <small>110/145 (133)</small>	 	 	
DATE 3133			JP-4 (JP4)	XX598	852	REFUELING UNIT NO. 852
NAS NEW ORLEANS LA N00206 P21			JP-5 (JP5)	REFUELER'S SIGNATURE <i>[Signature]</i>		
<small>FORM 1898, AUG 68 S/N 0102-LF-088-1901 AVFUEL INTO-PLANE SALE SLIP</small>			CONJET (JA7)	<small>I certify that the product listed herein was received in good condition and in quantity stated.</small>		
 			DEFUEL	CUSTOMER'S SIGNATURE <i>[Signature]</i>		
			RESERVICE	PRINT NAME John Doe		
			GRADE 3LT			ORGANIZATION VT 86

From refueler identaplate

Pilot fills in

The above form is used in conjunction with the DOD aircraft fuel Identaplate. The form replaces the DD Form 1348, formerly used in flight packets, for procurement of aviation fuel and lubricants. The DD Form 1348 may still be required in the packet for procurement of supplies. Upon return by the pilot after a cross country flight, Resources Management Systems (RMS)

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personnel will ensure the correct job order is on the form and issuing activity is indicated, prior to forwarding to the appropriate office for input.

Must be noted that a separate form will have to be used for aviation lubricants since lubricants will have a separate job order number from fuel.

The document number of the above example would be N52902 3133 5637 and is comprised of the UIC, the Julian date and the last four digits of the preprinted serial number of the document.

The four digits of the preprinted form serial number goes in columns 48-51, NOT the tail number.

NOTE: Pilot refers to the aircraft commander.

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PREPARATION OF AF FORM 1994

From Air Force

From squadron identaplate

TRIC	FUEL GRADE	ENGINE PT. NO.	ENGINE DESIG.	SYS. DES.	CUNT. ID.	B. CODE	OMB APPROVAL NO. 0704-0188																																																																																															
1	2	3	RU47 4855 01			4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
A	B	C	D	E	F	G	H																																																																																															
NATIONAL STOCK NO.	QUANTITY	SUPPLEMENTARY ADDRESS	FUND	FISCAL YEAR	MEASUREMENT	UNIT	OTHER																																																																																															
DOCUMENT NUMBER	ACT. ORG.	TAX. NO.	ISS. ORG.	SER. NO.	ISS. DATE	ISS. PT. NO.	SER. NO.																																																																																															
REFUEL	DEFUEL	P1633077	3077N52902	3094	JP4	John Doe	John Doe LT																																																																																															
CANON AF BASE NM	I. TRANS DATE	RECEIVED BY (SIG)	PRINTED NAME & GRADE	FUELS ISSUE/DEFUEL DOCUMENT (DOD)																																																																																																		

AF FORM 1994 MAY 86

Pilot writes in activity name

From Air Force (Julian date)

Pilot signs

From Air Force

1. This form is used in conjunction with the DOD Identaplate.
 2. The AF Form 1994 is utilized at all Air Force Bases. The aircraft commander is responsible for ensuring the type and quantity of fuel obtained is entered on the form by the issuing activity.
 3. The aircraft commander will retain one fully legible copy of the completed AF Form 1994 and deliver it to the Flight Packet Controlling Official. The Flight Packet Controlling Official will forward the document to the TRAWING comptroller who will write or type the appropriate "Job Order Number" to be charged, and forwarded to DFAS for payment.
- NOTE: The last four digits of the preprinted form serial number go in columns 70-73. This applies to U.S. Navy and Marine Corps aircraft at Air Force activities. Do not allow use of the tail number.

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PROCEDURES FOR USE OF DESC
AVIATION INTO-PLANE REIMBURSEMENT
CREDIT CARD (AIR CARD)

1. Background. Defense Energy Supply Center (DESC) has contracted with KROPP HOLDINGS, INC. (DBA "AVCARD INC.") to provide commercial credit card services for military aircraft to procure fuel and related ground services at commercial airports. The Aviation Into-plane Reimbursement "AIR Card" credit cards will be issued to all navy activities for each aircraft assigned plus 10% allowance for lost or damaged cards. Usage will be like any credit card. After purchasing fuel from a commercial source, the aircraft commander will retain one fully legible copy of the AIR Card invoice and deliver it to the Flight Packet Controlling Official.

2. The following guidance is provided for use of the AIR Card and its associated financial requirements:

a. The AIR Card will only be used at commercial airports, and only for the procurement of fuel and ramp services directly related to enabling the aircraft to continue its mission. It is accepted at fueling activities with or without DESC into-plane fuel contract. Pilots should be advised to utilize activities with current DESC into-plane contract in order to procure lower fuel cost.

b. The aircraft commander (pilot) will present the AIR Card to the vendor and review the receipt to ensure all information and figures are correct. The pilot will sign the receipt and retain a copy to be returned to the Flight Packet Controlling Official. Any discrepancies should be identified prior to signing the receipt and brought to the vendors' attention. Discrepancies not corrected at vendor's site will be reported to AVCARD INC., by calling the 1-800-Phone Number listed on the AIR Card.

c. Each time the card is used, Flight Packet Controlling Official will ensure that a copy of the receipt is received from the pilot. Notify Training Air Wing Maintenance/Material Control in all instances of lost/misplaced or other reason, pilot/aircrew fails to turn-in receipt. Provide name of pilot/aircrew, SSN, and event date. Training Air Wing

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Maintenance/Material Control Officer will generate report to the Wing Commander for action. Prompt action is required to preclude accrual of interest on unpaid fuel bills.

d. Training Air Wing Maintenance/Material Control Official will prepare report to Training Air Wing Commander or designated Action Official, of pending cases of lost/missing AIR Card receipts.

e. TRAWING Comptroller will receive the AIR Card invoices and record obligation in STARS-FL. A document number will be assigned using the proper line of accounting to differentiate fuel purchase from ramp service. Upon receipt of AVCARD billing and certification statement, forward certified original copy to the appropriate DFAS office for actual payment.