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

Reference:
(a) NAVSUP Manual, Vol II, Para 22416-22418
(b) NAVSUP P485 Vol I Para 3330-3334
(c) NAVSO P3006, Financial Management of Resources
(d) NAVCOMPT Manual, Vol II
(e) Navy and Marine Corps AIR Card Desk Guide
(f) OPNAVINST 4790.2H

Enclosure:
(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 disposition of damaged aircraft or components.

2. Cancellation. CNATRAINST 3700.2B.

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 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 (DAO CL), (Code 13), 130 West Avenue Suite A, Pensacola, FL 32508-5120.

d. Host Station. A naval air station (NAS) which provides facilities and services to another activity. As used in this instruction, the NAS at which a NATRACOM activity is permanently located, e.g. NAS Pensacola is the host station for Training Squadron (TRARON) EIGHTY-SIX.

e. 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.

f. 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’s). A current list of Air Card participating FBO’s is available through the Internet at “www.avcard.com”. Standard Operating Procedures (SOP) on the AIR Card can be found in reference (e).

g. Flight Packet Controlling Officer. Person responsible for control, inventory, and issue of flight packet.

6. Responsibility

a. The Flight Packet Controlling Officer 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 bi-weekly to ensure management is in accordance with this instruction. When used, strict accountability will be established for control of SF 44 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:

<table>
<thead>
<tr>
<th>REQUISITION FORM</th>
<th>COPIES</th>
<th>DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD 1348</td>
<td>1</td>
<td>Mark or stamp &quot;obligation copy&quot; and forward to appropriate host station comptroller who will forward it to the AAA.</td>
</tr>
<tr>
<td>DD 1898</td>
<td>1</td>
<td>Same as DD 1348</td>
</tr>
<tr>
<td>AF Form 1994</td>
<td>1</td>
<td>Same as DD 1348</td>
</tr>
<tr>
<td>SF 44</td>
<td>2</td>
<td>Copies 3 and 6 forwarded same as DD 1348.</td>
</tr>
<tr>
<td>AIR Card</td>
<td>1</td>
<td>Forward original invoice copy to the Host Station Comptroller.</td>
</tr>
</tbody>
</table>
A) 
(5) Tools associated with flight packets will be controlled in accordance with reference (f).

R) 
   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 Officer. 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-part1 (used to requisition parts and services at DOD installations).
   c. Purchase Order/Invoice/Voucher, SF 442 (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.
   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 4790/60.3

1 Optional for activities whose material support is solely contractor’s responsibility i.e. does not requisition material through the government supply system, and therefor does not utilize these forms.

2 Optional if aircrew is issued a government credit card e.g. Government Visa Card, to cover subsistence and lodging expenses chargeable to Appropriation, Military Personnel, Navy (Temporary Duty (TDY) Travel Costs Accounting).

3 Optional.
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. Other forms as required by authorized commands, department heads, etceteras, (i.e., Accident Investigation Report, Quality Deficiency Report, etceteras).

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. Reference (a) contains procedures for procurement from commercial sources. The cost of repairs and services is limited to $2500 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 $2500 ($50,000 for aviation fuel oil), the aircraft commander will request instructions from his commanding officer by telegraph or long-distance telephone, 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 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 (N42) 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 Navy Petroleum Office code PSPC, DSN 427-7348, FAX 427-7389. 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 (N1221).

Distribution:
CNATRAINST 5215.1R
List I (A-FF)

Copy to:
CNET
COMTRAING TWO (COOP File)

Stocked:
CNATRA

WILLIAM H. CAREY
Chief of Staff
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 Officer 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.
FLIGHT PACKET RECEIPT

PILOT'S NAME: J. DOE
RANK: LT
ISSUED BY: H. CHAPA, AKI
PACKET NO.: 001

AIRCRAFT SIDE NO.: 603
AIRCRAFT BUREAU NO.: 107999
UNIT ATTACHED: VT-23
PHONE: 861-2626
DATE: 31 JAN 98

PROCUREMENT DOCUMENTS

<table>
<thead>
<tr>
<th>DD FORM 1348</th>
<th>STANDARD FORM 44</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER</td>
<td>USED</td>
</tr>
<tr>
<td>8000</td>
<td></td>
</tr>
<tr>
<td>8001</td>
<td></td>
</tr>
<tr>
<td>8002</td>
<td></td>
</tr>
<tr>
<td>8003</td>
<td></td>
</tr>
<tr>
<td>8004</td>
<td></td>
</tr>
<tr>
<td>8005</td>
<td></td>
</tr>
</tbody>
</table>

DD FORM 1896/1897 JET FUEL IDENTAPLATE

FUEL PURCHASES ON CROSS-COUNTRY FLIGHTS

<table>
<thead>
<tr>
<th>LOCATION (fuel stop)</th>
<th>DOCUMENT NO. USED</th>
<th>GALLONS</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAS MERIDIAN</td>
<td>8168</td>
<td>1744</td>
<td>15 JAN 98</td>
</tr>
<tr>
<td>NAS NORFOLK</td>
<td>7001</td>
<td>1804</td>
<td>18 JAN 98</td>
</tr>
<tr>
<td>KELLY AFB</td>
<td>2396</td>
<td>1200</td>
<td>25 JAN 98</td>
</tr>
<tr>
<td>MIAMI INT AIRPORT</td>
<td>N0923998PI001</td>
<td>1900</td>
<td>30 JAN 98</td>
</tr>
</tbody>
</table>

REMARKS

NONE

The procurement documents for the above were used and copies are attached. Unless otherwise indicated below, no other obligations were incurred by me during the period from 26 JAN 98 to 31 JAN 98.

SIGNATURE: John Doe
DATE: 31 JAN 98

CNATRA 3710/14 (2-99) SAMPLE

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

<table>
<thead>
<tr>
<th>DATA BLOCK</th>
<th>CARD COLUMNS</th>
<th>ENTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B</td>
<td>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 his name, grade, and social security number.)</td>
</tr>
<tr>
<td>1/1-3</td>
<td>&quot;AOA&quot;</td>
<td></td>
</tr>
<tr>
<td>3/7</td>
<td>&quot;O&quot;</td>
<td></td>
</tr>
<tr>
<td>9/30</td>
<td>&quot;N&quot;</td>
<td></td>
</tr>
<tr>
<td>10/31-35</td>
<td>UIC of training air wing to which aircraft is attached.</td>
<td></td>
</tr>
<tr>
<td>10/46-50</td>
<td>Job order number of unit to which charges will be billed &quot;A&quot;.</td>
<td></td>
</tr>
<tr>
<td>12/40-43</td>
<td>Requisition serial number(8000-8999).</td>
<td></td>
</tr>
<tr>
<td>13/44</td>
<td>&quot;N&quot;</td>
<td></td>
</tr>
<tr>
<td>14/45</td>
<td>&quot;N&quot;</td>
<td></td>
</tr>
<tr>
<td>15/46-50</td>
<td>68566</td>
<td></td>
</tr>
<tr>
<td>16/51</td>
<td>&quot;B&quot;</td>
<td></td>
</tr>
<tr>
<td>17/52-53</td>
<td>VG</td>
<td></td>
</tr>
<tr>
<td>L-M</td>
<td>Aircraft type and BUNO</td>
<td></td>
</tr>
<tr>
<td>N-O</td>
<td>Type equipment code, applicable job order number, and purpose for which the form is to be used.</td>
<td></td>
</tr>
</tbody>
</table>

2. The following information will be filled in by the pilot at time of material issue:
b. Ensure the entries on all copies of the DD Form 1348 returned are legible.

3. Responsibility of issuing activity:

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

Enclosure (2) 2
PROCEDURES FOR USE OF THE STANDARD FORM 44

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

<table>
<thead>
<tr>
<th>DATA BLOCK</th>
<th>ENTRIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPTION</td>
<td></td>
</tr>
<tr>
<td>Order</td>
<td>Insert the standard 15-digit document number consisting of:</td>
</tr>
<tr>
<td></td>
<td>(1) &quot;N&quot; which denotes Navy (CONUS)</td>
</tr>
<tr>
<td></td>
<td>(2) UIC of the Training Wing</td>
</tr>
<tr>
<td></td>
<td>(3) Last two digits of current fiscal year (FY)</td>
</tr>
<tr>
<td></td>
<td>(4) &quot;PI&quot; which denotes type of document</td>
</tr>
<tr>
<td></td>
<td>(5) 5-digit serial number (80000-89999)</td>
</tr>
</tbody>
</table>

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

EXAMPLE: N5281298PI80001

Furnish supplies/service to: 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, Cleveland Center, 130 West Avenue Suite A, Pensacola, FL 32508-5120

Purpose and Acct. Data Insert complete "end-use" accounting data as follows:

(1) Appropriation and Subhead - 1741804.6282
(2) Object Class - 000
(3) Bureau Control Number - Insert UIC of the Training Wing.
(4) Suballotment Number - 0
(5) Authorized accounting activity - 068566
2. Responsibility of the aircraft command:

   a. Inscribing his name, social security number, 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 Officer upon his return from flight.

3. Responsibility of Flight Packet Controlling Officer: Verify for completeness of accounting information and forward number 3 copy to the applicable fiscal office for obligation accounting purposes.
U.S. GOVERNMENT
PURCHASE ORDER—INVOICE—VOUCHER

DATE OF ORDER

15 Jan 93

ORDER NO.

N5281298P1800006

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

A/C Fuel and Services
Norfolk, Va. 09501

PURCHASE SUPPLIES OR SERVICES FROM (Name and address)

N52812 VT-28 NAS CORPUS CHRISTI TX 78419-5106

PILOT:

RANK:

A/C:

T-34C

SSN:

BUNO:

TEC:

ATFE

SUPPLIES OR SERVICES

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>JP-5</td>
<td>1000</td>
<td>1.42</td>
</tr>
</tbody>
</table>

FUEL ONLY

AGENCY NAME AND BILLING ADDRESS

DEPT OF THE NAVY
DAO CL (Code 19)
130 WEST AVENUE SUITE A
PENSACOLA FL 32508-5120

ORDERED BY (Signature and title)

John Doe, LT, USN

PURCHASE AND ACCOUNTING DATA

1731804.6282/000/00216/0/068566/2D/000000/002163ZF010

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

RECEIVED BY

John Doe

TITLE

LT

DATE

15 Jan 98

SELLER—Please read instructions on Copy 2

□ PAYMENT RECEIVED $______________
□ PAYMENT REQUESTED $______________

NO FURTHER INVOICE NEED BE SUBMITTED

SELLER

BY

(Signature)

DATE

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

$______________

DIFFERENCES

ACCOUNT VERIFIED: CORRECT FOR

(Authorized certifying official) BY

PAID BY

□ CASH

DATE PAID

VOUCHER NO.

OR

(Choke No.)

* PLEASE INCLUDE 7TH ROW 1. SELLER'S INVOICE
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 his 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)

3. Should the contractor or fueling agent insist on using his 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 Officer.
5. The Flight Packet Controlling Officer will forward the DD Form 1898 to the host station 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.
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) 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.
**PREPARATION OF AF FORM 1994**

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 Officer. The Flight Packet Controlling Officer will forward the document to the host station 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.
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 Officer.

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 Officer. 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 Officer 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 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 Officer will prepare report to Training Air Wing Commander, or his designated Action Officer, of pending cases of lost/missing AIR Card receipts.
e. NAS 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 OPLOC (DFAS Pensacola) for actual payment.