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CHIEF OF NAVAL AIR TRAINING
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CNATRAINST 3700.2F
N4
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CNATRA INSTRUCTION 3700.2F

Subj: PROCEDURES FOR ISSUE, USE AND ACCOUNTABILITY OF FLIGHT PACKETS
FOR AIRCRAFT ON EXTENDED FLIGHTS

Ref: (a) NAVSUP P485 Vol I Para 3330-3334
(b) Defense Logistics Agency Energy Instruction P-8
(c) Defense Logistics Agency Energy Instruction I-26
(d) COMNAVAIRINST 4790.2, Chapter 5
(e) NAVSUPINST 4700.96A

Encl: (1) Flight Packet Receipt Procedures and Example Form (CNATRA 3710/14 (Rev. 6-04))
(2) Flight Packet Chain of Custody Check Out/Check In Sheet
(3) Monthly Flight Packet Inventory Sheet
(4) Supplemental Guidance for the Use of Defense Energy Support Center (DESC)
Aviation Into-Plane Reimbursement Credit Card (AIR Card)

1. Purpose. To establish uniform procedures for the issue, use, control and accountability of flight packets, and procurement of services and/or supplies to support aircraft on extended flights.

2. Cancellation. CNATRAINST 3700.2E

3. Scope. Applies to all Naval Air Training Command (NATRACOM) activities using Flight Packets to obtain material and/or supplies from the Department of Defense (DOD) or commercial sources while on extended flights.

4. Discussion. Reference (a) requires aviation activities to maintain a supply of flight packets for issue to aircrew making extended flights. References (a) through (e) delineate responsibilities and provide detailed procedures to be followed in the preparation, issue, and accountability of flight packets. Procedures for pilots making extended flights in foreign countries are not in this instruction.

5. Definitions

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

b. Transient Aircraft. 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 Naval Training Command (NATRACOM).

d. Into-plane and Alongside Plane Refueling Contracts. With into-plane refueling contracts, a commercial agent provides non-government owned fuel, lubricants, 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 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 (b).

(1) The Air Card is the primary payment method for Aviation fuel and authorized ground services.

(2) Non-Contract Locations: When refueling must occur at non-DLA energy contracted locations and an air-card accepting merchant is not available, the aircraft flight commander is authorized to use the U. S, Government Purchase Order Invoice – Voucher Standard Form 44 (SF 44), for both fuel and ground services. References (a), (b), and (e) provide guidance regarding use of the SF 44.

(3) Remote Locations: If traveling to a remote location, aircrews are to check the AIR Card "FBO Locator", which identifies whether the refueling location accepts the AIR Card for payment for both fuel and ground services. If the location does not have a DLA Energy Contract in place, the Aircrew may use the SF 44 form.

(4) If neither the Air Card or SF 44 is accepted, the squadron Approving/Certifying official must contact the contractor.

(5) Reference (e) provides detailed guidance for Navy activities on the use of the AIR Card and when the SF 44 can be used in lieu of the AIR Card.

NOTE: Air Cards may be located in aircraft mounted pouches dependent upon site procedures.

f. Flight Packet Controlling Official. Person responsible for the accountability of flight packets, and ensuring data on forms is correct to include correct financial accounting data.

6. Responsibilities:

a. Flight Packet Controlling Official (Applicable to Navy Flight Demonstration Squadron (NFDS) and Contractors):

- (1) Responsible for issuing flight packet to Air Crew making extended flights.
- (2) Security of flight packets.
- (3) Ensuring flight packets contain all contents per reference (a).
- (4) Conduct a monthly inventory of flight packets no later than the 5th of each month and maintain a signed inventory log per enclosure (2).
- (5) Conduct a flight packet inventory prior to issue and upon return using enclosure (3).
- (6) Maintain a flight packet check-out/check-in using enclosure (2)
- (7) Review all documents upon Air Crew return to ensure returned flight packet forms are legible and accurate.
- (8) Ensure pre-typed documents cite the correct financial data (i.e. accounting data, fund codes etc.).

NOTE: Contractors shall contact the Det OIC/AOIC no later than 16 September each year to validate financial data being used on applicable forms.

- (9) Ensure enclosure (1) Flight packet receipt is included in each flight packet with detailed instructions regarding the use of the form.

b. Aircraft Commander:

- (1) Responsible for notifying Supply when a flight packet is required.
- (2) Upon issue of a flight packet from supply, sign/date enclosure (2) acknowledging receipt.
- (3) Upon return from flight, notify Supply immediately if an AIR Card or tool is lost, stolen, or missing.
- (4) Ensure forms and documents are filled out properly and are legible for materials/ services/and fuels/ procured during the extended flights.
- (5) Return flight packets and all accompanying flight packet documents to Supply upon return.
 - (a) Return completed and legible Fuel Chits.

(b) If fuel receipts or other documents are lost or illegible, the pilot/aircrew shall contact the stations where stops were made and obtain quantities and cost of the acquired materials, fuel and/or supplies.

7. Contents. All flight packets shall contain the items listed in reference (a) para 3331.8.
Procurement

a. Restrictions/Limitations

(1) Procurement of material on extended flights may be received from other naval sources, various government departments, and/or from commercial activities.

(2) When purchasing items with a SF 44 from other government departments or from commercial sources, the purchase price of repair parts shall be limited to \$2,500.00. If the purchase price exceeds the allowable amount, the pilot will request instructions from the Commanding Officer (CO), NFDS or the applicable CNATRA TRAWING Commodore via telephone.

(3) Purchase price for fuel oil services is limited to \$50,000.00. If the cost exceeds allowable amount, the pilot will request instructions from the CO, NFDS or the applicable TRAWING Commodore via telephone.

b. Procurement of Aviation Fuels using the Aviation Into-Plane Reimbursement (AIR) Card System. The AIR Card is intended for the purchase of fuel and ramp services for government owned aircraft at commercial Fleet Based Operators (FBOs) around the world. Current listings of participating contractors are available at www.airseacard.com, or by contacting the contractor at the toll free number on the back of the AIR Card.

c. Purchase of Material/Services

(1) For materials/services procured from commercial or DOD sources, the appropriate Standard Form 44 shall be utilized.

d. Authorized/Un-Authorized Purchases:

(1) The authorized purchases list is contained in the Multi Service Corporation brochure "AIR Card User Guide" which shall be included in the flight packet inventory.


S. B. STARKEY
Chief of Staff

Distribution:
CNATRA Website

PROCEDURES FOR FLIGHT PACKET RECEIPT

1. Pre-typed Information. The following information will be pre-typed on the Flight Packet Receipt, CNATRA 3710/14 (Rev. 06-04):
 - 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 the 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 provided in duplicate (original and copy). 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 the 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 copy discarded.

FLIGHT PACKET CHAIN OF CUSTODY CHECK OUT/CHECK IN SHEET

Aircraft BUNO # _____ Aircraft MODX _____

1. Supply Check-out & Check-in Inventory

(PRINT) (SIGN) (DATE)

2. Pilot or Crew Chief Checkout & Inventory

(PRINT) (SIGN) (DATE)

FLIGHT PACKET INVENTORY		
ITEM	NOMENCLATURE	QTY
1	AIR Card and Air Card Pocket User Guide	
2	F/A 18A/B/C/D NATOPS Servicing Checklist (NFDS Only)	
3	Fuel Sample Log Sheet	
4	DD Form 1898-Avfuels Into-Plane Contract Sales Slip- and instruction	
5	DD Form 1348 – DOD Requisition Document (and instruction) a. (2 EA) – Repairable b. (1 EA) – Consumables	
6	Standard Form 44A – Purchase Order (and procedures for) a. (1 EA) – For Emergency Purchase of Lodging b. (2 EA) – For Emergency Purchase of Fuel c. (2 EA) – For Required Maintenance Supplies/Services from a Commercial Source	
7	OPNAV 4790/60 – VIDS MAF	
8	Standard Form 94 – Statement of Witness	
9	Standard Form 95 – Claim for Damage, Injury or Death	
10	Multi-language billing instructions	
11	Instructions for Shipment of Damaged Aircraft	
12	JDRS Website Overview Handbook	
13	Flight Packet Receipts and Procedures	
14	Sample of PAO Media Release for Aircraft Mishap	
15	F/A-18A/B/C/D MMP/MSP Codes Pocket Guide	
16	Ballpoint pen and carbon paper	
17	Air Card How-To Guide	
18	T-Handle Tool	

MONTHLY FLIGHT PACKET INVENTORY		
ITEM	NOMENCLATURE	QUANTITY
1	AIR Card and Air Card Pocket User Guide	
2	F/A 18A/B/C/D NATOPS Servicing Checklist (NFDS Only)	
3	Fuel Sample Log Sheet	
4	DD Form 1898-Avfuels Into-Plane Contract Sales Slip- (and instruction)	
5	DD Form 1348 – DOD Requisition Document (and instruction) a. (2 EA) – Repairable b. (1 EA) – Consumables	
6	Standard Form 44A – Purchase Order Invoice Voucher and procedures for a. (1 EA) – For Emergency Purchase of Lodging b. (2 EA) – For Emergency Purchase of Fuel c. (2 EA) – For Required Maintenance Supplies/Services from a Commercial Source	
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16	Ballpoint pen and carbon paper	
17	T-handle Tool (NFDS Only)	

**SUPPLEMENTAL GUIDANCE FOR USE OF THE 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 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 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 his/her designated Action Official of pending cases of lost/missing AIR Card receipts.

e. TRAWING Financial Analyst will receive the AIR Card invoices and record obligation in the appropriate accounting system.

f. The AIR Card is the primary payment method for Aviation fuel and authorized ground services.

(1) Non-Contract Locations: When refueling must occur at a non-DLA energy contracted locations and an air-card accepting merchant is not available, the aircraft flight commander is authorized to use the U. S, Government Purchase Order Invoice – Voucher Standard Form 44 (SF 44), for both fuel and ground services. References (a), (b), and (e) provide guidance regarding use of the SF 44.

(2) Remote Locations: If traveling to a remote location, aircrews are to check the AIR Card “FBO Locator”, which identifies whether the refueling location accepts the AIR Card for payment for both fuel and ground services. If the location does not have a DLA Energy Contract in place, the Aircrew may use the SF 44 form.

(3) If neither the Air Card or SF 44 is accepted, the squadron Approving/Certifying official must contact the contractor.

(4) Reference (e) provides detailed guidance regarding the use of the AIR Card and SF 44.