



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CORPUS CHRISTI TX 78419-5041

CNATRAININST 3700.2E
N4
10 Dec 2014

CNATRA INSTRUCTION 3700.2E

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

Ref: (a) NAVSUP P485 Vol I Para 3330-3334
(b) NAVSO P3006, Financial Management of Resources
(c) Financial Management Regulations 7000.14R
(d) Defense Logistics Agency Instruction DESC-1-31
(e) 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. CNATRAININST 3700.2D

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. Reference (a) promulgates detailed instructions concerning the preparation and maintenance of the procurement portion of flight packets. References (b) and (c) 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 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'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 (d).

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

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 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).

(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 re-inventoried utilizing this record. Replenishment shall be accomplished as necessary.

(4) Pre-typed 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:

<u>REQUISITION FORM</u>	<u>COPIES</u>	<u>DISPOSITION</u>
DD 1348	5	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 per reference (e).

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 items listed in reference (b) para 3331.

8. Procurement from Commercial Sources. Reference (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 by a commercial firm, purchase required materials and services, exclusive of fuels and lubricants, at personal expense, subject to reimbursement. Reimbursement will be made using Standard Form 1164 or by filling out a local voucher through Defense Travel System (DTS).

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 CNAP (N01F) by letter. Air Card credit card is issued by a vendor under a contract awarded by the Defense Logistics Agency (DLA). 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 (N1221).

D. M. EDGECOMB
Chief of Staff

Distribution:
CNATRA Website
CNATRA SharePoint

PROCEDURES FOR FLIGHT PACKET RECEIPT

1. Pre-typed Information. The following information will be pre-typed 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.

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 his 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

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

a. Print his 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:

<u>DATA BLOCK/ CARD COLUMNS</u>	<u>ENTRY</u>
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

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SAMPLE
DD FORM 1348

USE TYPEWRITER OR BALL POINT PEN
PRESS HERE TO ASSURE LEGIBILITY ON ALL COPIES

DD FORM 1348, JUL 91

REQUISITION SYSTEM DOCUMENT (MANUAL)

DOC. IDENT.	ROUTE.	PSC	NSN	ASCO	QUANTITY	REQUISITION DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	PROJECT	REQ. DATE	ACT. DATE
1	2	3	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	100	101	102	103	104
105	106	107	108	109	110	111	112	113	114	115	116	117
118	119	120	121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140	141	142	143
144	145	146	147	148	149	150	151	152	153	154	155	156
157	158	159	160	161	162	163	164	165	166	167	168	169
170	171	172	173	174	175	176	177	178	179	180	181	182
183	184	185	186	187	188	189	190	191	192	193	194	195
196	197	198	199	200	201	202	203	204	205	206	207	208
209	210	211	212	213	214	215	216	217	218	219	220	221
222	223	224	225	226	227	228	229	230	231	232	233	234
235	236	237	238	239	240	241	242	243	244	245	246	247
248	249	250	251	252	253	254	255	256	257	258	259	260
261	262	263	264	265	266	267	268	269	270	271	272	273
274	275	276	277	278	279	280	281	282	283	284	285	286
287	288	289	290	291	292	293	294	295	296	297	298	299
300	301	302	303	304	305	306	307	308	309	310	311	312
313	314	315	316	317	318	319	320	321	322	323	324	325
326	327	328	329	330	331	332	333	334	335	336	337	338
339	340	341	342	343	344	345	346	347	348	349	350	351
352	353	354	355	356	357	358	359	360	361	362	363	364
365	366	367	368	369	370	371	372	373	374	375	376	377
378	379	380	381	382	383	384	385	386	387	388	389	390
391	392	393	394	395	396	397	398	399	400	401	402	403
404	405	406	407	408	409	410	411	412	413	414	415	416
417	418	419	420	421	422	423	424	425	426	427	428	429
430	431	432	433	434	435	436	437	438	439	440	441	442
443	444	445	446	447	448	449	450	451	452	453	454	455
456	457	458	459	460	461	462	463	464	465	466	467	468
469	470	471	472	473	474	475	476	477	478	479	480	481
482	483	484	485	486	487	488	489	490	491	492	493	494
495	496	497	498	499	500	501	502	503	504	505	506	507
508	509	510	511	512	513	514	515	516	517	518	519	520
521	522	523	524	525	526	527	528	529	530	531	532	533
534	535	536	537	538	539	540	541	542	543	544	545	546
547	548	549	550	551	552	553	554	555	556	557	558	559
560	561	562	563	564	565	566	567	568	569	570	571	572
573	574	575	576	577	578	579	580	581	582	583	584	585
586	587	588	589	590	591	592	593	594	595	596	597	598
599	600	601	602	603	604	605	606	607	608	609	610	611
612	613	614	615	616	617	618	619	620	621	622	623	624
625	626	627	628	629	630	631	632	633	634	635	636	637
638	639	640	641	642	643	644	645	646	647	648	649	650
651	652	653	654	655	656	657	658	659	660	661	662	663
664	665	666	667	668	669	670	671	672	673	674	675	676
677	678	679	680	681	682	683	684	685	686	687	688	689
690	691	692	693	694	695	696	697	698	699	700	701	702
703	704	705	706	707	708	709	710	711	712	713	714	715
716	717	718	719	720	721	722	723	724	725	726	727	728
729	730	731	732	733	734	735	736	737	738	739	740	741
742	743	744	745	746	747	748	749	750	751	752	753	754
755	756	757	758	759	760	761	762	763	764	765	766	767
768	769	770	771	772	773	774	775	776	777	778	779	780
781	782	783	784	785	786	787	788	789	790	791	792	793
794	795	796	797	798	799	800	801	802	803	804	805	806
807	808	809	810	811	812	813	814	815	816	817	818	819
820	821	822	823	824	825	826	827	828	829	830	831	832
833	834	835	836	837	838	839	840	841	842	843	844	845
846	847	848	849	850	851	852	853	854	855	856	857	858
859	860	861	862	863	864	865	866	867	868	869	870	871
872	873	874	875	876	877	878	879	880	881	882	883	884
885	886	887	888	889	890	891	892	893	894	895	896	897
898	899	900	901	902	903	904	905	906	907	908	909	910
911	912	913	914	915	916	917	918	919	920	921	922	923
924	925	926	927	928	929	930	931	932	933	934	935	936
937	938	939	940	941	942	943	944	945	946	947	948	949
950	951	952	953	954	955	956	957	958	959	960	961	962
963	964	965										

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 BLOCK
CAPTION

ENTRY

Order

Insert the standard 15-digit document number consisting of:

- (1) "N" which denotes Navy (CONUS)
- (2) UIC of the Training 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 Wing 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
17X1804.70AE (X - insert appropriate Fiscal year)
- (2) Object Class - 000
- (3) Bureau Control Number
- (4) Sub-allotment Number - 0

Enclosure (3)

- (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: 17X1804.70AE/000/57025/T/068566/2D/000000/039294KJ000
(X - insert appropriate Fiscal year)

2. Responsibility of the aircraft commander:

a. Inscribe 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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PURCHASE ORDER-INVOICE-VOUCHER SAMPLE FORM
STANDARD FORM 44

	ORDER NO.
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PRINT NAME AND ADDRESS OF SELLER (Number, Street, and State)*

P
A
Y
E
R

FURNISH SUPPLIES OR SERVICES TO (Name and address)*

SUPPLIES OR SERVICES	QTY	UNIT PRICE	AMOUNT

AGENCY NAME AND BILLING ADDRESS*	TOTAL
	DISCOUNT TERMS%DAYS
	DATE INVOICE RECEIVED

P
A
Y
E
R

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

<input type="checkbox"/> PAYMENT RECEIVED \$	<input type="checkbox"/> PAYMENT REQUESTED \$
--	---

NO FURTHER INVOICE NEED BE SUBMITTED

SELLER Signature I certify that this account is correct and proper for payment in the amount of \$..... Authorized certifying officer	DATE Today's date DIFFERENCES <hr/> ACCOUNT VERIFIED CORRECT FOR BY
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PAID BY <input type="checkbox"/> CASH	DATE PAID	VOUCHER NO.
OR (Check No.)		

Enclosure (3)

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 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:

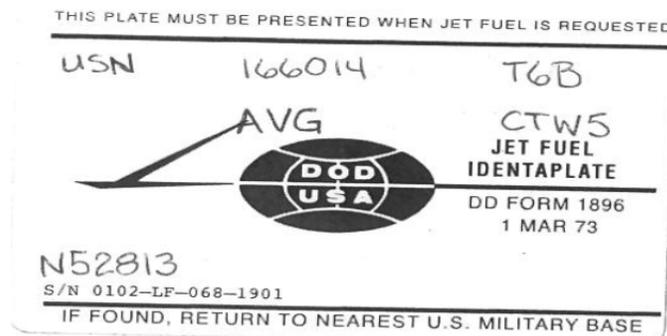
- a. Aircraft model/design/series
- b. Flight Packet Serial Number
- c. Squadron designator (e.g., VT-10, VT-27)
- d. Home station
- e. Aircraft commander's name and rank (printed)

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 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.

SAMPLE
IDENTAPLATE
(NAVY)
AVFUEL INTO-PLANE CONTRACT SALES SLIP



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			ENTER "X" IN UNUSED COLUMNS				PERCEIVING QUANTITY			
SUPP ADDRESS SC MPP N68566B39			AVFUEL 100/130 (130)	GALLONS	AVOIL	QUARTS				
AMDS TAIL SERIAL DDDAAC OF REG. 7005637			JP-4 (JP4)	XX598	852					
NAS NEW ORLEANS LA N00206 P21			DATE 3133	JP-5 (JP5)						REFUELING UNIT NO 852
FORM 1000, AUG 88				JP-8 (JP8)						REFUELER'S SIGNATURE <i>[Signature]</i>
AVFUELS INTO-PLANE SALE SLIP				CONJET (JA7)						CUSTOMER'S SIGNATURE <i>[Signature]</i>
				DEFUEL						PRINT NAME John Doe
				RESERVICE						GRADE LT
										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) 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.

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 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 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.

Enclosure (5)