DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
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MILTON, FLORIDA 32570-6017

IN REPLY REFER TO
COMTRAWINGFIVEINST 4200.2B
Code N1
29 Aug 14

COMTRAWING FIVE INSTRUCTION 4200.2B

From: Commander, Training Air Wing FIVE

Subj: LOCAL INTERNAL OPERATING PROCEDURES FOR THE AVIATION INTO-PLANE REIMBURSEMENT (AIR) CARD PROGRAM

Ref: (a) DON AIR Card Instruction (NAVSUPINST 4200.97)
(b) NAVSUP P485 Vol 1, Ch 3, Part C, Sec V

Encl: (1) AIR Card User Statement of Understanding
(2) AIR Card User Guidance

1. Purpose. To provide guidance on policies and procedures for the appropriate management, operation, and use of the AIR Card as delineated in references (a) and (b).

2. Scope. This instruction applies to all activities and personnel assigned under the purview of TRAWING FIVE.

3. Background. The AIR Card Program serves as an identification, order and/or purchase instrument and payment mechanism. The AIR Card Program provides a commercially accepted, effective, and convenient method to procure aviation fuel and related ground services and supplies for DON owned aircraft.

4. Policy

a. The AIR Card is the only authorized card used to purchase aviation fuel, fuel related supplies, and ground services for DON owned aircraft from Defense Energy Support Center (DESC) Into-Plane contract sites and non-contract locations. Its use is mandatory at all DESC Into-Plane contract locations that accept the AIR card for procurement of aviation fuel and at DOD installations where Automated Data Capture (ADC) equipment is used. Only military, DoD civilian personnel and DoD contractors are authorized users of the AIR card.

b. AIR cards are assigned to aircraft, not individuals, and must remain with the aircraft assigned. The AIR card is embossed with that aircraft's tail number or Bureau Number (BUNO).

(1) Any Aircraft (ANY ACFT) cards may also be assigned to specific units rather than aircraft and are labeled as "ANY ACFT" which allows any aircraft to refuel using that card.

c. DoD Purchases. The following methods of payment can be used at DoD installations:

(1) Fuels Sales Slip (DD Form 1898)

(2) DoD Fuel Identaplate (DD Form 1898)

d. Commercial Purchases. The following methods of payment can be used at commercial fuel depots:

(1) SF44. When fueling must occur at non-DESC contracted locations and an AIR card-accepting merchant is not available, the aircrew is authorized to use the U.S. Government Purchase Order - Invoice - Voucher (SF44).

(2) Multi Service AIR Card. Into-Plane contracts are established for instances when military resources are unavailable. Aircrews shall restrict fuel and service purchases to DESC Into-Plane contractors at commercial airports where DESC Into-Plane contract fuel is available. Aircrews are authorized to purchase fuel and services from any available source or AIR card merchant when no DESC Into-Plane contract exists at the commercial airport location. To plan your flights with contract locations in mind, go to https://cis.energy.dla.mil/energy_cis/ for a list of participating merchants on a regular basis, as this listing of merchants changes on a daily basis. Any merchant placed on Quality Hold, will not be used.

e. Priority of Resources. Whenever possible, military installation aviation fuel resources and related services shall be used first, followed by DESC Into-Plane contracted sources, and lastly commercial fuel depots.

f. Authorized Fuel Purchases

(1) Aviation fuel

(2) Callout fees

(3) Flowage fees

(4) Overtime charges (only in conjunction with refueling, if a squadron fails to show up and overtime fees are charged, the unit/wing/squadron will be liable for these charges)

(5) Rapid/hot refueling fees

(6) Taxes

g. Authorized Non-Fuel Purchases

(1) Aircraft housekeeping or cleaning services (trash collection, vacuuming, lavatory servicing, potable water, etc)

(2) Aircraft landing fees

(3) Aviator breathing oxygen (ABO)

(4) De-icing service

(5) Defuel and refuel service fees

(6) Necessary ground equipment services (GPU, baggage conveyer belt, electrical grounding hookup, stairs, start carts, etc.)

(7) Hydraulic fluids

(8) Lubrication oils, both synthetic and petroleum based

(9) Parking fees

(10) Ramp fees

(11) Security services for the aircraft at the airport or airfield

(12) Slot time fees

(13) Custom fees (if paid by the refueling vendor)

(14) Catering on passenger flights for passengers only

(15) Supplies (maps, navigational aids, etc.)

h. Un-Authorized Purchases

(1) Transactions not performed as official DON business

(2) Transactions for unauthorized fuel products and ground services

(3) Transactions for fuel quantities that exceed the aircraft capacity

(4) Transactions for meals, food, beverage, tobacco, and alcohol

(5) Taxi or shuttle service

i. Best Practices

(1) Plan your flight utilizing the Into-Plane guidance (DoD locations) or on the Multi Service website for commercial merchants

(2) Report any lost/stolen/defective cards to your APC immediately

(3) Ensure that you validate receipts prior to signing and give to Wing Budget

j. Action. Each IP/SNA is required to complete the Card User Certification Course located at https://www.navsup.navy.mil/ccpmd/air_card/training, read the Air Card User Guide (enclosure (1)) and read, initial, and sign the Card User Statement of Understanding (enclosure (2)). These documents will be included in the Wing Admin and Student Control/Squadron Admin check-in packages and will be maintained and will be forwarded for filing to the Wing Air Card Agency Program Officer (Supply/Property Officer).

J. J. FISHER

Distribution:
COMTRAWINGFIVEINST 5216.1T
List II

Aviation Into-Plane Reimbursement (AIR) Card Program
Card User Statement of Understanding (SOU)

-I certify that I have read the "AIR Card User Guidance." I understand that I am authorized to use the AIR card only for those necessary and reasonable expenses incurred by me for official government business for aviation fuel and related ground services and supplies for DON owned/leased aircraft.

-I certify that I have completed the Card User Certification Course available at https://www.navsup.navy.mil/ccpmd/air card/training

-I understand that the issuance of this AIR card to me is an extension of the employee-employer relationship and that I am being specifically directed to:

____ Abide by all rules and regulations with respect to the charge card.

____ Use the charge card only for official government business.

____ Notify the APC of any problems with respect to my usage of the charge card.

____ Notify the APC immediately if my charge card is lost or stolen.

(AIR card users must initial all the above provisions.)

-I also understand that failure on my part to abide by these rules or to otherwise misuse the card may result in disciplinary action being taken against me and the loss of my security clearance. I also acknowledge the right of the AIR card APC to revoke or suspend my AIR card privileges if I fail to abide by the terms of this agreement.

-As indicated in the DoD FMR Volume 5, Chapter 33, I am considered an accountable official and as such, I may be held liable to the government for improper use of the AIR card.

(Card User's Signature/Date)	(APC Signature/Date)
(Card User's Printed Name)	(APC Printed Name)
(Card User's Grade/Title)	(APC Series/Grade/Title)

AIR Card User Guidance

YOUR U.S. GOVERNMENT AIR CARD "HOW TO" GUIDE

This guide provides key information about your DESC-provided AIR Card, administered by Multi Service Corporation. We recommend that you carry your AIR Card in this guide and keep it in the flight packet at all times, along with the 001896 (Identaplate) or SF44 to make local purchases.

This guide is a handy reference to help you take full advantage of the programs and services you are entitled to as an authorized AIR Card customer.

PROGRAM SUPPORT CONTACTS

US Territories and Canada:	1-866-308-3811
Other Areas:	1-913-217-9303
AIR Card Fax:	1-913-217-9308

- Customer and Merchant Support
- Lost and Stolen Cards
- Point of Sale (POS) Support

DESC Into-plane Contracts	Direct Delivery: 703-767-8500
DESC AIR Card Contracting Officer	703-767-8495 or DSN 427-8496
DESC Fuel Card Program Office	1-800-2-TOPOFF, ext. 3

Email: aircard@dla.mil

***International Callers may call collect.**

CARD STATUS DEFINITIONS

- **Active** -Card is actively registered in the AIR Card system and available for use at AIR Card merchant locations.
- **Inactive** -Card is registered as inactive in the AIR Card system and is not available for use. Cards are inactivated for aircraft that will not be used for an extended amount of time (i.e. maintenance or when an aircraft is shipped overseas). Cards may be reactivated at any time.
- **Terminated** -In the event a card is lost or stolen, the card is registered as permanently terminated in the AIR Card

AUTHORIZED PRODUCTS FOR PURCHASE

Authorized Fuel and Additives Include:
(Paid for by DESC; see "Payment Process")

- Aviation Fuel
- Fuel Additives (FSII, SDA, CI)
- Flowage Fees
- Applicable Taxes, as identified in the contract
- Other charges listed within a contract as a CUN, such as overtime fees

Authorized Ground and Ramp Services Include:
(Paid for by Home Station Payment Office)

- Aircraft Housekeeping (trash collection, lavatory service, potable water, etc.)
- Aircraft Landing Fees
- Aviator Breathing Oxygen
- Catering (non-alcoholic beverages only)
- Deicing Service
- De-fuel and Refuel Service Fees
- Ground Equipment Fees (stairs, ASU, GPU, etc.)
- Hydraulic Fluids
- Lube Oil
- Parking Fees
- Ramp Fees
- Security Services
- Slot Time Fees
- Supplies (maps, navigational aids, etc.)

**This list* is *not all inclusive*

AIR CARD PROCEDURES

1. When traveling to an unfamiliar area, check the AIR Card website for available commercial vendors that accept the AIR Card. If none are available, contact the AIR Card Support Team for prepay options and fuel arrangements.

   Cardholders are required to use a DESC Into-plane Contract merchant where one is available. A current list of contract merchants and their locations is listed at https://cis.energy.dla.mil/energy_cis/.

2. Present the AIR Card to the Fixed Base Operator (FBO) or fuel handler for authorized fuel and/or ground service purchases. FBOs and Agents have been trained on acceptance procedures. They will collect transaction data and provide you with a paper ticket, itemized with your purchases.

3. Review and, if accurate, sign the paper ticket. Return a copy of the paper ticket to your home station Accountable Official for validation purposes.

4. Report any changes of address, change of Accountable Official, or transfer of aircraft to DESC at the time of change.

AIRCREW RESPONSIBILITIES

Present the AIR Card for all fueling and ground service support at commercial airports.

You are responsible for determining in advance whether a DESC Into-plane Contract merchant is available for refueling support prior to the mission.

You are responsible for ensuring that receipt documentation accurately reflects the supplies/services rendered. One receipt will be executed for fuel and/or authorized ground services.

You are responsible for obtaining paper ticket receipts for fuel and authorized ground services and for turning these into your Accountable Official for validation purposes.

EMERGENCY PROCEDURES

If you cannot locate an AIR Card Contract merchant or are refused for fueling, call the AIR Card Support Team.

- Toll-Free: +1 866-308-3811
- After hours (MSC Operations): +1 888-767-1982
- Fax: +1 913-217-9308

In the case of a lost or stolen card, contact the AIR Card Support Team immediately at 1-866-308-3811.

ETHICAL RULES FOR DEALING WITH FBOs

Executive Order 12731,17 October, 1990, entitled "Principals of Ethical Conduct for Government Officers and Employees", clearly identifies the standards of conduct expected of flight crew members.

Aircrew, flight/aircraft commanders, and crew chiefs are considered government procurement officials in that they order the fuel and other supplies and commit the Government to purchase those items.

As ordering officials, they shall not accept gratuities.

Aircrews, pilots, flight/aircraft commanders, and crew chiefs should report any offers of illegal gratuities to the DESC Contracting Officer or the DESC Fraud Counsel. To report any suspected fraud, waste, or improprieties, please call 1-800-2-TOPOFF, ext. 3.

By law, each DESC Into-plane contract contains a Gratuities clause which provides that a contractor who offers gratuities in order to obtain favorable treatment under a contract shall have the contract terminated and exemplary damages of three to ten times the cost of giving of the gratuity.

Government employees shall make no unauthorized commitments or promises of any kind with intent to bind the Government. Government employees shall avoid any actions creating the appearance that they are violating the law or the ethical standards in effect.

FREQUENTLY ASKED QUESTIONS

Q. Where can the AIR Card be used?
A. AIR Cards can be used at both DESC Into-airplane Contract locations and Non-Contract airports worldwide. A list of locations with general information is available at www.desc.dla.mil. A list of Into-Plane Contract locations is available at: https://cis.energy.dla.mil/energy_cis/.

Q. Must I pay taxes?
A. Federal Civilian Agencies and the National Guard must pay Federal Excise Tax (FET) on aviation fuel for all non-contract or local purchases. The Department of Defense, Federal Civilian Agencies, and the National Guard are exempt from FET on all Contract fuel purchases.

WEB INSTRUCTIONS

For further information on the Government Fuel Card Program Management Office, visit www.desc.dla.mil

For further information on the Dept of Navy Air Card Program, visit https://www.navsup.navy.mil/navsup.

Please e-mail any feedback regarding the AIR Card Program to aircard@dla.mil .