

**BY ORDER OF THE COMMANDER
OF MCCONNELL AIR FORCE BASE
(AMC)**

**MCCONNELL AIR FORCE BASE
INSTRUCTION**

23-102

18 DECEMBER 2019

Materiel Management

**AVIATION FUEL MANAGEMENT
PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of Defense (DoD) 4140.25-M-Vol-2, *DoD Management of Bulk Petroleum Products, Natural Gas, and Coal*. It describes procedures for the aviation fuel program (AVPOL). Procedures are established for correct documentation of forms/invoices, program oversight and personnel responsibilities. It applies to all flight crews and Crew Chiefs assigned or attached to McConnell Air Force Base (AFB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/frims/frims/>. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

Changes include bullet count reduction, dictated grading methodology, and eliminated the requirement to have a set number of bullets under each heading. Additionally, there are numerous procedural and administrative changes; the entire publication should be read in its entirety.

1. General.

1.1. Program Goals: All aircrew members and Crew Chiefs will be familiar with procedures and documentation requirements of this instruction. Purchase of aviation fuel not complying with this instruction may become the financial responsibility of the purchaser. Aircraft will be refueled/defueled at Department of Defense (DoD) locations unless DoD owned fuel is not available. Fuel may be procured from other sources using the following priority.

1.1.1. Department of Defense Fuel Supply Center (DFSC).

1.1.2. Foreign Government Air Forces.

1.1.3. Aviation Into-plane Reimbursement (AIR) Card Government into-plane locations.

1.1.4. United States Air Force and Canadian Forces Suspense Account Agreement.

1.1.5. Non-Contract purchase at Commercial Airfields. **NOTE: The Aviation Into-plane Reimbursement (AIR) Card web site can be accessed at <https://aircardsys.com>.**

2. Aviation Fuel Program (AVPOL) Documentation, Use, and Procedures.

2.1. Air Force (AF) IMT 664, Aircraft Fuels/Ground Servicing Documentation Log, is used to log and store all AVPOL transaction, AIRCard receipts and landing fees. Log all transactions on the front of AF IMT 664. Use one line entry per receipt/transaction. Insert supporting documentation into envelope. Exception: Flight Crew Bulletins (FCB) may omit or amend this requirement.

2.2. Standard Form (SF) 44, *U.S. Government Purchase Order-Invoice-Voucher*, is used to purchase aviation fuel and ground services at non-DoD locations that do not accept the AIR Card. In accordance with Defense Logistics Agency (DLA) regulations, the AF Form 315 and AF Form 15 will no longer be used to purchase fuel and services.

2.2.1. Instructions for completing the Standard Form 44 are located in [Attachment 2](#).

2.2.2. Log all transactions on the front of AF IMT 664, Aircraft Fuels/Ground Servicing Documentation Log. Place completed Standard Form 44 and receipt inside AF IMT 664 envelope.

2.3. Enter the following appropriate address in Block 9, as the billing address on SF 44:

Table 1. Standard Form 44 Documentation for Ground Services

For Ground Services/Non-Fuel Items, Send Bill To:	DFAS-BAASD/CC
	P.O. Box 369020
	Columbus, OH 43236-9024

Table 2. SF 44 Documentation for Fuel Purchases

For Fuel Purchases, Send Bill To:	DESC-RRF
	Bldg 1621-K
	2261 Hughes Ave. Suite 128
	Lackland AFB, TX 78236

2.4. Fund sites for ground and fuel services will be annotated by the Wing Refueling Document Control Officer (WRDCO). Leave Block 14 of SF 44 blank.

2.5. In cases where the merchant will not accept a SF 44 or uses their own delivery ticket, ensure the following information is legibly entered on their paperwork: Quantity of fuel in U.S. gallons or exact statement of services rendered, aircraft tail number, flying squadron, and aircraft home station.

2.5.1. Complete SF 44 with the statement: "Standard Form 44 not provided to merchant".

2.5.2. Leave "Seller" section blank and mark Block 20 as follows: "Standard Form 44 not provided to merchant." Insert merchant's delivery ticket number.

2.5.3. Attach a copy of delivery ticket to SF 44.

2.5.4. If problems with a merchant are encountered, make a note and place it inside the AF IMT 664. Write "Attention WRDCO" on the note. Include type of payment made.

2.5.5. If merchant does not provide a signature, write: "merchant refused to sign" in Block 20 of SF 44. *NOTE:* Do not sign purchase orders or invoices of merchants for foreign governments if a SF 44 was used to purchase fuel or services. When a merchant requires both SF 44 and their own invoices, both forms should be clearly marked to indicate duplicate forms were provided. This will prevent duplicate payments. Do not sign SF 44 and AIR Card receipt for the same purchase, sign one or the other. If the merchant insists on signatures upon both receipts, notify the WRDCO promptly upon return to home station.

2.6. Purchases at Canadian into-plane contract locations (i.e. Gander, Newfoundland) will be documented using a local merchant's invoice. SF 44 and AIR Card will not be used. This is the only time the AIR Card will not be used for fuel purchases at a commercial location. Contractors will provide the crew with a copy of the invoice. Log the transaction and place a copy of invoice inside AF IMT 664.

2.7. Purchases at Shell International Trading Company (SITCO) agreement locations require presenting the aircraft identaplate. The invoice must include: date of transaction, grade of product, quantity issued or defueled, unit of measure, and signature of AF representative. If the merchant also requires a SF 44 in addition to their invoice, annotate on merchant's invoice "AF Forms executed: Reference merchant invoice #." Log and place all documentation inside AF IMT 664.

2.8. Purchases at commercial airfields are accomplished using the AIR Card first, then SF 44. Refer to DESC-I-31 and [Attachment 2](#) of this instruction for guidelines on completing SF 44.

2.9. Purchases at foreign military airfields, including Replacement-In-Kind (RIK.) locations, use host nation forms to record purchases. Information from the aircraft's identaplate should be hand scribed on host nation forms. Log and place a copy inside AF IMT 664. ***NOTE:*** **If contractors insist on completing their own forms or invoices in addition to DD Form 1898, Energy Sales Slip, the invoice must be annotated "Duplicate DD Form 1898 accomplished, reference DD Form 1898 "Serial Number." Instructions for completing the DD Form 1898 are located in [Attachment 4](#).**

3. Wing Refueling Document Control Officer (WRDCO).

3.1. The Commander, Operations Group, will appoint a WRDCO. Responsibilities are listed in, but not limited to this instruction the WRDCO will:

3.1.1. Be an AVPOL Advisory Group member.

3.1.2. Be the central point of contact for fuels issues and any issues unresolved at lower levels. These issues include missing forms or packages, illegible or incorrect information, training, and payment of fuel and ground services.

3.1.3. Monitor and ensure personnel are following the procedures as listed in this instruction.

3.1.4. Provide Maintenance Debrief a list of active AIRCards each month.

3.1.5. Post updated Reliability and Maintainability Information System (REMIS) spreadsheets to WRDCO webpage.

3.1.6. Ensure Base Fuels Accounting Office receives all fuel documentation (DD Form 791, *Aerial Tanker In-Flight Issue Log*) routinely as documents are received. Ensure all SF 44, AF IMT 664, DD Form 791, DD Form 1896, *Jet Fuel Identaplate*, AIR Card receipts, or other merchant delivery invoices are complete, accurate, and legible.

3.1.7. Review monthly inter-fund bill for any erroneous charges. Check for invalid tail numbers, duplicate transactions, organizational discrepancies, or improper fund codes. Forward a list of potential discrepancies to Base Fuels Management Flight (LGRF) for verification. Forward a memorandum to Operation Location (OPLOC), Limestone, Maine, for identifying potential erroneous transactions in the monthly inter-fund bill.

3.1.8. Comply with additional directives outlined in Headquarters (HQ) Air Mobility Command (AMC) Decentralization of AVPOL Funding Plan of Execution.

4. PROCEDURES:

4.1. KC-135/KC-46 Aircrew Procedures:

4.1.1. KC-135/KC-46 sorties with an on-load (locals and off-station):

4.1.1.1. The Aircraft Commander will ensure a record of all fuel transactions on Air Force Technical Order (AFTO) Form 781H, *Aerospace Vehicle Flight Status and Maintenance*, in accordance with Technical Order (TO) 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, Section 4.16. Enter on-load quantity and grade in pencil. Additionally, on the AF IMT 664, the Crew Chief will include the tanker's wing, base, Model, Design, Series (MDS), and eight-digit tail number. See [Table 3](#) and [Table 4](#).

4.1.1.2. Upon mission completion, Maintenance Debrief will quality check all AF IMT 664 entries and accompanying receipts for accuracy and legibility. Place all fuel documents into the AF IMT 664 and submit to WRDCO.

Table 3. AFTO Form 781H Documentation for On-Load.

GRADE	QTY SRVCD	TOTAL IN TANKS	OIL
JP-8	25,000 P	100,000 P	

Table 4. AF IMT 664 Documentation for On-Load.

Refueling / Service Date	Airfield Name (1)	Airfield Address (City, State or County)	Type of Fuel or Service	Quantity of Fuel	Unit of Measure (2)	Type of Document (3)	Invoice Number of Document
20180205	Port City Air, Inc.	Portsmouth, NH, USA	JP-8	1542	Gallons	Invoice receipt	U02007184
20180213	KC-135/ 59000123	92 ARW / Fairchild AFB, WA	JP-8	10,000	Pounds	781H	In-Flight Refueling
20180215	EGUN	RAF Mildenhall, UK	JP-8	26,120	Gallons	DD Form 1896	A0203487

4.1.2. KC-135/KC-46 sorties with an off-load (local and off-station):

4.1.2.1. The Aircraft Commander will ensure a record of all in-flight fuel off-loads on AFTO Form 781H in accordance with TO 00- 20-1, Section 4.16. Enter offload quantity in red and carry a minus sign prefix. No additional information is required. See [Table 5](#).

Table 5. AFTO Form 781 H Documentation for Off-Load.

GRADE	QTY SRVCD	TOTAL IN TANKS	OIL
JP-8	-25,000 P	100,000 P	

4.1.2.2. The Boom Operator will record in-flight off-loads on the DD Form 791, in accordance with AFI 11-2KC-135 Vol 3. See [Attachment 3](#) for further guidance.

4.1.3. U.S. Air Force, U.S. Marine Corps (USMC), and U.S. Navy (USN) Tail Numbers: Aircraft Commanders will ensure tail numbers of receivers are verified after flight by the Boom Operator using USAF and USN/USMC REMIS spreadsheets provided by the WRDCO. Attempt to resolve tail number discrepancies with offending unit(s) at the earliest opportunity. Using REMIS will identify errors early and allow the 22d Air Refueling Wing (ARW) to monetarily recover the fuel dispensed.

4.1.4. Fuel issued In-flight from tanker to other aircraft will be recorded on DD Form 791, by the tanker Boom Operator.

4.1.5. Boom Operators will ensure they have a blank DD Form 791, prior to departure for in-flight refueling missions. AFI 11-253 4.3.1., states, "When refueling the same receiver multiple times on a single mission, enter a separate line on the DD Form 791 for each event."

4.1.6. Prior to a scheduled in-flight refueling mission, Boom Operators should obtain information about aircraft to be refueled. All available mission profile information will be utilized and entered on DD Form 791. Do not rely on the receiver's home station as an indicator of the possessing Major Command (MAJCOM); they may have other MAJCOM's aircraft attached to them. Per AFI 11-2KC-135 Vol 3, "The DD Form 791 must contain enough information that the providing unit can bill the correct unit, service, or country for the fuel. In-flight issues will not be consolidated."

4.1.6.1. Obtain receiver information in-flight using the following means:

4.1.6.1.1. Visually, if receiver has tail numbers clearly visible.

4.1.6.2. By boom interphone on aircraft so equipped.

4.1.6.2.1. By aircraft radio, if communications will not compromise EMISSION OPTION 2, 3, or 4. Inter-plane radios will not be used during actual EMCON 2, 3, or 4 to obtain or verify air-refueling data, unless specifically authorized by competent authority. Utilizing HAVE QUICK II and/or Secure Voice should be considered. **NOTE: Under NO circumstances will any of this data be obtained by any of the aforementioned means if it interferes with or threatens safety of flight.**

4.1.6.3. During post mission aircrew debrief, the Boom Operator will ensure all information on DD Form 791 is correct and complete by validating with REMIS.

4.1.6.3.1. After validation with REMIS the Boom Operator will turn in a separate manually prepared DD Form 791 for each day's mission to the SARM shop or WRDCO drop box.

4.1.7. Post-Mission Paperwork. Completed fuel documentation, DD Form 791, will be included with post-mission paperwork and forwarded to the Squadron Aviation Resource Management (SARM) shop for review. The SARM will review forms for accuracy, completeness and legibility no later than 1200L the next duty day. Incorrect or incomplete documents will be returned to Boom Operator for correction. AF Form 664 with all receipts will be turned into maintenance debrief upon completion of mission. **NOTE: The Aircraft Commander is ultimately responsible to ensure all paper work is complete and all forms are turned into SARM and Maintenance Debrief at mission completion.**

4.2. KC-135/KC-46 off-station fuel:

4.2.1. The refueling operator will record off-station fuel on DD Form 1898 in accordance with AFI 11-253 [Chapter 4.2](#).

4.2.2. The Crew chief will ensure they have a completely filled out DD Form 1898, prior to departure of the off-station refueling vehicle.

4.2.3. Prior to receiving fuel, the Crew Chief should provide the AIR Card and verify aircraft information and billing address of fuel provider.

4.2.4. After fueling occurs, the refueling operator will give Crew Chief the DD Form 1898. The Crew Chief will ensure all blocks of DD Form 1898 are correctly filled out before signing the receipt. (See [Attachment 4](#) for instructions of completing DD Form 1898).

4.2.5. The Crew Chief will annotate the AF Form 664 for any fuel or services provided and place the DD Form 1898 into the folder. (See [Table 4](#) for completion of AF Form 664).

4.2.6. During post mission aircrew debrief, maintenance debrief personnel will quality check all AF form 664 entries and accompanying receipts for accuracy and legibility. Place all fuel receipts and supporting documents into the AF Form 664 and place into the Fuel Receipts drop file.

4.2.7. The WRDCO will pick up the AF Form 664 and accompanying DD Form 1898 from maintenance debrief and file them by aircraft tail number and date.

5. Maintenance Procedures.

5.1. Maintenance Personnel will:

5.1.1. Appoint an AVPOL advisory group representative.

5.1.2. Ensure each assigned aircraft has a valid DD Form 1896, AIR Card, and that these items are in the Forms book. Validate the DODAAC, C1C, ORG, and tail number for each aircraft assigned. Notify the WRDCO and local Base Fuels Management Flight (LGRF) immediately upon inter/intra-aircraft transfer or other changes that would require a new identaplate issued for the aircraft. Example: If all 22 ARW aircraft deploying to a Tanker Task Force were to become assets of that theater commander and fuel liability would rest with same, then a new DD Form 1896 would be cut for this event.

5.1.2.1. If AIR Card is lost enroute, make an entry on the AFTO Form 781A, *Maintenance Discrepancy and Work Document*. Document search results and all relevant details.

5.1.2.2. If AIR Card is missing from a deployed aircraft, inform maintenance supervision and document missing card in the AFTO Form 781A.

5.1.2.3. In the lost or missing, call 1-866-308-3811 to inform the AIR Card support team and report the AIR Card is lost. The technician will give you a new card number to use for the remainder of the mission. Upon return to home station, notify the WRDCO that the AIRCARD was lost.

5.1.3. Prior to deployment, ensure an adequate supply of fuels transaction documents are onboard the aircraft to complete the deployment. Ensure each aircraft has a sufficient supply of the AF Form 664, for each mission.

5.2. Maintenance Debrief will:

5.2.1. Ensure all flying hours and fuels issue data are recorded accurately on AFTO Form 781 and AFTO Form 781H. Make sure AFTO Form 781H, Block 17, "Servicing

Certification", reflects name, spelled out, of location where fuel servicing occurred. Abbreviations will not be used.

- 5.2.2. Verify that AIR Card is turned in with "Forms" book during post-mission debrief.
- 5.2.3. Quality check all DD Form 1898, or equivalent document, and corresponding entries are on the AF IMT 664.
- 5.2.4. Place the verified AF IMT 664 in fuel receipt drop-file in debrief for pickup.
- 5.2.5. Inventory AIR Cards after each mission to ensure accountability and that cards with expired dates are replaced.

6. Base Fuels Management (LGRF).

6.1. Base Fuels Management will:

- 6.1.1. Appoint an AVPOL Advisory Group representative.
- 6.1.2. Process all DD Form 791 In-Flight Issue Logs approved by the WRDCO delivered to the Base Fuels Management Flight.
- 6.1.3. Notify WRDCO of in-flight rejects from the Fuels Manager Defense (FMD) hub due to erroneous information on DD form 791.
- 6.1.4. Order or notify the WRDCO for replacement of lost or damaged AIR Cards.

RICHARD C. TANNER, Colonel, USAF
Commander, 22d Air Refueling Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-2KC-135 Vol 3, *KC-135 Operations Procedures*. 15 August 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 11-253, *Managing Off-Station Purchases of Aviation Fuel and Ground Services*, 19 August 2013

DESC-I-31, *Purchase of Aviation Fuel and Services at Commercial Location*

DoD 4140.25-M-Vol-2, *DoD Management of Bulk Petroleum Products, Natural Gas, and Coal*, 26 February 2009

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 15 June 2013

Prescribed Forms.

None

Adopted Forms:

AF Form 664, *Aircraft Fuels Documentation Log*.

AFTO Form 781A, *Maintenance Discrepancy and Work Document*.

AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance*.

DD Form 791, *Aerial Tanker In-Flight Issue Log*.

DD Form 1896, *Jet Fuel Identaplate*.

DD Form 1898, *Energy Sales Slip*.

SF 44, *U.S. Government Purchase Order-Invoice-Voucher*.

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFTO—Air Force Technical Order

AIR—Aviation Into-plane Reimbursement

AMC—Air Mobility Command

ARW—Air Refueling Wing

AVPOL—Aviation Fuel Program

CSOC—Consolidated Squadron Operations Center
DESC—Defense Energy Support Center
DFSC—Defense Fuel Supply Center
DLA—Defense Logistics Agency
DoD—Department of Defense
FCB—Flight Crew Bulletin
FMD—Fuels Manager Defense
HQ—Headquarters
LGRF—Base Fuels Management Flight
MAJCOM—Major Command
MDS—Model, Design, Series
OPLOC—Operating Location.
RDS—Records Disposition Schedule
REMIS—Reliability and Maintainability Information System
RIK—Replacement-In-Kind
SARM—Squadron Aviation Resource Management
SF—Standard Form
SITCO—Shell International Trading Company
TO—Technical Order
USAF—United States Air Force
USMC—United States Marine Corps
USN—United States Navy
WRDCO—Wing Refueling Document Control Officer

Attachment 2

DOD STANDARD FORM 44 EXAMPLE

Figure A2.1. DOD Standard Form 44 Example, Part 1

PURCHASE ORDER---INVOICE---VOUCHER		
DATE OF ORDER Date Prepared	ORDER NO.	
PRINT NAME AND ADDRESS OF SELLER (<i>Number, Street, City, and State</i>)* Seller's Name Seller's Address		
FURNISH SUPPLIES OR SERVICES TO (<i>Name and Address</i>)* Name and Address of Unit		
SUPPLIES OR SERVICES	UNIT PRICE	AMOUNT
List fuel Type Purchased	Unit \$	Total
Unit of Issue: (USG, liters, etc.) Local Currency: (US\$, Euro\$, etc.) If Cash purchase, Print Below: "Vendor Paid In Cash"		
AGENCY NAME AND BILLING ADDRESS* DESC-RRF (SF 44) BLDG 1621-K 2261 Hughes Ave, Suite 128 Lackland AFB, TX 78236	TOTAL (in US\$)	
	DISCOUNT TERMS (IF APPLICABLE)	
	DATE INVOICE RECEIVED	
ORDERED BY (<i>Signature and Title</i>) (Signature and Title of Ordering/Receiving Officer)		
PURPOSE AND ACCOUNTING DATA (DoDAAC; Sub Act Code; Type A/C; Tail No; Fund Code/Signal Code; Sup DoDAAC)		
PURCHASER--- To sign below for over-the-counter delivery of items		

Figure A2.2. DOD Standard Form 44 Example, Part 2

RECEIVED BY (Print Name of Ordering/ Receiving Officer)		
TITLE (Title of Receiving Officer)		DATE (Date Received)
SELLER		
PAYMENT RECEIVED \$ _____		PAYMENT REQUESTED \$ _____
NO FURTHER INVOICE NEED BE SUBMITTED		
SELLER BY (Vendor's Signature)		DATE
<input type="checkbox"/> _____ (Signature)		
I certify that this account is correct and proper for payment in the amount of	DIFFERENCES	
_____	ACCOUNT VERIFIED:	
(Authorized certifying officer)	BY _____	
PAID BY CASH	DATE PAID	VOUCHER NO.
OR _____ (Check No.)		
EASE INCLUDE	1. SELLER'S INVOICE <input type="checkbox"/>	STANDARD FORM
44b (Rev. 10-83) ZIP CODE	PRESCRIBED BY GSA FAR (48 CFR) 53.213(c)	

Figure A2.3. Instruction on Completing Standard Form 44 Data Requirements

Standard Form 44 Mandatory Data requirements are as follows:

Block 1: Date purchase was made.

Block 2: Leave Blank (Units are no longer required to provide a Requisition/Transaction Document number since a MILSTRIP Document Number will be assigned by the Fuels Automated System (FAS) Enterprise Server (FES) using the following construct: Customer DoDAAC + Julian date + FA + 2 Alpha/Numeric character sequence number, (e.g., FP44184145FA01)

Block 3: Print the Name and Address of the Fixed Base Operator (FBO)/Fuel Vendor selling the fuel.

Block 4: Print (may be pre-printed by units) the following customer identification information:

Wing/Squadron/Unit name
Complete mailing address

Block/Column 5: Enter an itemized list of fuel or other authorized services/products purchased. Indicate the grade of the fuel purchased (i.e., Jet A-1 with FSII, Jet A without additives, Jet B, etc.).

Block/Column 6: Enter the quantity of each itemized purchase item. For fuel also enter the unit of issue (i.e., GL or Liters, etc.)

Block/Column 7: Unit price for each itemized purchase item and type currency (i.e., US \$, EURO \$, Lira, etc.)

Block/Column 8: Total cost for each itemized purchase item and type currency (i.e., US \$, EURO \$, Lira, etc.)

Block 9: Note: Fuel purchases should be documented on a separate SF 44 from ground services and other authorized products.

For Ground Services and authorized non-fuel items, enter the Name and Address for the purchaser's billing/paying office.

DFAS-BAASD/CC
P.O. Box 369020 Columbus, OH 43236-9024

For Fuel Purchases only, enter the following address:

DESC-RRF Bldg 1621-K
2261 Hughes Avenue, Suite 128 Lackland AFB, TX 78236

Block 10: Enter the total of purchase cost and currency type (i.e., US \$, EURO \$, Lira, etc.)

Blocks 11 and 12: Leave Blank. To be completed by paying office.

Block 13: Signature of crew member acknowledging receipt of products and/or services.

Block 14: Leave Blank. To be completed by WRDCO.

Department of Defense Activity Account Code (DoDAAC) of purchasing organization.

Sub-Account Code: APC (Army); TEC (Navy and Marines); Org Code (AF)

Aircraft Type (TMS or MDS) and tail number (AF and Army) or BUNO (Navy and Marines)

A2.8. Fund Code and Signal Code

Supplemental DoDAAC if Signal Code B is used

Block 15: Printed name of aircrew member receiving the product or service.

Block 16: Title of aircrew member receiving the product or service.

Block 17: Date of signature/purchase.

Blocks 18 through 21: To be completed by the FBO.

If cash payment is made ensure that the SF 44 indicates the total cash paid/received in Block 18.

FBO representative must sign and date the SF 44

Blocks 22 through 24: To be completed by office processing the invoice.

DESC-RRF shall certify and complete this section for all fuel items, and forward the invoice to DFAS Columbus for payment to the FBO.

The purchasing organization or their paying office shall certify and complete this section for non-fuel services and products.

Blocks 25 through 27: To be completed by office making payment to the FBO.

These blocks will be completed by DFAS Columbus when the item is a fuel item.

The purchasing organization's paying office shall complete this section of the form for non- fuel services and product.

Attachment 3

USE REVERSE SIDE OF DD FORM 791 TO COMPLETE THE IN-FLIGHT ISSUE LOG.

Figure A3.1. Use Reverse Side Of DD FORM 791 To Complete The In-Flight Issue Log.

IN-FLIGHT ISSUE LOG							
1. MISSION NO.				3. MISSION DATE AND TIME			
				a. START		b. END	
2. TANKER (DoDAAC, Organization/Squadron Code, and Home Station)				DATE	TIME(Zulu)	DATE	TIME(Zulu)
				4. TANKER TYPE	5. TANKER NUMBER	6. FUEL GRADE	
7. ISSUES							
a. AIRCRAFT COMMAND (Note 1)	b. AIRCRAFT TYPE (Note 2)	c. AIRCRAFT CALL SIGN (Note 4)	d. AIRCRAFT CALL SIGN (Note 4)	e. AIRCRAFT (DoDAAC), Organization/Squadron Code, and Home Station		f. QUALITY ISSUED (Note 6)	
						(1) POUNDS	(2) GALLONS
8. REFUELER'S NAME AND GRADE						g. TOTAL	
NOTE: <u>ISSUE SECTION</u>							
1. Aircraft Command (e.g., ACC, AMC, ANG, USN, FMS, FRG, etc.)							
2. Aircraft Type (e.g., B52G, F14A, F15A, S-3B, etc.)							
3. Aircraft Number: Aircraft identification number/BUNO)							
4. Aircraft Call Sign: Self-explanatory.							
5. Aircraft DoDAAC, Organization/ squadron code, and home station: self- explanatory							
6. Quantity issued: Amount (entered in pounds or gallons) as applicable.							
NOTE: When Fuel is jettisoned, write "JETTISONED" in the "AIRCRAFT DoDAAC, Organization/Squadron Code, and Home Station" column and the amount of the fuel jettisoned in the "Quality Issued" column.							

DD FORM 791, DEC 2002 REPLACES AF FORM 791, WHICH IS OBSOLETE.

Figure A3.2. Instructions for Completing DD FORM 791

(Replaces AF Form 791)

MISSION AND TANKER INFORMATION

Mission No. Enter the mission number.

Tanker (DoDAAC, Organization/Squadron Code, and Home Station). Enter the tanker's DoDAAC, Organization/Squadron Code, and Home Station. (Examples

FP2403B30, 22 ARW, McConnell AFB, KS, etc.)

Mission Date and Time

Start. Enter the mission's start date (MM/DD/YYYY) and start time (HHMM).

End. Enter the mission's end date (MM/DD/YYYY) and end time (HHMM).

Tanker Type. Enter the tanker's aircraft type (e.g., KC-130F, KC-135R, KC-010, etc.).

Tanker Number. Enter the tanker's tail number/BUNO.

Fuel Grade. Enter the grade of fuel issued (e.g., JA1, JP5, or JP8)

ISSUES - RECEIVER'S AIRCRAFT INFORMATION

Aircraft Command. Enter the receiver's command (e.g., AMC, ANG, USN, FMS, FRG, etc)

Aircraft Type. Enter the receiver's aircraft type (e.g., F-4N, F-15C, F-16D, S-3B, etc.)

Aircraft Number. Enter the receiver's aircraft tail number/BUNO.

Aircraft Call Sign. Enter the receiver's call sign (optional).

Aircraft (DoDAAC, Organization/Squadron, and Home Station)

Enter the receiver's DoDAAC, Organization/Squadron Code, and Home Station (e.g., V09221, VFA-81, NAS Oceana, VA, etc).

If the fuel is jettisoned, write "JETTISONED" in this column and the quantity jettisoned in the "QUANTITY ISSUED" column.

Quantity Issued may be entered either as pounds or gallons

Pounds. Enter the quantity of fuel issued in pounds.

Gallons. Enter the quantity of fuel issued in gallons.

Total. Enter either pounds or gallons.

Pounds. Enter the sum of the fuel issued in pounds.

Gallons. Enter the sum of the fuel issued in gallons.

Refueler's Name and Grade. Enter the refueler's name and grade.

**Attachment 4
DD FORM 1898**

Figure A4.1. DD FORM 1898

PRODUCT CODE <i>Code de Produit</i>		VEHICLE NO. <i>Numero du Vehicule</i>	UNIT ID or UIN <i>Identification</i>	AMC 022 MCCONNELL AFB	
				FP 2403B30	KC135R 62003538FP4621
QUANTITY <i>Quantite</i>	MEASURE UNIT <i>Unite de Mesure</i>	UNIT PRICE <i>Prix Unitaire</i>	BILLING ADDRESS AND AIRCRAFT INFORMATION (FOR CASH SALES- WRITE "CASH") <i>Adresse de Facturation, Modele et No d'Immatriculation de l'Avion (Vente au Comptant Indiquez "Paiement Comptant")</i>		
SERVICE LOCATION AND NATION <i>Lieu de l'Operation et Pays</i>		TOTAL PRICE <i>Prix Total</i>			
SALE <i>Vente</i>	METHOD OF PAYMENT/ <i>Compensation</i>		PILOT COPY SER NO. 12345678		
RETURN <i>Reprise</i>	REIMBURSEMENT IN KIND	REPLACEMENT			
REMARKS and/or VOUCHER NO. <i>Remarques et/ou Piece Justificative</i>		DIR OF LOG <i>Directeur de Logistique</i>	ISSUED BY (SIGNATURE) / <i>Service Fournisseur</i>		
		ACCOUNTANT <i>Comptable</i>	RECEIVED BY (SIGNATURE) / <i>Service Acheteur</i>		
		ISSUE DATE / <i>Date de Distribution</i> (Julian Date)	PRINT NAME and RANK / <i>Nom et Grade (en lettres d'Imprimerie)</i>		
DD Form 1898, Energy Sale Slip/JUL 2008					

Figure A4.2. DD FORM 1898 DOCUMENTATION INSTRUCTIONS

<p>INSTRUCTIONS FOR COMPLETING DD FORM 1898</p> <p>PRODUCT CODE: (Mandatory) The three-digit fuel product code (example: JP5, JP8)</p> <p>VEHICLE NO: (Mandatory) The last four digits of the refueling vehicle or equipment identification number.</p> <p>UNIT ID or UIN: (Mandatory) The Stock Point/DFSP activity (seller) DODAAC or Unit Identification Number (UIN).</p> <p>QUANTITY: (Mandatory) Enter the aviation fuel sale/credit quantity rounded to nearest whole gallon (example: 10.4 rounded to 10 and 10.5 rounded to 11). Convert sales of 5,000 gallons or larger to 60 degrees Fahrenheit and enter the converted quantity in whole gallons.</p> <p>MEASURE UNIT: (Mandatory) Enter the applicable two-digit unit of issue (example: GL for gallon or LT for liter.)</p> <p>UNIT PRICE: (Mandatory) Enter the current Turbine Fuel, Aviation, Jet A (Non Contract</p>
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Source at an Airport) price for aviation fuel or the current Gasoline, Automotive Any Type or Grade (non-contract source at a gas station) price for ground fuel. The DESC Customer Service webpage lists the current fuel Standard Prices.

SERVICE LOCATION AND NATION: (Mandatory with Option) Enter name, state, and country of the selling location. This information may be embossed on the optional DD Form 1896 (See AP2.3 for an example) or hand scribed.

TOTAL PRICE: (Mandatory.) The fuel sale QUANTITY multiplied by the UNIT PRICE plus the assessed FET.

REFUEL/DEFUEL: (Mandatory) Check the refuel box.

METHOD OF PAYMENT: (Not Applicable) Enter "CASH" in the "BILLING ADDRESS AND AIRCRAFT INFORMATION" field.

REMARKS AND/OR VOUCHER NO: (Mandatory) Enter the applicable authority from DESC-P-6, Section 5 that authorizes the cash sale (example: paragraph 5.10. commercial aircraft landing under emergency conditions.)

ISSUE DATE: (Mandatory) Imprint or hand-scribe the actual Julian Date of the transaction.

RECEIVED BY (SIGNATURE): (Mandatory) Customer Signature.

PRINT NAME AND RANK: (Mandatory) Printed name and rank/title of the customer.