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Matériel Management

AVIATION FUEL MANAGEMENT PROGRAM

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This instruction implements AFD 23-2, *Supplies and Material Management*. It describes procedures for the aviation fuel program (AVPOL) for 60 AMW aircraft. Procedures are established for correct documentation of forms/invoices, program oversight and personnel responsibilities, reference DESC-I-31, *Purchase of Aviation Fuel and Services at Commercial Location*. It applies to all flight crews assigned or attached to Travis AFB and 349th AMW personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include: DESC-I-31, *Purchase of Aviation Fuel and Services at Commercial Location*, replaces AFI 23-202, *Buying Petroleum Products, and Other Supplies and Services off Station*. AVCARD has changed to Aviation Into-plane Reimbursement Card (AIR Card) throughout. Web site has changed from avcard.com to airseacard.com. AF Form 15, *United States Air Force Invoice* and AF Form 315, *United States Air Force Avfuels/Services Invoice*, have been changed to Standard Form 44, *Purchase Order – Invoice – Voucher*, throughout. Send bill to information has changed to Columbus, OH and Lackland AFB, TX. AF Form 791, *DoD In-Flight Issue Log*, has been changed to DD Form 791, *In-flight Issue Log*, throughout. **Attachment 2** and **Attachment 3** have changed from AF Form 15 and AF Form 315 to Standard Form 44, *Purchase Order-Invoice-Voucher* and DD Form 791.

1. General.

1.1. Program Goals: All aircrew members 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. Defense Fuel Supply Center (DFSC) or Canadian into-plane fuel contracts.

1.1.2. Foreign Government Air Forces.

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

1.1.4. Open market purchases to include Shell International Trading Company (SITCO) agreement.

NOTE: DOD Flight Information Publication (FLIP) Enroute Supplements identify locations with into-plane contracts. Additionally, the Aviation Into-plane Reimbursement (AIR) Card web site can be accessed directly on the Travis AFB Crew Dog web page or at <https://www.airseacard.com>.

2. AVPOL Documentation use and Procedures.

2.1. AF Form 664, *Aircraft Fuels Documentation Log*, is used to log and store all AVPOL transactions and documentation. Log all transactions on the front of AF Form 664. Use one line entry per receipt/transaction. Insert supporting documentation into envelope. Exception: Specific aircrew procedures (i.e., *Flight Crew Bulletins* (FCB's)) may omit this requirement.

2.2. Standard Form 44, *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 Logistic 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 Form 664. Place completed Standard Form 44 and receipt inside AF Form 664.

2.3. Enter the following appropriate address in Block 9, as the billing address on Standard Form 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. Standard Form 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 cites for ground and fuel services will be annotated by the Wing Refueling Document Control Officer (WRDCO). Leave block 14 of Standard Form 44 blank.

2.5. In cases where the merchant will not accept a Standard Form 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 Standard Form 44.

2.5.4. If problems with a merchant are encountered, make a note and place it inside the AF Form 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 Standard Form 44.

NOTE: Do not sign purchase orders or invoices of merchants for foreign governments if a Standard Form 44 was used to purchase fuel or services. When a merchant requires both Standard Form 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 Standard Form 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. Standard Form 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 Form 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 Air Force representative. If the merchant also requires a Standard Form 44 in addition to their invoice, annotate on merchant’s invoice “AF Forms executed: Reference merchant invoice # ____”. Log and place all documentation inside AF Form 664.

2.8. Purchases at commercial airfields are accomplished using the AIR Card first, then Standard Form 44. Refer to DESC-I-31, *Purchase of Aviation Fuel and Services at Commercial Location*, Appendix 2, and [Attachment 2](#) and [Attachment 3](#) of this instruction for guidelines on completing these forms.

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 Form 664.

NOTE: If contractors insist on completing their own forms or invoices in addition to DD Form 1898 *Avfuels Into-Plane Sales Slip*, the invoice must be annotated "Duplicate DD Form 1898 accomplished, reference DD Form 1898 # ____."

3. Wing Refueling Document Control Officer (WRDCO).

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

3.1.1. The WRDCO will:

3.1.2. Be an AVPOL Advisory Group member.

3.1.3. 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.

3.1.4. Prepare a monthly AVPOL report from information supplied by Logistics Group Logistics Operation Analysis (LGLOA), consisting of the following data:

3.1.4.1. Organization.

3.1.4.2. Mission/Design/Series (MDS).

3.1.4.3. Actual flying hours for the month.

3.1.4.4. Cumulative flying hours for the year.

3.1.4.5. Positive/negative lessons learned.

3.1.5. Tally all uploaded aircraft by MDS and subtract all in-flight off-loads.

3.1.5.1. Maintain this listing for each calendar month based on actual date of fuel transfer.

3.1.5.2. Maintain this listing for each calendar month, such that, late data may be filed from previous month's historical fuel activities. This information will be used to revise the previous month's AVPOL reports with current and accurate data.

3.1.6. Monitor and ensure SRDCO are following proper procedures as listed in this instruction.

3.1.7. Ensure Base Fuels Accounting Office receives all fuel documentation (DD Form 791, *Aerial Tanker In-Flight Issue Log*) routinely as documents are received.

3.1.7.1. Ensure all Standard Form 44, AF Form 664, DD Form 791, DD Form 1896, *Jet Fuel Identaplate*, AIR Card receipts or other merchant delivery invoices are complete, accurate, and legible.

3.1.8. 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 LGRF for verification. Forward a memorandum to OPLOC, Limestone, Maine for identifying potential erroneous transactions in the monthly inter-fund bill.

3.1.9. Comply with additional directives outlined in HQ AMC Decentralization of AVPOL Funding Plan of Execution.

3.1.10. Review Wing Commanders financial report, briefs commander on variances, and corrective actions taken.

4. Squadron Refueling Document Control Officer (SRDCO).

4.1. Each active duty flying squadron’s Deputy Commander for Operations (DO) (or designee) will be the SRDCO. Responsibilities are listed in, but not limited to this instruction.

4.1.1. The SRDCO will:

4.1.2. Be an AVPOL Advisory Group member.

4.1.3. Ensure aircrews are trained in proper documentation of AVPOL transactions.

4.1.4. Act as point of contact between the WRDCO and aircrew/maintenance personnel.

4.1.5. Ensure aircrew and maintenance personnel turns in all refuel/defuel documentation. Ensure all Standard Form 44, AF Form 664, DD Form 791, DD Form 1896, *Jet Fuel Identaplate*, AIR Card receipts or other merchant delivery invoices are complete, accurate, and legible. In cases where errors are found, the SRDCO will coordinate with individuals responsible for resolution prior to forwarding to WRDCO.

4.1.6. SRDCOs are encouraged to develop their own in-house programs for distribution and quality control of refuel/defuel documentation.

4.1.7. Encourages crews to use the into-plane and AIR Card.

4.1.8. Hand-carry all fuel documentation to WRDCO once documentation has been reviewed and validated.

5. AIRCREW PROCEDURES:

5.1. KC-10A Aircrew Procedures:

5.1.1. KC-10A sorties with an on-load (locals and off-station):

5.1.1.1. The flight engineer will record in-flight fuel on-loads on AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance Document*, IAW T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures* Section 5.16. Enter on-load quantity and grade in pencil. Additionally, on the AF Form 664, the flight engineer will include the tanker’s wing, base, MDS, and eight-digit tail number. See **Table 3.** and **Table 4.**

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

GRADE	QTY SRVCD	TOTAL IN TANKS	OIL
<i>JP-8</i>	<i>25,000 P</i>	<i>100,000 P</i>	

Table 4. AF Form 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	Invoice Number of Document
20020205	Travis AFB	Travis AFB, CA	JP-8	1542	Gallons	AF Form 1994	U02007184
20020213	KC-135 / 59-00-0123	92 ARW / Fairchild AFB, WA	JP-8	10,000	Pounds	781H	N/A
20020215	EGUN	RAF Mildenhall, UK	JP-8	26,120	Gallons	DD Form 1896	A0203487

I validate all entries. Cpt Chuck Yeager, 6 ARS, PUN963573123, 15 Feb 02, *Cpt* The way that Edward is handling himself and this situation (inmature) makes me feel like this was done as some type of secret revenge against Kirk, why I will never know I have told them both that I am and always have been the common denominator in this triangle and if anyone should be made at anyone they should both be mad at me.

Chuck Yeager

NOTE: Each ground fuel receipt (each truck) requires a separate line entry on AF Form 664.

5.1.2. KC-10A sorties with an off-load (local and off-station):

5.1.2.1. The flight engineer will record in-flight fuel off-loads on AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance Document*, IAW T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures* Section 5.16. 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
<i>JP-8</i>	<i>-25,000 P</i>	<i>100,000 P</i>	

5.1.2.2. The boom operator will record in-flight off-loads on the DD Form 791, IAW AFM 23-110, *USAF Supply Manual, Volume 1, Part 3*. See [Attachment 3](#) for further guidance.

5.1.3. US Air Force, US Marine Corps, and US Navy Tail Numbers: Aircraft commanders will ensure tail numbers of receivers are verified after flight by the boom operator using USAF and USN/USMC Reliability and Maintainability Information System Spreadsheets (REMISS) available at maintenance debrief and on the Crew Dog web page. Attempt to resolve tail number discrepancies with offending unit(s) at the earliest opportunity. Using REMISS will identify errors early and allow 60 AMW to recover a significant amount of fuel charges.

5.1.4. In-flight issues from tanker to other aircraft will be recorded on DD Form 791, by the tanker boom operator.

5.1.5. Boom operators will ensure they have a DD Form 791, prior to departure for in-flight refueling missions. In-flight issues will not be consolidated.

5.1.6. 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 MAJCOM, they may have other MAJCOM's aircraft attached to them.

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

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

5.1.6.2. By boom interphone on aircraft so equipped.

5.1.6.2.1. 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.

5.1.6.3. During post mission aircrew debrief, the boom operator will insure all information on DD Form 791 is correct and complete by validating with REMISS on Travis AFB Crew Dog web page.

5.1.6.3.1. After validation with REMISS.

5.1.6.3.1.1. Enter aircraft MDS, organization, and mission call sign.

5.1.6.3.1.2. Ensure all information written on the form is clear and legible.

5.1.6.3.1.3. Information not obtained prior to or in-flight shall be obtained after flight.

5.1.6.3.2. If unable to validate DD Form 791 information, call receiver aircraft's home base and correct the problem.

5.1.6.3.2.1. "Known or suspected" aircraft serial numbers assigned to the unit being refueled, but not necessarily the actual aircraft refueled, will not be used. Receiver unit aircraft serial numbers are compared to fuel load reports at Travis AFB using REMISS tables. If aircraft tail number being billed was in maintenance, or unable to fly; the fuel bill will be rejected and 60 AMW will be liable for the fuel.

5.1.6.3.2.2. Incomplete DD Forms 791 should be turned into the SRDCO with a brief written explanation in remarks block.

5.1.6.4. DD Form 791 will be used for all in-flight off-load transactions and jettisons. All blocks will be filled out with the exception of gallons (pounds will be used for in flight refuels). When tanker aircraft jettison fuel, jettisoned quantity will be charged to the command in possession of the aircraft. Transactions will be recorded in pounds on DD Form 791, clearly annotated as "jettisoned."

5.1.6.5. In the event a classified in-flight refueling was accomplished, complete DD Form 791 with as much information as possible and forward to the WRDCO.

5.1.6.6. Step-by-step instructions for completing a DD Form 791 are located in [Attachment 3](#) of this instruction.

5.1.7. Upon mission completion, aircraft commanders will quality check all AF Form 664 entries and accompanying receipts for accuracy and legibility. Place a copy of all fuel documents into the AF Form 664. Use the following statement: "I validate all entries". The aircraft commander will print name, squadron, mission number, date and sign below last entry on AF Form 664 to validate entries and contents. See [Table 6](#).

5.1.8. Stage aircraft commanders will draw a red line under last entry. Use the following statement: "I validate all entries from _____ through _____". The aircraft commander will print name, squadron, mission number, date and sign below last entry on AF Form 664 to validate entries. Place a copy of crew orders into AF Form 664. The AF Form 664 (with all fuel documents) will remain in the aircraft forms binder and will be turned into debrief upon aircraft return to home station.

Table 6. AF Form 664-Example

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	Invoice Number of Document
20020205	Travis AFB	Travis AFB, CA	JP-8	1542	Gallons	AF Form 1994	U02007184
20020213	KC-135 / 59-00 -0123	92 ARW / Fairchild AFB, WA	JP-8	10,000	Pounds	781H	N/A
20020215	EGUN	RAF Mildenhall, UK	JP-8	26,120	Gallons	DD Form 1896	A0203487
I validate all entries. Capt Chuck Yeager, 6 ARS, PUN963573123, 15 Feb 02, <i>Capt Chuck Yeager</i>							

NOTE: Each ground fuel receipt (each truck) requires a separate line entry on AF Form 664.

5.1.9. Post-Mission Paperwork. Completed fuel documentation forms (DD Form 791, AFTO Form 781H and AF Form 664 *with all receipts*) will be included with post-mission paperwork and forwarded to the SRDCO for review. The SRDCO will review forms for completeness and accuracy, and forwarded to the WRDCO weekly. Incorrect or incomplete documents returned to squadron by the WRDCO will be corrected and returned within two working days. 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 SRDCO and maintenance debrief at mission completion.

5.2. C-5 and C-17 aircrew Procedures.

5.2.1. C-5 and C-17 On-Load (Locals and Off-Station):

5.2.1.1. The flight engineer (C-5) and loadmaster (C-17) will record in-flight fuel servicing on AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance Document*, IAW T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures* Section 5.16. Enter on-load quantity and grade in pencil. Additionally, on the AF Form 664, the flight engineer (C-5) and loadmaster (C-17) will include the tanker’s wing, base, MDS, and eight-digit tail number. See [Table 7.](#) and [Table 8.](#)

Table 7. AFTO Form 781 H -Documentation for On-Load

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

Table 8. AF Form 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	Invoice Number of Document
20020205	Travis AFB	Travis AFB, CA	JP-8	1542	Gallons	AF Form 1994	U02007184
20020213	KC -135 / 59-00-0123	92 ARW / Fairchild AFB, WA	JP-8	10,000	Pounds	781H	N/A
20020215	EGUN	RAF Mildenhall, UK	JP-8	26,120	Gallons	DD Form 1896	A0203487
I validate all entries. Capt Chuck Yeager, 6 ARS, PUN963573123, 15 Feb 02, <i>Capt Chuck Yeager</i>							

NOTE: Each ground fuel receipt (each truck) requires a separate line entry on AF Form 664.

5.2.2. Upon mission completion, aircraft commanders will quality check all AF Form 664 entries and accompanying receipts for accuracy and legibility. Place a copy of all fuel documents into the AF Form 664. Use the following statement: “I validate all entries”. The aircraft commander will print name, squadron, mission number, date and sign below last entry on AF Form 664 to validate entries and contents. See [Table 9.](#)

5.2.3. Stage aircraft commanders will draw a red line under last entry. Use the following statement: “I validate all entries from _____ through _____.” The aircraft commander will print name, squadron, mission number, date and sign below last entry on AF Form 664 to validate entries. Place a copy of crew orders into AF Form 664. The AF Form 664 (with all fuel documents) will remain in the aircraft forms binder and will be turned into debrief upon aircraft return to home station.

Table 9. AF Form 664-Example

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	Invoice Number of Document
20020205	Travis AFB	Travis AFB, CA	JP-8	1542	Gallons	AF Form 1994	U02007184
20020213	KC-135 / 59-00-0123	92 ARW / Fairchild AFB, WA	JP-8	10,000	Pounds	781H	N/A
20020215	EGUN	RAF Mildenhall, UK	JP-8	26,120	Gallons	DD Form 1896	A0203487
I validate all entries. Capt Chuck Yeager, 6 ARS, PUN963573123, 15 Feb 02, <i>Capt Chuck Yeager</i>							

NOTE: Each ground fuel receipt (each truck) requires a separate line entry on AF Form 664.

5.2.4. Post-Mission Paperwork. Completed fuel documentation forms (AFTO Form 781H and AF Form 664 *with all receipts*) will be included with post-mission paperwork and forwarded to the SRDCO for review. The SRDCO will review forms for completeness and accuracy, then forward to the WRDCO weekly. Incorrect or incomplete documents returned to squadrons by the WRDCO will be corrected and returned within two working days. 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 in at mission completion.

6. Maintenance Procedures.

6.1. Maintenance Personnel will:

6.1.1. Appoint a Wing AVPOL advisory group representative.

6.1.2. Ensure that a copy of DESC-I-31, *Purchase of Aviation Fuel and Services at Commercial Location* and this instruction are on board every aircraft; include examples of properly completed AF Forms 664, 1994, 1896, Standard Form 44, and DD Form 791.

6.1.3. Ensure each assigned aircraft has a valid DD Form 1896, AIR Card, and that these items are on board. Validate the DODAAC, CIC, ORG, and tail number for each aircraft assigned. Notify the local Base Fuels Management Flight (LGRF) immediately upon inter/intra-aircraft transfer or other changes that would require a new identaplate issued to the aircraft.

Example: If all 60 AMW 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.

6.1.3.1. If AIR Card is lost enroute, make an entry on the AF Form 781A. Documents search results and all relevant details.

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

6.1.3.3. In either case call 1-866-308-3811 inform AIR Card support team the AIR Card for the aircraft is lost. The technician will give you a new card number to use for the remainder of the mission. Insure a new card is ordered upon aircraft's return to home station.

6.1.4. 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 AF Form 664, for each mission.

6.1.5. Prior to aircrew going into crew rest, insure aircraft commander signs all required Standard Form 44s for services.

6.2. Maintenance debrief will establish procedures to:

6.2.1. Hand carry completed AF Form 664 with all receipts to the WRDCO on a weekly basis.

6.2.2. 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, such as TAFB, will not be used.

6.2.3. Establish a suspense file for AFTO Form 781H after removal from aircraft jacket files or a copy of AFTO Form 781H for aircraft PCSing out. Retain for 90 days after inter-fund billing to provide a secondary audit trail for fuel issues and flying hours (Reference: DESC-I-31, *Purchase of Aviation Fuel and Services at Commercial Location*).

7. Base Fuels Management (LGRF).

7.1. Base Fuels Management will:

7.1.1. Appoint a Wing AVPOL Advisory Group representative.

7.1.2. Process all fuel on-load and off-load documentation.

7.1.3. Review the list of potential erroneous transactions provided by the WRDCO and annotate those transactions that are in fact erroneous. Return the annotated list to the WRDCO. Provide the WRDCO with the following data to be incorporated into the monthly AVPOL report:

7.1.3.1. Organization.

7.1.3.2. Mission/Design/Series (MDS).

7.1.3.3. Total gallons consumed monthly/yearly.

7.1.3.4. Total dollars monthly/yearly.

7.1.3.5. Free Fuel.

8. Financial Management Analysis.

8.1. Financial Management Analysis will:

8.1.1. Appoint a Wing AVPOL Advisory Group representative.

8.1.2. Provide DFAS-FV-OM a memorandum indicating the monthly AVPOL cost estimate based upon projected flying hours.

8.1.3. Upon receipt of the previous months actual flying hour data, establish and provide DFAS-FV-OM a memorandum indicating necessary Miscellaneous Obligation Reimbursement Document (MORD) adjustments.

8.1.4. Ensure DFAS-FV-OM is properly posting MORD adjustments on a monthly basis.

9. Forms Adopted: Standard Form 44, *Purchase Order-Invoice-Voucher*, AF Form 664, *Aircraft Fuels Documentation Log*, DD Form 791, *In-flight Issue Log*, AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance Document*, DD Form 1896, *Jet Fuel Identaplate*, and DD Form 1898, *Avfuels Into-Plane Sales Slip*.

STEVEN J. ARQUIETTE, Colonel, USAF
Commander, 60th Air Mobility Wing (AMC)

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

AFI 11-2C-5, Volume 3, *Flying Operations*

AFI 11-2KC-10, Volume 3, *Flying Operations*

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

AFM 23-110, *USAF Supply Manual*

AFMAN 37-139, *Records Disposition Schedule*

T.O. 00-20-5, *Aerospace Vehicle/Equipment Inspection and Documentation*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AIR—Aviation Into-plane Reimbursement

AMW—Air Mobility Wing

AVPOL—Aviation Fuel Program

DLA—Defense Logistic Agency

DO—Deputy Commander for Operations

DOD—Department of Defense

FCB—Flight Crew Bulletins

FLIP—Flight Information Publication

LGRF—Base Fuels Management Flight

LGLOA—Logistics Group Logistics Operation Analysis

MDS—Mission/Design/Series

MORD—Miscellaneous Obligation Reimbursement Document

REMISS—Reliability and Maintainability Information System Spreadsheets

RIK—Replacement-In-Kind

SRDCO—Squadron Refueling Document Control Officer

SITCO—Shell International Trading Company

US—United States

WRDCO—Wing Refueling Document Control Officer

Attachment 2**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:

A2.1. Wing/Squadron/Unit name

A2.2. 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.

A2.3. 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

A2.4. 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.

A2.5. Department of Defense Activity Account Code (DoDAAC) of purchasing organization.

A2.6. Sub-Account Code: APC (Army); TEC (Navy and Marines); Org Code (AF)

A2.7. Aircraft Type (TMS or MDS) and tail number (AF and Army) or BUNO (Navy and Marines)

A2.8. Fund Code and Signal Code

A2.9. 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.

A2.10. FBO representative must sign and date the SF 44

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

A2.11. DESC-RRF shall certify and complete this section for all fuel items, and forward the invoice to DFAS Columbus for payment to the FBO.

A2.12. 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.

A2.13. These blocks will be completed by DFAS Columbus when the item is a fuel item.

A2.14. The purchasing organization's paying office shall complete this section of the form for non-fuel services and product.

INSTRUCTIONS FOR COMPLETING DD FORM 791
(Replaces AF Form 791)

MISSION AND TANKER INFORMATION

1. Mission No. Enter the mission number.
2. Tanker (DoDAAC, Organization/Squadron Code, and Home Station). Enter the tanker's DoDAAC, Organization/Squadron Code, and Home Station. (Example: FP4420, 60 AMW, Travis AFB, CA, etc.)
3. Mission Date and Time
 - a. Start. Enter the mission's start date (MM/DD/YYYY) and start time (HHMM).
 - b. End. Enter the mission's end date (MM/DD/YYYY) and end time (HHMM).
4. Tanker Type. Enter the tanker's aircraft type (e.g., KC-130F, KC-135R, KC-010, etc.).
5. Tanker Number. Enter the tanker's tail number/BUNO.
6. Fuel Grade. Enter the grade of fuel issued (e.g., JA1, JP5, or JP8).
7. ISSUES - RECEIVER'S AIRCRAFT INFORMATION
 - a. Aircraft Command. Enter the receiver's command (e.g., ACC, AMC, ANG, USN, FMS, FRG, etc.).
 - b. Aircraft Type. Enter the receiver's aircraft type (e.g., F-4N, F-15C, F-16D, S-3B, etc.).
 - c. Aircraft Number. Enter the receiver's aircraft tail number/BUNO.
 - d. Aircraft Call Sign. Enter the receiver's call sign (optional).
 - e. Aircraft (DoDAAC, Organization/Squadron, and Home Station)
 - (1) Enter the receiver's DoDAAC, Organization/Squadron Code, and Home Station (e.g., V09221, VFA-81, NAS Oceana, VA, etc.).
 - (2) If the fuel is jettisoned, write "JETTISONED" in this column and the quantity jettisoned in the "QUANTITY ISSUED" column.
 - f. Quantity Issued may be entered either as pounds or gallons.
 - (1) Pounds. Enter the quantity of fuel issued in pounds.
 - (2) Gallons. Enter the quantity of fuel issued in gallons.
 - g. Total. Enter either pounds or gallons.
 - (1) Pounds. Enter the sum of the fuel issued in pounds.
 - (2) Gallons. Enter the sum of the fuel issued in gallons.
8. Refueler's Name and Grade. Enter the refueler's name and grade.