

**BY ORDER OF THE COMMANDER
OF THE 325TH FW FIGHTER WING**

**TYNDALL AIR FORCE BASE
INSTRUCTION 11-253**



21 MARCH 2016

FLYING OPERATIONS

**MANAGING OFF-STATION
PURCHASES OF AVIATION FUEL AND
GROUND SERVICES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction supplements AFI 11-253, Managing Off-Station Purchases of Aviation Fuel and Ground Services. It establishes accountability requirements for purchase of aviation fuel and services while aircraft are away from their home station. It assigns responsibility, establishes and outlines procedures for the Wing Refueling Document Control Officer (WRDCO) and the Aviation Into-plane Reimbursement (AIR) Card programs. This instruction applies to all agencies under the direction of the 325 FW. 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 the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Waivers are only granted by the approval of the 325 FW Commander. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command.

Chapter 1

GENERAL INFORMATION

1.1. 325 FW/CC RESPONSIBILITIES.

1.1.1. The 325 FW/CC is responsible for implementing written guidance for the WRDCO duties, the AIR Card program procedures and the mandatory use of the AF Form 664 and turn-in for receipts from off station transactions.

CHAPTER 2

SPECIFIC RESPONSIBILITIES AND PROCEDURES

2.1. COMMANDERS SUPERVISION RESPONSIBILITIES.

2.1.1. Commanders/supervisors are responsible for enforcing the procedures and policies contained in this instruction.

2.1.2. The Wing Refueling Document Control Officer will:

2.1.2.1. Forward a copy of the appointment letter for the primary/alternates to the MAJCOM Agency Program Coordinators (APCs). This duty will be assigned to the budget analyst assigned to the Wing Flying Hour Program.

2.1.2.2. Forward a copy of completed U.S. Government AIR Card Accountable Official Nomination Form and a copy of the completed DD Form 577, Appointment/Termination Form, to Defense Logistics Agency (DLA) Energy. Complete initial AIR Card training when appointed; complete refresher training at least once every 3 years.

2.1.2.3. Maintain the DD Form 1898, *Energy Sales Slip* and AF Form 664, *Aircraft Fuel/Ground Servicing Documentation Log* for all assigned 325 FW aircraft for 6 years, 3 months. Retain all other received receipts and source documentation for 5 years.

2.1.2.4. Accurately record and track all aviation fuel, validate billings for payment, research/clear rejected aviation fuel interfund bill line items. Analyze and track obligations for aviation fuel against Miscellaneous Obligation/Reimbursement Documents (MORDs).

2.1.2.5. Coordinate with OG Resource Advisor (RA) to ensure all non-fuel ground servicing charges are paid in a timely manner.

2.1.2.6. In conjunction with OG RA, ensure AIR Card non-fuel ground service invoices are validated and certified and forward to DFAS within seven days after receipt of the invoices and source document.

2.1.2.7. Be responsible for filling out and submitting the AF Form 665, AIR Card Termination Form, for all terminated aircraft to include aircraft going to storage.

2.2. CHIEF OF STAN/EVAL WILL:

2.2.1. Ensure all pilots and other aircrew members who are AIR Card users comply with AIR Card training requirements.

2.2.2. Ensure all aircrew use AF Form 664 and obtain DD Form 1898, or any local aviation receipt for aviation purchases off station.

2.3. AIRCREW WILL:

2.3.1. Comply with AIR Card training requirements.

2.3.2. Use AF Form 664 for all off-station transactions.

2.3.3. Ensure a DD Form 1898, or any local aviation receipt is obtained for all aviation purchases off-station. All forms will be turned in during debrief of the flight/flights.

2.4. THE AIRCRAFT MAINTENANCE UNIT (AMUT) AIR CARD POC WILL:

- 2.4.1. Comply with AIR Card training requirements.
- 2.4.2. Ensure all assigned aircraft have an AIR Card and DD Form 1896, DoD Fuel Identaplate.
- 2.4.3. Collect all AF Form 664s and DD Form 1898s from the aircrew during debriefing of the flight.
- 2.4.4. Deliver the AF Form 664 and the DD Form 1898 daily to the WRDCO. Deliver the forms to Bldg. 542, Rm 213.
- 2.4.5. Immediately notify the WRDCO when an AIR Card is lost, misplaced, or damaged. Provide the WRDCO with the Mission Design Series (MDS) and the eight-digit tail number.
- 2.4.6. Notify the fuels management office when an aircraft needs a replacement DD Form 1896.
- 2.4.7. Ensure that refueling technicians put a copy of refueling documentation (e.g. fuel receipts, DD Form 1898) on board any aircraft away from home station.

2.5. THE 325TH MXG WING PLANS, SCHEDULING, AND DOCUMENTATION OFFICE WILL:

- 2.5.1. Notify the WRDCO when an assigned aircraft is sent to depot or transferred to another base/command. Provide the WRDCO with the tail number of the aircraft, date the aircraft transferred to depot status, or the date and time when transferred to another base/command. Update aircraft change in Integrated Maintenance Database System (IMDS).
- 2.5.2. Notify the WRDCO when a new aircraft is received. Provide the WRDCO with the MDS and the eight-digit tail number. Update aircraft ownership in IMDS.

2.6. 325 OG/ RESOURCE ADVISOR (RA) WILL:

- 2.6.1. Forward a copy of a completed U.S. Government AIR Card Accountable Official Nomination Form and a copy of the completed DD Form 577 to Defense Logistics Agency (DLA) Energy. Complete initial AIR Card training; complete refresher training at least once every 3 years.
- 2.6.2. Accurately record and track all non-fuel ground services, validate billings for payment, research/clear rejected non-fuel ground services interfund bill line items. Analyze and track obligations for ground services against MORDs.
- 2.6.3. Coordinate with the WRDCO to ensure all non-fuel ground servicing charges are paid in a timely manner.
- 2.6.4. In conjunction with the WRDCO, ensure AIR Card non-fuel ground service invoices are validated and certified and forward to DFAS within seven days after receipt of the invoices and source document.

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

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

Office of Management and Budget Circular A-123, *Management Accountability and Control*, dated 21 Jun 1995

Department of Defense 5500.7-R, *Joint Ethics Regulations*, 29 Nov 2007

Department of Defense Charge Card Guidebook Appendix G, *Unique Business Rules for AIR Card Programs*, 20 Jan 2006

Department of Defense Financial Management Regulation 7000.14-R, Volume 5, Chapter 33, *CERTIFYING OFFICERS, DEPARTMENTAL ACCOUNTABLE OFFICIALS, AND REVIEW OFFICIALS*, dated August 2010

Department of Defense Manual (DoD) 4000.25-7-M, *Military Standard Billing System*, May 2007

Department of Defense Manual (DoDM) 4140.25-M, Vol II, DoD Management of Bulk Petroleum Products, *Natural Gas, and Coal*, 26 February 2009

DoD 4500.54-G, *DoD Foreign Clearance Guide*, 28 December 2009

Defense Energy Support Center Instruction (DESC-I-10), *Defense Energy Support Center (DESC) Business Rules for Challenged Transactions*, 13 January 2010

Defense Energy Support Center Policy (DESC-P-13), *Government Fuel Card (GFC) Program Dispute Processes*, 27 May 2010

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

Prescribed Forms

DD Form 577, *Appointment/Termination Form*

AF Form 664, *Aircraft Fuel/Ground Servicing Documentation Log*

DD Form 1896, *DoD Fuel Identaplate*.

DD Form 1898, *Energy Sales Slip*

Abbreviations and Acronyms

AFI —Air Force Instruction

AFMAN —Air Force Manual

AFRIMS —Air Force Records Information Management System

AIR Card — Aviation Into-Plane Reimbursement Card

AMU —Aircraft Maintenance Unit

APC — Agency Program Coordinators
DFAS —Defense Finance & Accounting Service
DLA — Defense Logistics Agency
IMDS —Integrated Maintenance Database System
MORD — Miscellaneous Obligation/Reimbursement Document
MDS—Mission Design Series
RA —Resource Advisor
RDS —Records Disposition Schedule
WRDCO —Wing Refueling Document Control Officer

Terms

Accountable Official—The Accountable Official provides source information or data to a Certifying Official to support the certification of payment vouchers and documents for vendor payment. They are financially liable for erroneous payments resulting from their negligent actions. The unit WRDCO serves as the Accountable Official for the AIR Card®.

Aviation Into-Plane Reimbursement Card—A centrally billed, government charge card used by Federal agencies, state and local law enforcement agencies, and foreign governments as a means to procure aviation fuel and related ground services.

Business System Modernization-Energy and the Fuels Enterprise System—The BSM-E is a vertically integrated automated information system consisting of base-level components and enterprise-level systems providing visibility of bulk fuel assets and fuel transactions to the Services and DLA Energy.

Card user—The legal agent using the charge card to buy goods and services in support of official government business. The card user holds the primary responsibility for the card's proper use. Card users consist of pilots, flight commanders, aircraft commanders, loadmasters and crew chiefs who are all authorized to procure aviation fuel, fueling related services and ground services for Government-owned aircraft.

Certifying Officials—Certifying Officials are the primary focal point for receipt of invoices and obligation of funds; they are responsible for the existence, accuracy, and legality of information on a voucher. DLA Energy is the Certifying Official for all fuel purchases, and unit Certifying Officials handle all non-fuel charges.

Delinquency/delinquent account—A charge card account balance that is unpaid for more than 61 days past the statement date.

Fraud—Any felonious act of corruption or attempting to cheat the government or corrupt the government's agents. For the purposes of this Instruction, use of the AIR Card® to transact business that is not sanctioned, not authorized, not in one's official government capacity, not for the purpose for which the card was issued, and not as a part of official government business, are instances of fraud. This list is not intended to be all inclusive.

Fuels Enterprise System—The FES is a web-based environment that collects, routes, and reports fuel transactions among bases, contractors, DLA Energy, DFAS and other entities. Most

AIR Card® fuel purchases are passed to FES by the ACC. Transactions are rolled up by DODAAC/sub-account, are assigned a document number, and have a standard price applied for inter-fund billing. The information is then passed to DFAS. The FES is also called the “Purple Hub.”

Interfund Bill—A bill processed under the interfund billing system. These bills are not only “bills” but notices to the billed office that funds have been disbursed and the bills “paid.”

Interfund Billing System—An automated billing and fund transfer system used by DFAS.

Into-Plane Contracts—Aviation fuel contracts negotiated by the DLA Energy at commercial locations guaranteeing a standard price.

Military Standard Billing System—The procedures, formats, and other business rules contained in *DoD 4000.25-7-M 1* are referred to collectively as the Military Standard Billing System (MILSBILLS). It provides the data elements, codes, standard procedures, and formats to be used for billing and related adjustments and collections for sales of materiel and related services. It also provides standards, procedures, and formats prescribed for the Interfund Billing System.

Misuse—Use of the AIR Card® for anything other than its official purpose.

Purple Hub—See BSM-E/FES.

Split Billing—Split billing is a means of centrally billing DLA Energy for fuel purchases and the home station for non-fuel items.

Transportation Working Capital Fund—A revolving fund that allows prompt payment for aviation fuel purchases for DoD aircraft and is reimbursed by using organization flying-hour programs.