

**BY ORDER OF THE COMMANDER
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION
11-253**



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Flying Operations**

**WING REFUELING DOCUMENT
CONTROL (WRDC) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 11-253, *Managing Off-Station Purchases of Aviation Fuel and Ground Services*. This instruction describes procedures for managing the Wing Refueling Document Control (WRDC) Program for the 8th Fighter Wing (8 FW). This instruction pertains to all aircrew, maintenance, fuels and finance personnel. Procedures are established for correct documentation, processing forms, invoices, and personnel responsibilities for all off-station refueling events.

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1. General Policies:

1.1. All aircrew, maintenance, fuels, and finance personnel will be familiar with the procedures and documentation requirements of this instruction.

1.2. Aircraft will be refueled/defueled with Department of Defense (DoD) fuel unless DoD-owned fuel is not available, in which case fuel may be procured from sources in the following priority:

1.2.1. Defense Fuel Supply Center (DFSC) or Canadian into-plane contracts. **NOTE:** DoD Flight Information Publication (FLIP) supplements identify locations with into-plane contracts. Worldwide into-plane contracted locations are also available on-line at: www.aircardsys.com.

1.2.2. Foreign government Air Force (AF).

1.2.3. Open market purchase.

2. WRDC documentation use and procedures:

2.1. A Standard Form (SF) 44, *Purchase Order-Invoice-Voucher*, is used to purchase fuel at non-DoD locations. The aircrew shall present the SF 44a as the purchase invoice when a refueling or ground service merchant refuses to accept the Aviation Into-Plane Reimbursement (AIR) Card. The aircrew shall complete the SF 44a and attach it to the merchant vendor ticket/invoice when the merchant also declines use of the SF 44a and uses its own invoice/receipt. When completed, ensure all copies are returned to home station and turned over to the debrief section for processing with the Wing Refueling Document Control Officer (WRDCO). **Note:** Purchases at Canadian into-plane locations will be documented using the vendor's invoice (SF 44 should not be accomplished). Write the information from the aircraft identaplate onto the vendor's invoice. Invoices must include date of the transaction, grade of the product, quantity issued or defueled, unit of measure, and signature of the Air Force representative. Purchases at non-contract commercial airfields are accomplished using the SF 44a. Refer to Defense Energy Support Center (DESC) I-31, *Purchase of Aviation Fuel and Services at Commercial Locations*, for guidelines on completing these forms.

2.2. An AF Form 664, *Aircraft Fuels Documentation Log*, records and stores all Aviation, Petroleum, Oil, and Lubricant (AVPOL) transaction documentation. Log all transactions on the front of AF Form 664, scan, and submit electronically to the WRDCO. Completed forms will be maintained by the WRDCO for a minimum of 3 calendar years.

2.3. An AF Form 664, is a fuel transaction receipt. Purchases at all United States Air Force (USAF) locations may be recorded on an AF Form 664 using a valid Department of Defense (DD) Form 1896, *DoD Fuel Identaplate*, or the AIR Card.

2.4. Air Force Technical Order (AFTO) Form 781H, *Aerospace Vehicle Flight Status and Maintenance*. Complete form per applicable technical directives. When removed from jacket file, turn in to maintenance. Maintenance will maintain a copy for 90 days after inter-fund billing to provide a secondary audit trail for fuel issues and flying hours.

2.5. The AIR Card is used to purchase fuel, fuel related supplies and/or ground services at commercial airports where no DoD contracts exist. Should a civilian vendor not agree to accept the card, advise the vendor to call the card contractor at 1-866-308-3811 within the United States (U.S.), U.S. territories, or Canada, or 1-913-217-9308 collect from overseas to secure an agreement for the fuel/services. These numbers can also be used to pre-arrange use. A DD Form 1896, is the aircraft fuel/oil charge card.

2.6. The DD Form 1898, *Energy Sale Slip*, is another fuel transaction receipt. Log and place inside AF Form 664. Purchases at DoD locations, including DFSC into-plane contract locations are recorded on DD Form 1898. **Note:** If the contractor insists on completing their own invoice in addition to the DD Form 1898, the invoice must be annotated "DUPLICATE -- DD FORM 1898 ACCOMPLISHED."

2.7. Purchases at foreign military airfields, including Replacement-In-Kind (RIK) locations. (RIK locations are found in the Foreign Clearance Guide and/or at www.aircardsys.com). The host country forms are used to record the purchase. Information from the aircraft identaplate should be written on the local form.

3. The 8th Fighter Wing Commander (8 FW/CC) will appoint a WRDCO.

4. The Wing Refueling Document Control Officer (WRDCO) will:

- 4.1. Be the central point of contact for wing fuel issues.
- 4.2. Collect all fuel documentation from the Unit Refueling Document Control Officers (URDCO) sections on a monthly basis.
- 4.3. Provide quarterly training to all pilots/aircrews on the use of the AIR Card and disposition of purchase tickets (receipts).
- 4.4. Retain AIR Card fuel tickets in a permanent document file for comparison against the interfund bills.
- 4.5. Train mission planners and aircrews on how to pre-arrange fuel and ground service support by calling 1-866-308-3811 and/or using the www.aircardsys.com website.
- 4.6. Monitor and ensure URDCO responsibilities are followed as listed in this instruction. Hold monthly training sessions with URDCO personnel and train all newly assigned URDCOs as applicable. Provide pre-deployment training/orientation for personnel designated as URDCOs and clearly define expectations.
- 4.7. Resolve disputes with the assistance of the DESC help desk technicians and/or directly contacting the selling installation fuels accounting office. Maintain and file all documentation concerning the erroneous charge(s) with the monthly interfund bill.
- 4.8. Ensure fiscal year close out instructions are followed and full coordination is made to ensure all fuel issue transactions and adjustments to obligations are forwarded to the local Financial Services Officer (FSO) prior to fiscal year close.

5. Fighter Squadron (FS) commanders will:

- 5.1. Ensure a copy of this instruction is available to all crewmembers and squadron operations personnel.

5.2. Ensure pilots and aircrews are familiar with refueling documentation, instructions, and procedures and that wing mission planners are trained on how to use the www.aircardsys.com website.

6. Each URDCO/assistant will:

6.1. URDCO personnel will be assigned by their respective FS/CC in writing. Forward the original copy to the WRDCO.

6.2. Ensure pilots record flying hour and fuel issue data accurately on AFTO Forms 781H, *Aerospace Vehicle Flight Report and Maintenance Document*. Make sure AFTO Form 781H, block 14, "Servicing Certification," reflects the name (spelled out) of the location where fuel servicing occurred. Ensure information listed on AF Form 664 matches available AFTO Form 781H data.

6.3. Establish unit procedures for the management of AF Form 664s and the maintenance of off- station fuel receipts. URDCOs will ensure that all pilots are asked upon return from cross- country missions for refueling receipts and will ensure each receipt is accurate and legible. URDCO personnel will ensure pilots complete an AF Form 664 following all air refueling and cross-country missions. URDCOs will scan and submit all AF 664s and refueling receipts electronically to the WRDCO.

7. Deployed Squadron URDCOs will:

7.1. Comply with URDCO duties while unit is deployed.

7.2. Correct refuel accounting errors with local base fuels accounting personnel.

7.3. Ensure refueling information for deployment phase is relayed back to home station WRDCO as soon as practical. This information should include the total fuel taken by each aircraft via in-flight refueling and/or fuel receipted at enroute stops. Any refuels prior to arriving at Temporary Duty (TDY) location must be logged on an AF Form 664 as soon as possible and sent to WRDCO by fax or e-mail.

7.4. Deployed URDCOs will perform the same duties as outlined in paragraph 6. In addition, deployed URDCOs will ensure crew chiefs and/or expeditors submit completed AF Form 664s and refueling receipts for refueling complete at the TDY location.

7.5. URDCOs will forward AF Form 664 to WRDCO on a weekly basis, and will mail fuel receipts to WRDCO on the last day of each month. URDCOs will meet with WRDCO to finalize refueling documentation immediately upon return from deployment.

8. Each Pilot will:

8.1. Ensure maintenance has provided a valid DD Form 1896 and AIR Card on board each aircraft prior to departing home station for cross-country, depot input, or deployed missions.

8.2. Use the AIR Card when requesting fuel and ground service at commercial airports where no DoD contract exists. The AIR Card may be used to purchase ground services at DFSC and Canadian into-plane contract locations. Retain copies of all fuel receipts and ensure they are turned in to maintenance debrief personnel upon return to home station. Complete AF Form 664 and turn in to maintenance debrief upon return to home station.

8.3. Complete an AF Form 664 for all cross-country and local in-flight refueling events. A separate AF Form 664 will be completed for each aircraft. Multiple aircraft entries on one AF Form 664 *is not* permitted at any time. Refer to Attachments 2, *Instruction for Completion of Off-Station AF Form 664* and Attachment 3, *Instruction for Completion of Air Refueling AF Form 664*.

8.4. Submit refueling receipts from cross-country missions to URDCOs.

9. Expeditors and Crew Chiefs will:

9.1. Validate that all assigned aircraft have serviceable DD Form 1896 and AIR Cards annually, and provide WRDCO with notification when inventory is completed. 8th Aircraft Maintenance Squadron (8 AMXS) will contact Base Fuels when the DD Form 1896s are lost or damaged. 8 AMXS personnel will contact the WRDCO for replacement AIR Cards.

9.2. When deployed, expeditors and crew chiefs will ensure ground refueling receipts and AF 664s are turned in to URDCOs for processing.

10. Base Fuels Management Office will:

10.1. Ensure all DD Form 1896s have the Command Identifier Code identified as Pacific Air Force (PACAF). Also, ensure the eight-digit tail number of base-assigned aircraft is embossed on the DD Form 1896.

11. The AIR Card Accountable Official (AO) and Certifying Officer (CO) will:

11.1. AO and CO will be appointed by 8th Operations Group Commander (8 OG/CC). The AO and CO will accomplish duties outlined in paragraphs 2.4 and 2.5 of the AIR Card Program Handbook by comparing the monthly interfund bill with AF Form 664s and refueling receipts maintained by the WRDCO. The AO and/or CO will address any discrepancies or erroneous charges to the WRDCO for resolution.

TODD A. DOZIER, Colonel, USAF
Commander

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

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

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

DESC I-31, *Purchase of Aviation Fuel and Services at Commercial Locations*, 20 July 2007

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 664, *Aircraft Fuels Documentation Log*

DD Form 1896, *DoD Fuel Identaplate*

DD Form 1898, *Energy Sale Slip*

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

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

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFTO—Air Force Technical Order

AFRIMS—Air Force Records Information Management System

AIR—Aviation Into-Plane Reimbursement

AMXS—Aircraft Maintenance Squadron

AO—Accountable Official

AVPOL—Aviation, Petroleum, Oil, and Lubricant

CC—Commander

CD—Deputy Commander

CO—Certifying Officer

DD—Department of Defense

DESC—Defense Energy Support Center

DFSC—Defense Fuel Supply Center

DoD—Department of Defense

FLIP—Flight Information Publication

FS—Fighter Squadron
FSO—Financial Services Officer
FW—Fighter Wing (8 FW)
OG—Operations Group (8 OG)
OPR—Office of Primary Responsibility
PACAF—Pacific Air Force
RDS—Records Disposition Schedule
RIK—Replacement-In-Kind
SF—Standard Form
TDY—Temporary Duty
URDCO—Unit Refueling Document Control Officers
U.S—United States
USAF—United States Air Force
WRDC—Wing Refueling Document Control
WRDCO—Wing Refueling Document Control Office

Attachment 2

INSTRUCTION FOR COMPLETION OF OFF-STATION AF FORM 664

Figure A2.1. AF Form 664 Documentation Instructions.

The following is a block by block instruction for completing the AF Form 664. The primary responsibility for proper form completion lies with the pilot in command. This form will be filled out by the pilot and maintenance debrief personnel for off-station refueling events. All entries will be legible.

Block:

MISSION DATES – Enter inclusive mission dates.

AIRCRAFT ORGANIZATION AND HOME STATION – 8 FW, KUNSAN AB, ROK

AIRCRAFT PROCESSING COMMAND – PACAF

AIRCRAFT MDS – F-16C/D.

AIRCRAFT SERIAL NUMBER – Enter EIGHT digit serial number.

REFUELING DATE – Enter local date fuel or services was purchased.

AIRFIELD NAME – Self-Explanatory.

AIRFIELD ADDRESS – Enter airfield city, state, or country.

TYPE OF FUEL – Enter type of fuel purchased as it appears on the receipt.

QUANTITY OF FUEL – Enter quantity of fuel purchased. Do not alter quantity listed on receipt/ticket.

UNIT OF MEASURE – Enter unit of measure for fuel purchased. For purchases in foreign countries, be sure to enter the correct unit of measure. (Liter, Pounds, Deciliters, etc.)

TYPE OF DOCUMENT – Enter the type of Fuel Receipt (AF Form 664, DD Form 1898, AIR Card, Vendor Receipt, Cash, etc.).

Additional Instructions:

Ensure only one fuel receipt for each line entry is enclosed in the AF Form 664 (should be Copy 1, Customer Copy).

Ensure every fuel receipt enclosed in the AF Form 664 has a line entry.

For services purchased (power cart, latrine services, landing fees, etc.) annotate all blocks including date, airfield name, and airfield address. Enter the words "Ground Services" in the type and quantity of fuel blocks. Enter form of payment in the Type of Document Block; e.g., AIR Card, SF 44, Cash, etc.

The Unit Refueling Document Control Officer (URDCO) will validate the form with the statement, *"I validate the above entries from date to date,"* followed by the URDCO's Name, Grade, Flying Squadron, and Signature.

Turn in completed AF Form 664s to WRDCO.

Attachment 3

INSTRUCTION FOR COMPLETION OF AIR REFUELING AF FORM 664

Figure A3.1. AF Form 664 Documentation Instructions.

The following is a block by block instruction for completing AF Form 664. The primary responsibility for proper form completion lies with the pilot in command. This form will be filled out by the pilot and maintenance debrief personnel for all in-flight refueling missions. All entries will be legible.

Block:

MISSION DATES – Enter inclusive mission dates.

AIRCRAFT ORGANIZATION AND HOME STATION – 8 FW, KUNSAN AB, ROK

AIRCRAFT PROCESSING COMMAND – PACAF

AIRCRAFT MDS – F-16C/D.

AIRCRAFT SERIAL NUMBER – Enter EIGHT digit serial number. (Note: Leave blank if placing multiple aircraft on one AF Form 664).

REFUELING DATE – Enter local date fuel was received.

AIRFIELD NAME - Enter tail number of the refueling aircraft; e.g., 78001256

AIRFIELD ADDRESS – Enter the wing/base of assignment of the tanker.

TYPE OF FUEL – Enter type of fuel purchased.

QUANTITY OF FUEL – Enter quantity of fuel purchased. Do not alter quantity listed on receipt/ticket.

UNIT OF MEASURE – Enter total pounds per aircraft.

TYPE OF DOCUMENT – Enter "Air Refueling."

INVOICE NUMBER OF DOCUMENT – If placing multiple aircraft on this AF Form 664, use this block to list the 8-digit tail number of the receiving aircraft.

Additional Instructions:

Unit Refueling Document Control Officer (URDCO) will validate the form with the statement, *"I validate the above entries from date to date,"* followed by the URDCO's Name, Grade, Flying Squadron, and Signature.

