



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

AFI 11-253\_AFGM2025-01  
16 APRIL 2025

MEMORANDUM FOR DISTRIBUTION C  
MAJCOMs/FLDCOMs/FOAs/DRUs

FROM: HQ USAF/A3  
1630 Air Force Pentagon  
Washington, DC 20330-1630

SUBJECT: Air Force Guidance Memorandum to AFI 11-253, *Managing Purchases of Aviation Fuel and Ground Services*

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum (AFGM) immediately implements changes to Air Force Instruction (AFI) 11-253, *Managing Purchases of Aviation Fuel and Ground Services*. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails in accordance with Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*.

This guidance is applicable to the Regular Air Force, the Air Force Reserve, and the Air National Guard. This publication does not apply to the United States Space Force.

Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publication of an interim change (IC) or rewrite of the affected publication, whichever is earlier.

ADRIAN L. SPAIN  
Lieutenant General, USAF  
Deputy Chief of Staff, Operations

Attachment: Guidance Changes

The authorities to waive wing/unit level requirements in this GM are identified with a Tier (“T-0, T-1, T-2, T-3”) number following each compliance statement. See DAFMAN 90-161,

## Guidance Changes

*Publishing Processes and Procedures*, for a description of the authorities associated with the Tier designators. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the GM's OPR for non-tiered compliance items, as applicable.

Current guidance in AFI 11-253, *Managing Purchases of Aviation Fuel and Ground Services*, remains in effect with the following changes.

CHANGED 2.2.1. Supplement this guidance to address command-specific issues if required. Disseminate current guidance and information throughout the command including the latest policies, procedures, standards and mandates from the DoD, the USAF, federal regulations and/or the laws regarding aircraft refueling, the AIR Card® and financial requirements. MAJCOM and installation commanders must appoint Wing Refueling Document Control Officer (WRDCO) (as defined in paragraph 2.5.1.1) as well as establish local guidance for aircrews when using transient services.

CHANGED 2.7.6. Ensure that all aircrew personnel understand proper procedures when purchasing fuel or ground services off-station. When on-station services are unavailable, contracted off-station services are to be utilized. Non-contracted services are a last resort if contracted services are unavailable. Justification will be required when directed order of precedence is not utilized.

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 11-253**

**17 MAY 2021**



***Flying Operations***

**MANAGING PURCHASES OF  
AVIATION FUEL AND GROUND  
SERVICES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: AF/A3TR

Certified by: AF/A3T  
(Maj Gen James A. Jacobson)

Supersedes: AFI11-253, 19 August 2013

Pages: 37

---

This instruction implements Department of the Air Force Policy Directive (DAFPD) 11-2, *Aircrew Operations*. It establishes accountability requirements for purchase of aviation fuel and off-station ground services; and establishes the US Air Force Aviation Into-plane Reimbursement (AIR) Card® program, and provides procedures for its management and use. This publication applies to the Regular Air Force, the Air Force Reserve, and the Air National Guard. This publication does not apply to the United States Space Force. Failure to observe the prohibitions and mandatory provisions in [paragraph 5.5](#) and [paragraph 5.8](#) of this publication by military members is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ). Technical orders take precedence over this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule. Submit change requests to the Readiness Division (AF/A3TR), 1480 Air Force Pentagon, Washington, DC 20330-1480, using the AF Form 847, *Recommendation for Change of Publication*. This publication may be supplemented by the major commands (MAJCOMs), but all supplements must be routed to the office of primary responsibility (OPR) for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the OPR of this publication for non-tiered compliance items (see [paragraph 1.7](#)). The use of the name or trademark of any specific manufacturer,

commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Compliance with the attachments in this publication is mandatory.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed. Major changes include restructuring hierarchy-level roles and responsibilities; incorporating process overview and general guidelines; adding ground aviation fuel transaction process; including file maintenance and waiver instructions; and adding tier waiver authorities for compliance items.

<b>Chapter 1—INTRODUCTION</b>	<b>4</b>
1.1. Overview.....	4
1.2. Applicability.....	4
1.3. Scope.....	4
1.4. Fuel Purchases.....	4
1.5. Aircrew.....	4
1.6. AF Form 664, Aircraft Fuels Documentation Log, or equivalent.....	4
1.7. Waivers.....	4
<b>Chapter 2—ROLES AND RESPONSIBILITIES</b>	<b>5</b>
2.1. The Director of Training and Readiness (AF/A3T).....	5
2.2. Major Commands (MAJCOMs).....	6
2.3. Centralized Asset Management (AFMC/FMM).....	8
2.4. Tanker Airlift Control Center (TACC).....	8
2.5. Wing Commander or Equivalent.....	9
2.6. Deployed Wing Commanders.....	10
2.7. Geographically Separated Unit Commanders.....	10
2.8. Operations and Maintenance Group or Squadron Commanders or Equivalent.....	11
2.9. Wing Refueling Document Control Officer (WRDCO).....	12
2.10. Wing Comptroller Squadron.....	15
2.11. Pilot in Command (PIC) or Aircraft Commander (AC).....	16
2.12. AIR Card® Users.....	17
<b>Chapter 3—PRIORITY FOR FUEL RESOURCES</b>	<b>18</b>
3.1. Priority for Fuel Resources.....	18
3.2. DoD Locations.....	18
3.3. Other Foreign Government Support.....	18

3.4.	Into-Plane Contracts. ....	18
3.5.	United States Air Force and Canadian Forces Suspense Account Agreement. ....	19
3.6.	Non-Contract Purchase at Commercial Airfields. ....	19
<b>Chapter 4—DOCUMENTING REFUELING TRANSACTIONS</b>		<b>20</b>
4.1.	Documenting Refueling Transactions.....	20
4.2.	Standard Refuels. ....	20
4.3.	In-Flight Refueling. ....	21
4.4.	Aircraft Transfers.....	21
4.5.	Depot or New Aircraft. ....	22
4.6.	Deployed Aircraft. ....	22
4.7.	Retiring Aircraft.....	22
<b>Chapter 5—THE AIR CARD® PROGRAM</b>		<b>24</b>
5.1.	The AIR Card® Program.....	24
5.2.	AIR Card® Program Hierarchy. ....	24
5.3.	Opening New Accounts and Closing Active Accounts. ....	24
5.4.	Authorized Products and Services. ....	24
5.5.	Unauthorized Use of the AIR Card®.....	24
5.6.	Accounts Payable.....	25
5.7.	Disputes. ....	27
5.8.	Disciplinary Guidance. ....	28
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>29</b>
<b>Attachment 2—INSTRUCTIONS FOR COMPLETING STANDARD FORM 44, U.S. GOVERNMENT PURCHASE ORDER – INVOICE - VOUCHER</b>		<b>33</b>
<b>Attachment 3—PROCEDURES FOR CASH PAYMENTS FOR AVIATION FUEL</b>		<b>36</b>
<b>Attachment 4—MONTHLY VALIDATION MEMORANDUM TEMPLATE</b>		<b>37</b>

## Chapter 1

### INTRODUCTION

**1.1. Overview.** This AFI establishes responsibilities and procedures for all aviation fuel and ground servicing purchases, including both AIR Card® and non-AIR Card® purchases for foreign government, cash, ground aviation fuel accountability, and inflight refueling secondary sales transactions.

**1.2. Applicability.** This AFI applies to all program managers, MAJCOM agency program coordinators (APCs), and wing refueling document control officers (WRDCOs) involved in the execution process of the AIR Card® program, ground aviation fuel accountability, and inflight refueling secondary sales process.

**1.3. Scope.** Headquarters United States Air Force (HAF) provides enterprise management at the Air Force level by maintaining oversight of the AIR Card® program, ground aviation fuel accountability and inflight refueling secondary sales process managed by MAJCOM APCs and executed by wings.

**1.4. Fuel Purchases.** The Defense Logistics Agency (DLA), through the Defense Working Capital Fund, initially pays for all aviation fuel used by the Air Force, regardless of whether an aircraft refuels on an Air Force base, another Department of Defense (DoD) location, capitalized sites, or a commercial airport. DLA then bills the Air Force directly for the fuel at a standard rate.

**1.5. Aircrew.** For the purposes of this instruction, the term “aircrew” will be used in a generic sense to represent both operational aircrew members and any aircraft maintenance personnel (e.g., crew chiefs) who accompany the aircraft as part of its mission. At a minimum, the term “aircrew” will mean the pilot in command / aircraft commander (PIC/AC).

**1.6. AF Form 664, Aircraft Fuels Documentation Log, or equivalent.** Aircrew members must use the AF Form 664, *Aircraft Fuels Documentation Log* or equivalent method to document refueling, to include air refueling and ground service transactions that occur away from the aircraft’s home station, and turn in receipts from all transactions to the WRDCO or in accordance with local operating instruction. **(T-3)**. Aircrew will verify that merchant receipts contain all required elements prior to signing. **(T-0)**. WRDCOs will track these transactions (both aviation fuel and ground services), verify that they are accurate within DLA Enterprise External Business Portal (EEBP), Commanders’ Resource Integration System (CRIS) and take appropriate action when errors occur. **(T-0)**. MAJCOM agency program coordinator (APC)-approved hard copy or electronic programs that are used in lieu of the AF Form 664 must contain all of the same data elements as the AF Form 664 on the Air Force e-Publishing website ([www.e-publishing.af.mil](http://www.e-publishing.af.mil)), including the retention rate which must match or exceed that of the AF Form 664. If the retention rate is less, MAJCOMs must provide written guidance stating that the form used in lieu of the AF Form 664 will be retained for no less than 10 years. **(T-0)**. AF Form 664 will be used hereafter to reference either the AF Form 664 or equivalent.

**1.7. Waivers.** See DAFI 33-360, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the OPR of this publication for non-tiered compliance items.

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. The Director of Training and Readiness (AF/A3T).** AF/A3T will oversee the purchase of aviation, ground aviation fuel and ground services for the Air Force. The Readiness Division (AF/A3TR) within AF/A3T will do the following:

2.1.1. Publish and maintain written guidance for the management and accountability of aviation fuel purchases, inflight refueling secondary sales and ground service charges, to include AF compliance within DLA Energy's AIR Card® program.

2.1.2. Disseminate current guidance and information including the latest policies, procedures, standards, and mandates established by the DoD, the AF/A3T, federal regulation and/or the laws that pertain to aircraft refueling, AIR Card® use and financial requirements.

2.1.3. Work with DLA Energy to resolve any matters involving aircraft refueling away from home station.

2.1.4. Ensure MAJCOMs comply with applicable regulations, policies, and procedures.

2.1.5. Establish and oversee an assistance visit program that includes the following:

2.1.5.1. Performing on-site reviews when required and/or requested ensuring reasonableness and accuracy of local operating procedures, internal management controls and transactional reviews.

2.1.5.2. Ensuring that appropriate action is taken when local reviews reveal noncompliance, misuse, and/or abuse, in accordance with DLA Energy policy.

2.1.5.3. Documenting best practices and making them available to the rest of the Air Force.

2.1.5.4. Initiating end-of-year AF Form 406, *Miscellaneous Obligation/Reimbursement Document*, Data Call no later than 1 September annually, providing instructions from the fund holders for MAJCOMs to follow. AF Form 406 hereafter will be referred to as MORD.

2.1.6. Appoint primary and alternate AIR Card® Component Program Managers (CPMs) and provide program management and execution for the Air Force. The AIR Card® CPM will:

2.1.6.1. Have a detailed knowledge and understanding of all policies and procedures related to refueling of aircraft and ground services.

2.1.6.2. Ensure that primary agency program coordinators (APCs) and alternate APCs are trained and performing their duties in accordance with [paragraph 2.2.3](#).

2.1.6.3. Notify DLA Energy promptly of the departure and replacement of CPM personnel.

2.1.6.3.1. Ensure the appointment and/or termination memorandum of the CPM is current and on file with DLA Energy.

2.1.6.3.2. Ensure newly appointed CPMs complete the DLA Energy CPM checklist and DLA Energy, AIR Card® Accountable Official training.

2.1.6.4. Provide fraud or audit analysis by:

- 2.1.6.4.1. Performing data analysis to identify questionable transactions and/or patterns of suspicious activities.
- 2.1.6.4.2. Researching suspicious transactions or activities to determine if they need to be referred to appropriate audit or investigative agencies.
- 2.1.6.4.3. Cooperating and coordinating with formal internal or external audits and inspections of fuel card programs.
- 2.1.6.4.4. Notifying DLA Energy of any service-initiated audits or investigations of potential fraud, misuse, or abuse of DLA Energy fuel cards.
- 2.1.6.4.5. Acting as the liaison between DLA Energy and affiliated DoD, federal agencies, or program participants as applicable.
- 2.1.6.5. Develop and submit to DLA Energy any recommended changes to the program or systems along with justification and impact statements.
- 2.1.6.6. Assist DLA Energy's government fuel card account managers and DLA Energy fuel card contractor to resolve issues of mutual interest.
- 2.1.6.7. Assist MAJCOMs in relevant aspects of program execution. Ensure they have access to adequate guidance, training, and assistance in routine program matters. Provide help in resolving local problems, answering questions, and/or referring MAJCOMs to the appropriate POC for resolving problems.
  - 2.1.6.7.1. Develop a standard training program, including AIR Card® policy, procedures and aviation fuel reconciliation.
  - 2.1.6.7.2. Coordinate with organizations that have required training elements defined within the AIR Card® program.
- 2.1.6.8. Use an approved checklist provided by AF/A3T as a guide for an effective program.
- 2.1.6.9. Monitor the AIR Card® electronic access system for account holder requests, working with MAJCOMs to ensure timely processing of new AIR Card® accounts, account holder replacements, and AIR Card®-specific requests.

**2.2. Major Commands (MAJCOMs).** MAJCOMs will oversee the purchase of aviation fuel, ground aviation fuel and ground services across the command, and will oversee and assist the WRDCOs. MAJCOMs will do the following:

- 2.2.1. Supplement this guidance to address command-specific issues if required. Disseminate current guidance and information throughout the command including the latest policies, procedures, standards and mandates from the DoD, the USAF, federal regulations and/or the laws regarding aircraft refueling, the AIR Card® and financial requirements.
- 2.2.2. Appoint in writing a primary and an alternate Agency Program Coordinator (APC) who will oversee the AIR Card® program, aviation fuel, inflight refueling secondary sales, and WRDCO management for the command and report to the CPM on behalf of the command. Forward copy of APC appointment letter to the CPM.
- 2.2.3. The MAJCOM primary and alternate APC will:



- 2.2.3.1. Have a detailed knowledge and understanding of all policies, guidance and procedures related to the procurement of aviation fuel, inflight refueling secondary sales, and ground services, and understand the consequences of inappropriate actions.
- 2.2.3.2. Complete the required DLA Energy, AIR Card® Accountable Official training upon appointment, and complete refresher training every three years, in accordance with DLA Energy policy.
- 2.2.3.3. Establish and oversee an AIR Card® management program within the headquarters and throughout the command.
- 2.2.3.4. Establish accounts on the AIR Card® website, DLA Energy External Enterprise Business Portal (EEBP), Commanders' Resource Integration System (CRIS) and Reliability and Maintainability Information System (REMIS). Monitor transaction data from subordinate units and develop standard reports or queries to monitor purchases by subordinate units.
- 2.2.3.5. Maintain a complete list of AIR Card® accounts and POC information (name, e-mail address, telephone and fax numbers) for financial matters and notify the CPM and update the AIR Card® electronic access system of any changes that affect management, reporting, or billing.
- 2.2.3.6. Ensure that the WRDCO primary and alternates are appointed as accountable officials (AOs) and are not appointed as certifying officers (COs).
  - 2.2.3.6.1. The unit comptroller's office will appoint a primary AIR Card® CO. CO appointments will be routed through the MAJCOM APC for validation prior to forwarding to the CPM.
  - 2.2.3.6.2. AIR Card® accounts must have a current AO and CO at all times in order to remain compliant with DLA Energy's regulatory guidance. Non-compliance due to a vacant role may lead to DLA Energy suspending the account.
  - 2.2.3.6.3. Validate and submit AIR Card® new account and/or new appointee request forms and training certificates to the CPM. Once the CPM receives the documents, prompt the AIR Card® appointee to request an account in the AIR Card® Electronic Access System. Maintain all AIR Card® account appointment forms. Monitor AIR Card® appointee's training dates.
- 2.2.3.7. Ensure that personnel requesting DLA Energy fuel cards for mission requirements are trained to use the fuel cards and that cards are only issued for authorized USAF aircraft.
- 2.2.3.8. Monitor AIR Card® accounts for delinquencies, assist in resolving any account delinquencies, and elevate to wing commander level when delinquencies are not resolved in excess of 60 days.
- 2.2.3.9. Ensure wings comply with applicable regulations, policies, and procedures to include local guidance.
- 2.2.3.10. Provide annual WRDCO training and track training method used.
- 2.2.3.11. Notify the CPM immediately when any investigation is initiated involving alleged or suspected fraud, misuse, or abuse of any DLA Energy fuel cards. Document and report to the CPM any disciplinary actions resulting from any investigation.

2.2.3.12. Monitor the AIR Card® Electronic Access System daily for status of new user requests, card replacement, and transfers. Manage requests in a timely manner, not to exceed 48 hours from time of request.

2.2.3.13. Conduct annual sample audits of aviation fuel, ground aviation fuel and ground service purchases within the current fiscal year. Provide method of sample and results to CPM, upon request.

2.2.3.14. Respond to audit requests from outside agencies, and facilitate unit responses when required.

2.2.3.15. Ensure that subordinate units execute a MORD for recording the obligation of ground service charges at the beginning of the fiscal year and be properly maintained through the fiscal year and adjusted accordingly for all known still outstanding billing of charges by 15 Sep or date as established by local procedures.

2.2.3.16. Follow guidance from Headquarters Air Force, Deputy Chief of Staff, Operations (AF/A3) on collecting from WRDCOs unbilled aviation fuel data by 15 Sep annually. If fuel is not centrally managed, the WRDCO will follow their MAJCOM financial management guidance on establishing an end of fiscal year aviation fuel MORD.

2.2.3.17. For CAM managed accounts, collect and forward any projected and known end of fiscal year unbilled fuel charges from WRDCOs to the HQ AFMC/FMM CAM office organization box ([AFMC.CAM.FLYHRS@us.af.mil](mailto:AFMC.CAM.FLYHRS@us.af.mil)) no later than 15 Sep annually. (T-0). Based on this information, Centralized Asset Management (CAM) will process an end of fiscal year MORD to cover unbilled aviation fuel charges.

2.2.3.18. Validate units are reconciling all aviation fuel transactions and AIR Card® ground services and are completing the required Monthly Validation Memorandum and transaction report on a monthly basis.

### **2.3. Centralized Asset Management (AFMC/FMM).**

2.3.1. Monitor financial systems to ensure that any aviation fuel charges from prior fiscal years are not paid with current fiscal year funds.

2.3.2. Research rejected interfund bill accounting line item information provided by Defense Finance & Accounting Service (DFAS), and provide correct funding addresses if the rejects are found to be valid flying hour fuel expenses.

2.3.3. At the end of the fiscal year, uses historical data and the average daily burn rate, along with the amount of unbilled aviation fuel charges provided by the MAJCOMs from their subordinate units, to execute a MORD with sufficient funds to cover all unbilled aviation fuel charges.

### **2.4. Tanker Airlift Control Center (TACC).**

2.4.1. Mission Planning. Consider sources and availability of fuel when planning off-station missions, and use U.S. military fuel resources and related services whenever possible. Follow the priorities in [Chapter 3](#) during mission planning and utilize the fixed-base operator (FBO) locator provided by DLA Energy. (T-0).

2.4.2. Passenger Flight Contingencies. Air Force aircraft often fly missions where passengers are in a status rendering them ineligible for per diem payments. If this type of mission is

funded by the Transportation Working Capital Fund and must make an unplanned stop, TACC has the authority to approve expenses for passenger provisions (for example, food, lodging and transportation). The aircrew will NOT charge these provisions against the AIR Card®. If another form of payment is not provided for aircrew to use, passengers will fund these charges and seek reimbursement from the unit flying the mission. Aircrew will track the reimbursable charges and notify their financial office for monitoring reimbursements. (T-3).

**2.5. Wing Commander or Equivalent.** The wing commander is responsible for the financial resources used to refuel a wing's aircraft regardless of the funding source. Therefore, the wing commander is ultimately responsible for ensuring that refueling expenditures are monitored, tracked, and reconciled against the current financial systems. Wing commanders of tanker assigned units are also responsible to ensure that the Air Force is appropriately reimbursed for any fuel provided via in-flight refueling. Therefore, wing commanders will do the following:

2.5.1. Oversee the wing AIR Card® Program. (T-0).

2.5.1.1. Appoint in writing a primary and an alternate WRDCO. (T-0). The WRDCO must be an Air Force member or a DoD civilian. (T-0). The WRDCOs will serve as the AIR Card® primary and alternate AOs. The wing commander or equivalent, in writing, may delegate appointment authority to the appropriate group commander. (T-3).

2.5.1.2. Ensure that wing AIR Card® accounts have a primary CO appointed from the Comptroller's Squadron. (T-0).

2.5.1.3. All AIR Card® accounts will maintain separate, trained individuals in the AO and CO roles. (T-0). These individuals will actively execute the duties prescribed in this instruction. (T-0). DLA Energy has the ability to suspend accounts for non-compliance.

2.5.1.4. Ensure that all aircrew members who are AIR Card® users comply with AIR Card® training requirements. (T-0).

2.5.1.4.1. Ensure accountability and proper card use. All AIR Card® users must understand proper procedures when purchasing fuel or ground services. Improper use may result in DLA Energy suspending the account. (T-0).

2.5.1.4.2. When mission planning is performed, ensure mission planners and aircrews use the into-plane, AIR Card® and ground service provider list. (T-0). The FBO Locator is provided by DLA Energy.

2.5.1.5. Ensure the unit executes a MORD with the supporting Defense Finance & Accounting Service (DFAS) location to cover non-fuel purchases made with the AIR Card®. (T-0).

2.5.1.6. If account(s) become delinquent, prompt payment to alleviate delinquency is required. Review protocols to prevent further delinquency. Delinquent accounts may be subject to suspension from DLA Energy program management office.

2.5.2. For units whose fuel is not centrally paid by CAM or another fund holder, ensure the AIR Card® holders execute a MORD with the supporting DFAS location to cover fuel purchases, and that there are sufficient funds at the end of the fiscal year to cover unprocessed fuel purchases.

2.5.3. For units whose fuel is centrally purchased by CAM or another fund holder, ensure the AIR Card® AO informs the MAJCOM of unprocessed fuel purchases by 10 Sep annually.

2.5.4. Publish written guidance which:

2.5.4.1. Defines where and when aircrew turn in AF Forms 664, *Aircraft Fuels Documentation Log* or equivalent forms and receipts from off-station transactions, and how the receipts and completed AF Forms 664, *Aircraft Fuels Documentation Log* or equivalent forms are provided to the WRDCO. (T-2).

2.5.4.2. Will ensure ground service invoices are validated by the AO and forwarded to DFAS by the CO within seven days after receipt of the invoices and source documents. (T-0).

2.5.4.3. Defines the process for accurately recording, verifying, and entering in to the Fuels Manager Defense all inflight issuances of fuel (tanker units). (T-2).

2.5.4.4. Defines the process to verify and submit DD Forms 791, *In-Flight Issue Log*, to base fuels in a timely manner (when applicable). (T-2).

2.5.4.5. Includes geographically separated units (GSUs) that conduct flying operations. (T-2).

2.5.5. Wing commanders that are over wings conducting tanker missions will ensure inflight refueling procedures are well established with controlled document procedures. (T-0).

2.5.5.1. Directs pilot and boom operator training to correctly identify and document receivers for accurate reimbursement. (T-2).

2.5.6. Ensure the WRDCO maintains information pertaining to off-station refueling procedures in the Flight Crew Bulletin. (T-3).

## 2.6. Deployed Wing Commanders.

2.6.1. Will establish supplemental procedures to ensure all fuel and ground service receipts are inventoried and are returned to each aircraft's home station. (T-0).

2.6.2. Will ensure DD Forms 791 from tanker missions are inventoried and returned to the tanker's home station. (T-0).

**2.7. Geographically Separated Unit Commanders.** Commanders of GSUs that conduct flying operations have the same fiscal responsibilities for their units as wing commanders (**paragraph 2.5**). (T-1). The GSU commander is responsible for ensuring unit refueling expenditures are monitored, tracked, and reconciled. (T-1). Commanders of tanker units also are responsible for seeing that the Air Force is promptly reimbursed for fuel provided during inflight refueling. (T-1). GSU commanders will:

2.7.1. Appoint in writing a primary and alternate refueling document control officer (RDCO). (T-0).

2.7.2. Ensure the unit executes a MORD with the supporting DFAS location to cover nonfuel purchases. (T-0). If account(s) become delinquent, prompt payment to alleviate delinquency is required. (T-0). Review protocols to prevent further delinquency. (T-0). Delinquent accounts may be subject to suspension from DLA Energy.

2.7.3. For units whose fuel is not centrally paid by CAM or another fund holder, ensure the unit executes a MORD with the supporting DFAS location by the end of the fiscal year to cover unprocessed fuel purchases. **(T-0)**.

2.7.4. For units whose fuel is centrally purchased by CAM or another fund holder, ensure the unit informs the MAJCOM of unprocessed fuel purchases by 10 Sep annually. **(T-0)**.

2.7.5. When mission planning is performed locally, ensure mission planners and aircrews use the into-plane, AIR Card® and ground service provider list during mission planning. **(T-0)**. FBO Locator is provided by DLA Energy. Ensure refueling sources selected for all flights are consistent with conservation and mission requirements. **(T-1)**.

2.7.6. Ensure that all aircrew personnel understand proper procedures when purchasing fuel or ground services off-station. **(T-0)**.

2.7.6.1. Ensure accountability and proper card use. **(T-0)**.

2.7.6.2. All AIR Card® users must understand proper procedures when purchasing fuel or ground services. **(T-0)**. Improper use may result in DLA Energy suspending the account.

2.7.7. Ensure the maintains information pertaining to off-station refueling procedures in the Flight Crew Bulletin. **(T-3)**.

2.7.8. Oversee the unit AIR Card® Program when no wing support is available from home station or deployed location – all **paragraphs in 2.5** will apply.

2.7.8.1. Ensure that all AIR Card® users comply with DLA Energy, AIR Card® User training requirements. **(T-0)**.

2.7.8.2. Ensure accountability of proper card use. **(T-0)**.

2.7.9. Establish in writing and enforce guidance that does the following:

2.7.9.1. Defines where and when aircrew turn in AF Forms 664 and receipts from off-station transactions, and how the receipts and completed AF Forms 664 are provided to the RDCO who will coordinate with the WRDCO.

2.7.9.2. Ensures all ground service invoices are signed, validated and certified by the RDCO and forwarded to DFAS by the CO within seven days after receipt of the invoices and source documents. Monitors payment to ensure DFAS pays and submits corrections to CO, if notified of errors.

2.7.9.3. Defines when and where tanker crews turn in DD Forms 791 (when applicable).

2.7.9.4. Defines the process for accurately recording, verifying, and entering in the Fuels Manager® Defense all in-flight issuances of fuel (tanker units).

**2.8. Operations and Maintenance Group or Squadron Commanders or Equivalent.** Establish written procedures to ensure that personnel do the following:

2.8.1. Ensure AIR Cards® are maintained on each aircraft. **(T-0)**.

2.8.2. Notify the WRDCO when an assigned aircraft is sent to depot or transferred to another base/command. **(T-0)**. Provide the WRDCO with the tail number of the aircraft, date and time the aircraft transferred to depot status or when transferred to another base/command. **(T-0)**. The date of transfer in the REMIS is the date that is required by the WRDCO. Update aircraft

change in the Integrated Maintenance Database System (IMDS) or in Core Automated Maintenance System (CAMS) for Mobility IMDS and CAMS for mobility are also known as G054 and G081, respectively.

2.8.3. Notify the WRDCO when a new aircraft is received or when an AIR Card® is lost, misplaced or damaged. **(T-0)**. Provide the WRDCO with the mission design series (MDS) and the eight-digit tail number. Update aircraft ownership in IMDS or G081.

2.8.4. Ensure that aircrew are annotating all charges from refueling documentation (for example, fuel receipts and ground service documentation) onto the AF Form 664 and placing all documents and forms on board any aircraft that is serviced away from home-station. **(T-0)**. The aircrew will provide the WRDCO with all AF Forms and refueling upon return or in accordance with local operating instruction. **(T-3)**.

2.8.5. Ensure all assigned maintenance members who are authorized to sign for AIR Card® charges complete the DLA Energy, AIR Card® User training and sign the AIR Card® user Statement of Understanding (SOU). **(T-0)**. Prior to signing for AIR Card® charges, the members must provide the WRDCO with their training completion date and signed SOU. **(T-0)**. SOU templates have been provided by DLA Energy and will also include AIR Card® accounts that users are authorized to charge against, completion date of DLA Energy, AIR Card® user training, and dates user and AIR Card® Accountable Official (AO) have signed. **(T-0)**.

2.8.6. Document all DLA Energy, AIR Card® user training in IMDS or G081, will provide the WRDCO with a monthly roster of user's current training dates. **(T-0)**. Users must complete AIR Card® user training every three years, in accordance with DLA Energy policy. **(T-0)**.

2.8.7. Ensure aviation fuel tank custodians provide the WRDCO with receipts and AF Forms 500, *Daily and Weekly Fuel Record*, by the 30<sup>th</sup> of each month. **(T-0)**.

**2.9. Wing Refueling Document Control Officer (WRDCO).** The AF has chosen the duty title of WRDCO to encompass all duties assigned. DLA uses the term Accountable Official (AO) and this term will be used when addressing DLA for AIR Card® matters. When referring to squadrons, flights, GSUs and detachments use the term RDCO to identify the level of control below the wing. The responsibilities for the positions are the same, although the scope of responsibility may differ depending on organizational structure. In this instruction, the terms may be used interchangeably. WRDCOs/RDCOs will:

2.9.1. The unit primary and alternate WRDCOs will also serve as the primary and alternate AOs for the AIR Card® and complete the AO duties as well as any additional duties assigned by this AFI, MAJCOM supplements, etc. In no way are the primary and alternate WRDCOs to be appointed as the CO for the AIR Card®.

2.9.2. Upon appointment, WRDCOs will send the following documentation to their MAJCOM APC for review: Completed WRDCO Appointment letter (both primary and alternate must be listed). **(T-0)**. U.S. Government AIR Card® Accountable Official Nomination Form. **(T-0)**. Completed DD Form 577, *Appointment/Termination Record – Authorized Signature*. **(T-0)**. DLA Energy, AIR Card® Accountable Official training certificate (and every 3 years thereafter, in accordance with DLA Energy Policy). **(T-0)**. This documentation must be retained by the WRDCO. **(T-0)**. The WRDCO appointment letter,

AIR Card® Accountable Official Nomination form and training certificate will be retained until superseded or until the WRDCO has been removed from the position. **(T-0)**. The DD Form 577 must be retained for 10 years from termination. **(T-0)**.

2.9.2.1. Once documents have been accepted by the Component Program Manager (CPM), WRDCOs will also complete registration within the AIR Card® Electronic Access System. **(T-0)**. WRDCOs will use this system to monitor, order and transfer all AIR Cards®. **(T-0)**.

2.9.2.2. In addition to DLA Energy AIR Card® Accountable Official training, WRDCOs will also complete every three years, FOB 105, Financial Management Body of Knowledge, and any other prescribed Accountable Official training in relation to their duties. **(T-0)**.

2.9.2.3. WRDCOs will contact their MAJCOM APC for all refueling and ground service issues that cannot be resolved at the local level and requires elevation. **(T-0)**.

2.9.3. Will verify Authorized AIR Card® users complete required DLA Energy, AIR Card® User training every 3 years, in accordance with DLA Energy policy, and have signed AIR Card® program Statement of Understanding (SOU) documents. **(T-0)**. SOU templates have been provided by DLA and will also include AIR Card® accounts that users are authorized to charge against, completion date of DLA Energy, AIR Card® User training, and dates user and AIR Card® AO have signed.

2.9.4. WRDCOs will review the DLA Energy AIR Card® Program SharePoint® site which contains DLA current policy and forms. **(T-0)**. The AIR Card Program SharePoint site will be provided to all AIR Card® COs and users. **(T-0)**.

2.9.5. When mission planning is performed locally, ensure mission planners and aircrews use the into-plane, AIR Card® and ground service provider list during mission planning. **(T-0)**. FBO Locator is provided by DLA Energy.

2.9.6. WRDCOs must have access to the following systems: AIR Card® Electronic Access System, DLA Energy External Enterprise Business Portal (EEBP), Commanders' Resource Integration System (CRIS) and Reliability and Maintainability Information System (REMIS). **(T-0)**.

2.9.7. Upon request, WRDCOs will forward copies of source documents to the appropriate WRDCO if staging or servicing aircraft are not assigned to the wing.

2.9.8. Receive, audit and track all aviation fuel and ground services receipts from aircrews. **(T-0)**. Accurately record and track aviation fuel and ground service charges, validate billings for payment, and perform necessary documentation follow up. **(T-0)**.

2.9.9. Validate the accuracy of all aviation fuel transactions against the monthly DLA Energy EEBP report with source document. **(T-0)**. Initiate corrective action to resolve any discrepancies (for example, duplicate charges). **(T-0)**

2.9.9.1. The DLA Energy EEBP report contains all refueling transactions: home station, DoD locations, foreign government and commercial. WRDCOs will ensure all supporting documentation is signed by an authorized AIR Card® user as received. **(T-0)**.

2.9.9.2. Research and dispute aviation fuel errors found in line items of the DLA Energy EEBP report. **(T-0)**.

2.9.10. Complete a memorandum, on a monthly basis, that confirms validation of the accuracy of the DLA Energy EEBP report (aviation fuel). **(T-0)**. Attach the EEBP report used to reconcile aviation fuel to the monthly memorandum, annotating against the transactions, receipts filed, missing receipts, aircraft deployed, transactions disputed. **(T-0)**.

2.9.10.1. The WRDCO will retain the signed and dated memorandum and attached EEBP report for 10 years. **(T-0)**.

2.9.10.2. Additions may be updated to this report as deployed aircraft return to home station, disputes are corrected, or missing receipts are provided. The WRDCO will update pending transactions until resolved. The WRDCO does not need to re-sign the monthly memorandum after all pending transactions have closed.

2.9.11. Monitor financial system standard transaction history report to ensure there are no discrepancies between billing and what is expended. **(T-0)**.

2.9.12. Initiate corrective action with agencies to ensure credit transactions are processed for erroneous charges. **(T-0)**.

2.9.13. Follow up on unbilled charges to monitor timely and accurate billing. **(T-0)**.

2.9.14. Retain all AIR® Card delivery receipts, invoice supporting documentation, and source documentation for 10 years. **(T-0)**.

2.9.15. Maintain a list of aircraft by MDS and report any changes to the AIR Card® contractor and DLA Energy. **(T-0)**. The list must identify the fuel capacity of the MDS, and if applicable, the capacity of any external fuel tanks. **(T-0)**. The AIR Card® Aircraft Inventory Form is located at the DLA Energy AIR Card® program website.

2.9.16. Will verify each assigned aircraft has the appropriate AIR Card®, inventory AIR Cards® monthly and provide aircrew with WRDCO and DLA contractor information in order to report lost or stolen cards. **(T-0)**.

2.9.17. Forward unbilled and projected fuel purchase data to the MAJCOM APC no later than 10 September of each year. **(T-0)**. The MAJCOM APC must submit this data to the HQ AFMC/FMM CAM office organization box ([AFMC.CAM.FLYHRS@us.af.mil](mailto:AFMC.CAM.FLYHRS@us.af.mil)) no later than 15 September of each year. **(T-0)**. CAM will process an end of fiscal year MORD to cover unbilled and projected aviation fuel charges based on this information. **(T-0)**. This only applies if the unit's fuel is centrally funded by CAM, which the MAJCOM APC can verify, if in doubt. For non-CAM units that have centrally funded aviation fuel, forward unbilled and projected aviation fuel charges to the MAJCOM APC or fund holder no later than 10 September of each fiscal year. **(T-0)**. This allows the non-CAM MAJCOMs or fund holders to process an end of fiscal year MORD to cover unbilled charges.

2.9.18. Follow local guidance in establishing a MORD for recording the obligation of ground service charges at the beginning of the fiscal year (FY) and be properly maintained through the FY and adjusted accordingly for all know still outstanding billing of charges by 15 Sep or date as established by local policy. **(T-0)**.



2.9.19. When a unit's aircraft transfers to a different unit, it is the responsibility of the WRDCO from the losing unit to transfer the AIR Card® to the gaining unit via the AIR Card® website. **(T-0)**. The WRDCO must verify the transfer in REMIS, using the date of transfer and include the gaining unit's AIR Card® line of accounting, which can be obtained from the gaining unit's WRDCO. **(T-0)**.

2.9.20. Assist the CPM and the MAJCOM APC with resolving AIR Card® deficiencies. **(T-0)**.

2.9.21. Advise local commanders on all aspects of the AIR Card® program, local aviation fuel accounting and inflight refueling secondary sales procedures, if applicable.

2.9.22. Provide local commanders technical assistance on fuel, accounting, and operational requirements on the AIR Card® program as needed.

2.9.23. The AO will validate the accuracy of AIR Card® invoices against source documents; and forward them to the AIR Card® CO to pay for all incurred ground servicing charges. **(T-0)**. The AO will follow up with the local resource advisor and/or finance office to ensure that the invoices are paid by DFAS in a timely manner. **(T-0)**.

2.9.23.1. AIR Card® invoices may have charges, such as value-added taxes, that are not included on the source documentation. WRDCOs must review to ensure taxes are authorized and not exempt. **(T-0)**. WRDCOs will follow local, MAJCOM, AF/A3T and DLA guidance concerning exemptions and authorized taxes. **(T-0)**.

2.9.23.2. The WRDCO must review the merchant receipt immediately in order to determine if charges are authorized and correct. **(T-0)**. Receipts that do not have detailed charges and prices included, may be uploaded in the AIR Card® Electronic Access System and if available, will be downloaded for review and retention. **(T-0)**. If not uploaded to the AIR Card® Electronic Access System, contact the DLA Energy AIR Card® Contractor to obtain a copy of the merchant receipt. **(T-0)**. Failure to comply with DLA policy may result in the AO or CO suspension from the AIR Card® program or suspension of AIR Cards®.

2.9.23.3. AOs must notify their commander, MAJCOM APC and CPM immediately if AIR Card® suspension of AO, CO or AIR Cards® occurs. **(T-0)**.

2.9.23.4. AOs must review ground service charges that appear to be excessive. Contact the DLA Energy AIR Card® Contractor for assistance with vendor's excessive pricing. **(T-0)**.

2.9.24. Use approved checklists provided by DLA, AF/A3T and MAJCOMs as a guide for an effective program.

**2.10. Wing Comptroller Squadron.** In accordance with existing financial management guidance, the Wing Comptroller will appoint a primary and alternate AIR Card® CO to perform the functions of the AIR Card® CO. **(T-0)**. The Comptroller will provide applicable CO training to those appointed and monitor progression. **(T-0)**.

2.10.1. COs will complete initial DLA Energy, AIR Card® Accountable Official training when appointed; complete refresher training at least once every 3 years, in accordance with DLA Energy policy. **(T-0)**. Provide the DLA Energy, AIR Card® Accountable Official training certificate and DD Form 577, *Appointment/Termination Record – Authorized*

*Signature*, to the MAJCOM APC for validation. COs will retain the DD Form 577, *Appointment/Termination Record – Authorized Signature*, for 10 years from termination. **(T-0)**. COs will register and maintain a current profile within the AIR Card® electronic access system, per DLA Energy policy. **(T-0)**.

2.10.2. Will verify that all applicable financial training is completed by AIR Card® AOs and COs, and members are briefed on their financial liability when signing and acknowledging appointment on the DD Form 577, *Appointment/Termination Record – Authorized Signature*. **(T-0)**.

2.10.3. Execute a MORD with the supporting DFAS Accounting Liaison Office to pay for non-fuel charges. Ensure MORDs are executed with enough funds to cover charges for an entire fiscal year. **(T-0)**. Verify that the MORD is processed and recorded in the accounting records at the beginning of the fiscal year. **(T-0)**. Monitor the MORD to verify that it is reduced as the outstanding charges are processed. **(T-0)**. Confirm that any residual funds after all transactions have cleared are de-obligated. **(T-0)**.

2.10.4. For units that are not centrally funded by CAM or fund holder, execute a MORD with DFAS at the end of the fiscal year to pay for unbilled fuel charges. **(T-0)**. Will verify that the MORD is processed and recorded in the accounting records prior to the end of the fiscal year. **(T-0)**. Monitor the MORD to ensure that it is reduced as the outstanding charges are processed. **(T-0)**. Verify that any residual funds after all transactions have cleared are de-obligated. **(T-0)**.

2.10.5. The CO will make every effort to process payment to DFAS within the prescribed time to prevent the account becoming delinquent.

2.10.6. The CO will monitor payments to DFAS, taking immediate action to resolve any rejected documents. Notifying the AOs, receiving corrected documentation and resubmitting to DFAS should take no longer than five business days.

2.10.6.1. Upon an AIR Card® account reaching delinquent status, the CO will notify the AIR Card® contractor and MAJCOM APC immediately with explanation for delinquency and expected date of payment. Follow-up when payment has been made. Prompt payment to alleviate delinquency is required. Review protocols to prevent further delinquency.

2.10.6.2. Delinquent accounts may be subject to suspension from DLA Energy.

2.10.7. Will file all documents in a permanent file plan in a manner that would allow easy research should a problem or an audit occur. **(T-0)**.

**2.11. Pilot in Command (PIC) or Aircraft Commander (AC).** Even if the PIC/AC did not personally oversee the aircraft refueling process, the PIC/AC has the overall responsibility for all actions associated with the aircraft. The PIC/AC is responsible for ensuring all refueling transactions (to include issuances of fuel from tanker missions) are completely and accurately recorded on the appropriate forms and that all source documentation, to include receipts, are retained. All pilots are considered to be AIR Card® users and must fulfill all associated responsibilities. **(T-0)**. All PIC/ACs shall:

2.11.1. Ensure AIR Card® users complete the DLA Energy, AIR Card® User training and Statement of Understanding (SOU), providing date of training and signed SOU to the

WRDCO. (T-0). Training will be completed every three years, in accordance with DLA Energy policy. (T-0).

2.11.2. Consider sources and availability of fuel when planning off-station missions and use U.S. military fuel resources and related services whenever possible. (T-0). Follow the priorities in [Chapter 3](#) during mission planning.

2.11.3. Verify that all purchases of fuel and ground services are completely and accurately recorded in accordance with [Chapter 4](#). (T-0).

2.11.4. Follow local procedures for turning in AF Forms 664 and DD Forms 791, including all receipts for fuel, inflight refueling secondary sales and ground service transactions, upon returning an aircraft to its home-station. (T-0).

**2.12. AIR Card® Users.** Regardless of the method used (to include in-flight refueling), aircrew who authorizes an off-station refuel or the servicing of an aircraft becomes a purchasing agent of the United States Air Force. The authorized AIR Card® user's signature as purchaser documents the receipt of supplies and services and obligates the United States Government to pay all charges on the receipt. Compliance with DoD and Air Force Standards for ethical conduct is mandatory. (T-0). All AIR Card® users are held responsible to the government for any transaction not made for official government use. All AIR Card® users shall:

2.12.1. Follow the guidelines outlined in [Chapter 4](#) when purchasing mission essential items.

2.12.2. Verify receipt documentation accurately reflects supplies and services rendered and contains only authorized charges found on the DLA Energy AIR Card® Authorized Charges listing. (T-0). All receipt documentation must have the user's printed name, date and signature. (T-0). Aircrew will record all purchases on the AF Form 664, regardless of whether the vendor provides a receipt. (T-0). If a vendor refuses to provide a receipt, will document the point-of-sale information by whatever means possible and store the documentation in the AF Form 664 and retain all receipts. (T-0). Aircrew will report the situation to the WRDCO upon return. (Contracted vendors are to provide receipts in accordance with the terms of their contract).

2.12.3. Complete initial DLA Energy, AIR Card® User training before using the card; complete refresher training at least once every 3 years, in accordance with DLA Energy policy. (T-0).

2.12.3.1. Sign AIR Card® program Statement of Understanding (SOU). (T-0). AIR Card users will forward a copy to WRDCO. SOU templates have been provided by DLA and will also include AIR Card® accounts users are authorized to charge against, completion date of DLA Energy, AIR Card® User training, and dates user and AIR Card® AO have signed. (T-0).

2.12.3.2. Training and an example SOU may be found on DLA Energy AIR Card® SharePoint® site.

2.12.4. Review all policies, procedures and record-keeping requirements for the AIR Card® program and ensure proper use of the AIR Card®. (T-0).

## Chapter 3

### PRIORITY FOR FUEL RESOURCES

**3.1. Priority for Fuel Resources.** All Mission Planners must consider sources and availability of fuel when planning off-station missions and will use U.S. military fuel resources and related services whenever possible due to significant cost savings relative to prices charged at commercial contract and non-contract facilities. **(T-0)**. Flight crews will use DLA Energy Into-Plane contract vendors at commercial locations where DLA Energy Into-Plane contract fuel and non-contract services are available. **(T-0)**. Aircrews are authorized to purchase fuel and services from any available source when no DLA Energy Into-Plane contract exists at the commercial locations. Aircrews will use AIR Card® merchants for aviation fuel purchases where available. Aircrews will follow the order of precedent provided by DLA Energy in determining what refueling source to choose. **(T-0)**.

**3.2. DoD Locations.** Refueling support is available at most airfields operated by the Air Force, Army, Navy and Marine Corps. These sources charge the Air Force the DoD standard price for aviation fuel.

#### **3.3. Other Foreign Government Support.**

3.3.1. DLA Energy has different types of agreements with foreign governments that provide for the reciprocal refueling of military aircraft and other vehicles. See Department of Defense Manual (DoDM) 4140.25-V7, *DoD Management of Energy Commodities: Mobility Energy*, Section 12, International Fuel Agreement Procedures, for additional details.

3.3.1.1. Fuel Exchange Agreements (FEAs). Under the terms of FEAs, transactions are documented and periodically exchanged for validation. The party owed is normally reimbursed in fuel. Former Air Force agreements were referred to as Replacement-In-Kind agreements.

3.3.1.2. Offset Billing Agreements. Under the terms of offset billing agreements, transactions are documented and periodically exchanged for validation. The parties determine a net balance owed, which is then reimbursed in cash.

3.3.1.3. Direct Bill Agreements. Direct bill agreements are agreements between DLA Energy and a foreign government where transactions are documented and billed individually or monthly and are paid in cash based upon the invoices submitted by the provider. Direct Bill Agreements are generally the preferred method for reimbursement.

3.3.2. Multinational Agreements. Within the North Atlantic Treaty Organization (NATO), obtain aviation fuel from foreign air forces under NATO Standardization Agreement (STANAG) 3113. Under this STANAG, the host air force services the United States aircraft charging the same price that the host air force charges its own units.

**3.4. Into-Plane Contracts.** DLA Energy negotiates into-plane refueling contracts at many commercial airports. Aircrews must present an AIR Card® for any fuel lift, including non-contract sites. **(T-0)**. Refueling is normally available 24-hours a day, seven days a week unless the contract specifies otherwise. DLA Energy bills the Air Force at a standard contract rate for transactions at these sites and requires fuel quality surveillance from the vendors.

3.4.1. Commercial vendors will not honor an expired AIR Card®. In the event an aircraft's AIR Card® has expired, the aircrew should try to contact the DLA Energy AIR Card® Contractor to obtain a valid AIR Card® account number. If the aircrew cannot obtain a valid card account number, they should use a Standard Form 44, *U.S. Government Purchase Order – Invoice - Voucher*.

3.4.2. The terms of the Into-Plane contracts require payment by the AIR Card®; therefore, if the aircrew does not present a valid AIR Card® for a contract purchase, the purchase will not qualify as a contract delivery at the contract price and will be processed as a local purchase.

3.4.3. The Into-Plane Contract Information System and the Fixed Base Operator (FBO) Locator, both available from the DLA Energy AIR Card® Electronic Access System, contain details on contract fuel vendors, ground services vendors, and vendors that accept the AIR Card®.

**3.5. United States Air Force and Canadian Forces Suspense Account Agreement.** This agreement allows reciprocal servicing of United States Air Force and Canadian Forces aircraft at each other's bases and at both DoD and Canadian bulletin locations. The Canadian bulletin is available on the AIR Card® website as part of the FBO Locator.

**3.6. Non-Contract Purchase at Commercial Airfields.** Aircrews may purchase aviation fuel and ground services on the open market using the AIR Card®. At locations where the AIR Card® is not accepted and time permits, advise the vendor to call the 24-hour customer service line on the back of the AIR Card® to secure an agreement for fuel and services. In the event the vendor will not accept the AIR Card®, aircrews shall use a SF 44 for payment purposes. **(T-0)**. In a few cases, aircrews may use cash to pay for fuel. See [Attachment 2](#) for details regarding cash purchases. DLA Energy bills the Air Force at the standard rate for aviation fuel for transactions at non-contract sites. In addition, DLA Energy does not maintain oversight of fuel quality at these locations.

## Chapter 4

### DOCUMENTING REFUELING TRANSACTIONS

**4.1. Documenting Refueling Transactions.** Regardless of the method of refueling, aircrew will record all off-station aviation fuel transactions on the AF Form 664, which will be printed or attached to an envelope. **(T-0)**. In addition, aircrews will place copies of all vendor receipts and completed DD Forms 1898, *Energy Sale Slip*, in the AF Form 664. **(T-0)**. If a commercial vendor does not provide a receipt, then document all point of sale (POS) information by any means available, place the sale data in the AF Form 664, and record the transaction on the exterior of the AF Form 664. **(T-0)**. AF Form 664 will be retained by the WRDCO for 10 years. **(T-0)**

#### **4.2. Standard Refuels.**

4.2.1. At a minimum aircrew shall be present during aircraft servicing to verify the accuracy of the recorded POS data and to ensure safe performance of the refueling operation. **(T-0)**.

4.2.2. The authorized AIR Card® member shall present the AIR Card® to the refueling personnel for imprinting or swiping of aircraft POS billing data. **(T-0)**. Aviation fuel or services charged without aircrew presentation of an AIR Card® will not be paid by the AIR Card® contractor and shall be processed by the home station CO and/or WRDCO as a local purchase. **(T-0)**.

4.2.3. Aircrew shall ensure that fuel products and ground services are separately, accurately, and legibly recorded on the DD Form 1898, commercial delivery ticket, or other POS ticket. **(T-0)**. The aircrew shall ensure that the date of delivery is also correctly and legibly reflected on the form. **(T-0)**. If asked to pay inappropriate charges, aircrew shall reference the DoD Foreign Clearance Manual (FCM), **Chapter 2**. **(T-0)**.

4.2.4. Aircrew shall ensure that the merchant prints and/or imprints the following minimum POS data on the DD Form 1898 or commercial delivery ticket:

4.2.4.1. Merchant Identification Number or the four-character International Civil Aviation Organization airport identifier (ICAO). **(T-0)**.

4.2.4.2. Aircraft Tail Number or, if applicable, AIR Card® number. **(T-0)**.

4.2.4.3. Purchase date (Julian). **(T-0)**.

4.2.4.4. Fuel Grade. **(T-0)**.

4.2.4.5. Net fuel quantity purchased. **(T-0)**.

4.2.4.6. Any additional charges for additives, call out fees, or applicable taxes (for example, federal, state, local, or airport). **(T-0)**.

4.2.4.7. Overtime charges. **(T-0)**. The merchant shall record start and stop times on the DD Form 1898 or commercial delivery ticket with the total overtime annotated in fractional hours (for example, 1 hour, 15 minutes = 1.25 hours).

4.2.4.8. Unit Price. **(T-0)**.

4.2.4.9. Total dollar per service and fuel. **(T-0)**.

4.2.5. All commercial merchants are authorized to use a customized commercial U.S. Government AIR Card® slip, a DD Form 1898, or a commercial delivery ticket to capture all pertinent POS data. The merchant and aircrew member will both sign the DD Form 1898 or commercial delivery ticket to certify that it accurately describes the purchase transaction. The merchant shall provide a copy of the DD Form 1898 or commercial delivery ticket to the aircrew member. (into-plane contracts require vendors to provide a completed copy of the delivery ticket to the aircrew member.)

4.2.6. The merchant shall transmit POS purchase transaction data to the AIR Card® Contractor for subsequent processing into the DLA Energy AIR Card® Contractor and the Defense Fuels Automated Management System for customer billing.

4.2.7. The merchant should provide the aircrew with an itemized receipt. If the merchant does not provide an itemized receipt, the aircrew member should write “DISPUTED” on the receipt prior to signing.

### **4.3. In-Flight Refueling.**

4.3.1. Tanker units will follow Air Mobility Command (AMC) guidance on manually or electronically documenting inflight refueling off-loads. (T-0). MAJCOMs will develop guidance to ensure that tanker crews complete a DD Form 791 as accurately as possible for each in-flight fueling mission. (T-0). The DD Form 791 must contain enough information that the providing unit can bill the correct unit, service, or country for the fuel. (T-0). In-flight issues will not be consolidated. (T-0).

4.3.1.1. Aircrew will completely record all transactions on the AF Form 664, when an aircraft connects to a tanker in-flight, regardless if they receive fuel. (T-0).

4.3.1.2. The AF Form 664 serves as a source document (i.e., receipt) for aircrews receiving fuel from an inflight refueling.

4.3.2. Conversion factors for fuel grades issued or jettisoned by tanker aircraft are:

4.3.2.1. Grade JP5: 6.8 pounds per gallon.

4.3.2.2. Grade JP8/JAA: 6.7 pounds per gallon.

4.3.2.3. Grade TS1: 6.6 pounds per gallon.

4.3.3. WRDCO must forward any foreign government inflight refueling charges to HQ-AMC-FMFFS for review before validating and forwarding to base fuels office. (T-3).

4.3.4. Headquarters AMC is responsible for processing classified in-flight refueling transactions. These transactions will be processed only after being verified by HQ AMC-TACC/DOOS.

### **4.4. Aircraft Transfers.**

4.4.1. Maintenance personnel at both the losing and gaining units must inform their respective AO of the loss/gain of any aircraft and the effective date of the transfer. (T-0). The AIR Card® remains with the aircraft throughout the transfer.

4.4.2. The WRDCO of the losing unit will use the AIR Card® website to request that the applicable AIR Card® be transferred to the gaining unit. (T-0). The date of transfer has to

match the date in the REMIS. (T-0). In addition, the WRDCO from the losing unit has to update the Line of Accounting information to that of the gaining unit. (T-0).

4.4.2.1. Because of technical limitations with the DLA Energy AIR Card® Contractor, any AIR Card® transactions that occur before the DLA Energy AIR Card® Contractor transfers the AIR Card® in their system will be the financial responsibility of the losing unit, even if the aircraft was transferred in REMIS and the gaining unit flew the mission.

4.4.2.2. In these circumstances, the losing unit should request reimbursement from the gaining unit for those transactions.

#### **4.5. Depot or New Aircraft.**

4.5.1. The AIR Card® will remain on any aircraft departing for maintenance depots (to include both DoD and contractor facilities).

4.5.2. Aviation fuel purchases for aircraft en route to these facilities will be charged to the releasing organization. Product credited from these aircraft prior to start of depot work will be credited to the releasing organization. Upon release from AFMC depots and contract facilities, flyaway sales and sales en route will be charged to the releasing organization. Fuel charges incurred during depot repair or modification shall be billed to the AFMC depot or contracted facility.

4.5.3. Sales of aviation fuel to new production aircraft en route to their first USAF assignment base will be billed to their gaining home-station. The gaining organization must ensure that the correct information is in the EEBP system to pay for any such fuel transactions. (T-0).

4.5.4. Charges will continue to accrue against the releasing organization until the aircraft has been transferred and accepted by the gaining organization in REMIS and the AIR Card® transferred successfully in the AIR Card® Electronic Access System. Follow AIR Card® transfer procedures 4.4. Aircraft Transfers.

**4.6. Deployed Aircraft.** While deployed, aircrews will follow the same procedures in this chapter to document refueling transactions as in garrison.

#### **4.7. Retiring Aircraft.**

4.7.1. When retiring an aircraft, the designated aircrew representative will present the AIR Card® to the representative of the 309th Aerospace Maintenance and Regeneration Group (AMARG). (T-0).

4.7.2. The AMARG representative will photocopy the front side of the AIR Card® into the appropriate box on the termination form. (T-0).

4.7.3. The designated aircrew representative will sign the form indicating that the AIR Card® has been turned over to the AMARG representative. (T-0).

4.7.4. The AMARG representative will destroy the AIR Card®, then print and sign name. (T-0). Once the form is complete, the AMARG representative will fax a copy to the AO identified on the termination form, provide a copy to the aircrew, and keep one with the aircraft records. (T-0).

4.7.5. The AO will ensure that the crew ferrying the aircraft to AMARG turns the AIR Card® in and returns a copy of the termination form. (T-0).



4.7.6. If the AIR Card® has a different serial number than the aircraft, the AMARG representative will return it to the aircrew. **(T-0)**. The representative will annotate in the space reserved for the AIR Card® photocopy that the aircrew did not arrive with the correct card, then provide the aircrew a copy of the form, fax a copy to the AO identified on the termination form, and file a copy of the form with the aircraft records. **(T-0)**

4.7.7. The AMARG representative will contact the CPM with serial number and destroyed AIR Card® number. **(T-0)**.

4.7.7.1. The CPM will remove the AIR Card® and Serial number from the AIR Card® Electronic Access System. **(T-0)**.

4.7.7.2. Once removed from the AIR Card® Electronic Access System, the CPM will notify the AF Petroleum Office of retired aircraft serial number. **(T-0)**.

## Chapter 5

### THE AIR CARD® PROGRAM

**5.1. The AIR Card® Program.** The U.S. Government AIR Card® is a commercial purchase card that USAF personnel use to obtain fuel, fuel-related supplies, and ground services at military facilities, DLA Energy Into-plane contract sites or noncontract locations. Vendors can electronically swipe the AIR Card®, make a mechanical imprint, or hand-scribe it onto a commercial delivery ticket or a DD Form 1898. The AIR Card® is the only charge card which USAF personnel are authorized to use to purchase aviation fuel, fuel-related supplies and ground services for USAF-owned aircraft. **(T-0)**. Its use is mandatory at all DLA Energy Into-Plane contract locations that accept the AIR Card®. **(T-0)**. AIR Cards® are assigned to aircraft -- not individuals. Each AIR Card® must remain with the aircraft whose tail number is embossed upon it. **(T-0)**. Only USAF military and civilian personnel are authorized users of the AIR Card®. Contract personnel are not authorized to be AIR Card® users.

#### **5.2. AIR Card® Program Hierarchy.**

5.2.1. Level 1: DoD. DLA Energy is the overall program manager for the US Government AIR Card®.

5.2.2. Level 2: HQ USAF. Headquarters, Air Force, is the USAF CPM for the AIR Card®.

5.2.3. Level 3: MAJCOM. Each MAJCOM establishes an APC to oversee the wing AIR Card® programs within that MAJCOM.

5.2.4. Level 4: Wing. Each wing commander appoints a WRDCO to oversee the AIR Card® program for the wing.

**5.3. Opening New Accounts and Closing Active Accounts.** To open a new AIR Card® account, the AO will download the Accountable Official enrollment package from the US Government AIR Card® Program page at the DLA Energy SharePoint and complete it according to the included instructions. **(T-0)**. All accounts prior to activation must have both an AO and CO appointed who must remain current through the duration of appointment. **(T-0)**. To close an active account, the outstanding balance on all associated cards must be zero. **(T-0)**. The AO can then request that the DLA Energy AIR Card® Contractor terminate the account.

**5.4. Authorized Products and Services.** AIR Card® users may purchase fuel products and related ground services in direct support of the aircraft and/or the mission. The AIR Card® will not be used to purchase any goods or services for which the travel card is authorized (for example, aircrew transportation to/from the terminal and lodging facilities); the travel card must be used for such purchases. **(T-0)**.

5.4.1. Aircrew may use the AIR Card® for purchasing fuel at an aircraft's home station.

5.4.2. When a unit shares facilities with a commercial airport, the unit may use the AIR Card® to purchase both fuel and ground services for its aircraft, provided that the AIR Card® Contractor has an AIR Card® agreement in place with the vendor.

**5.5. Unauthorized Use of the AIR Card®.** AOs will exercise due diligence in managing AIR Card® cards issued to their unit. **(T-0)**.

5.5.1. Purchases made using the AIR Card® at DLA Energy Into-Plane contract sites and commercial locations must comply with Executive Order 12731 and the DoD Charge Card Guidebook Appendix F, "Unique Business Rules for AIR Card® Programs." (T-0).

5.5.2. Misuse of the AIR Card® includes any use at establishments or for purposes that are inconsistent with DoD official business or applicable governing regulations. Misuse includes the illegal acceptance of gratuities. Transactions for aircrew meals, food, beverages, and alcohol are strictly prohibited. (T-0). Do not use the AIR Card® for purchases where the government travel card is authorized. (T-0). Additionally, aircrews are not authorized to accumulate or earn points or rewards that may be commercially offered by merchants for any AIR Card® purchases.

5.5.3. AOs, resource advisors, commanders, or other program personnel shall immediately investigate and report any suspected card misuse to the appropriate local investigative office and CPM. (T-0). To assist in identifying inappropriate charges at foreign locations, AOs shall consult the Foreign Clearance Manual and country-specific Foreign Clearance Guide. (T-0). The Foreign Clearance Manual provides guidance on charges that are not applicable to state aircraft, as well as information regarding reasonable charges. The country-specific Foreign Clearance Guide cannot provide definitive information on every fee or tax that may be charged at an airport, but can assist users in determining the legitimacy of those charges. If users suspect unreasonable or inappropriate charges, reference the Foreign Clearance Manual for appropriate action. Executive Order 12731 prohibits misuse of government positions and resources. Failure to observe the prohibitions and mandatory provisions of this paragraph is a violation of Article 92 of the UCMJ.

## 5.6. Accounts Payable.

5.6.1. The Prompt Payment Act requires the U.S. Government to pay its debts to commercial vendors within 30 days of the date of the invoice or incur interest charges. Therefore, units should make every effort possible to pay AIR Card® invoices within 30 days. If the unit needs copies of transaction receipts in order to verify the charges on an invoice, it can request copies of those receipts from the AIR Card® Contractor or the AIR Card® website.

5.6.2. The processes for billing and payment are different for fuel and ground services. The DLA Energy AIR Card® Contractor passes fuel bills from vendors on an Into-Plane contract directly to DLA Energy for payment. The DLA Energy AIR Card® Contractor pays non-contract fuel vendors and then bills DLA Energy. DLA Energy certifies that appropriated funds are available for payment, transmits the billing data to the DFAS for payment, and enters fuel-billing information into the DLA Energy Enterprise Business System.

5.6.3. DFAS uses the Military Standard Billing System (MILSBILLS) to bill the Air Force for the fuel. Units whose fuel is paid through Transportation Working Capital Fund are billed directly. For ground services, the AIR Card® Contractor bills the Air Force unit that received the service. The WRDCO compares the charges with receipts, and the CO certifies that the charges are correct and forwards the bill to DFAS for payment. DFAS then pays the bill. The AIR Card® Contractor separates fuel purchases from non-fuel purchases on AIR Card® invoices. For the fuel portions, DLA Energy San Antonio acts as the certifying office, and DFAS uses the MILSBILLS process to make payments. For the non-fuel portions, each incurring unit is the certifying office, and the appropriate DFAS office for the unit is the paying

office. Individual units should continue processing the non-fuel portion of their invoice from the AIR Card® Contractor through their established channels.

5.6.4. AIR Card® COs will use a MORD to fund non-fuel charges. **(T-0)**. Invoices for ground services will be paid in full, unless any disputes are noted.

5.6.5. Two different DFAS operating sites handle miscellaneous (non-fuel) AIR Card® charges for the Air Force.

5.6.5.1. The following active and reserve sites will submit payments to DFAS-Columbus: Arnold, Dobbins, Schriever, Kirtland, Rome Labs, Hill, Patrick, Warner Robins, Peterson, Buckley, Vandenberg, Eglin, Kelly, Brooks, Tinker, Wright Patterson, Edwards and Los Angeles. **(T-0)**. In addition, the following ANG sites will submit payments to DFAS-Columbus: Mansfield, Fort Wayne, Great Falls, Cheyenne, Buckley, Fresno, Channel Island, Salt Lake City, Moffet Field, New Mexico, and Springfield IL, and Springfield, OH. **(T-0)**. Payments to DFAS-Columbus may be faxed to 866-244-2894.

5.6.5.2. All other USAF sites will submit payments to DFAS-Limestone. **(T-0)**. Payments to DFAS-Limestone may be faxed to DSN 869-2608 or emailed to [dfas-li-fpd@dfas.mil](mailto:dfas-li-fpd@dfas.mil).

5.6.6. The WRDCO will clearly stamp, write or type the following items on page one (or page two if there is not enough room on page one) of the AIR Card® Invoice:

5.6.6.1. “Received on” and the date the invoice was physically received. **(T-0)**.

5.6.6.2. “Accepted on” and the date the invoice was accepted as accurate (charges have been validated). **(T-0)**. This may be combined with the above in a single statement (for example, “Received and accepted on”).

5.6.6.3. The Accepting Official’s name, office symbol, address, and phone number. **(T-0)**.

5.6.6.4. The Standard Document Number(s) and the MORD used for payment. **(T-0)**. If using more than one MORD to pay the invoice, indicate the amount to pay from each standard document number(s).

5.6.6.5. The amount requested for payment (“AMOUNT PAID”). **(T-0)**.

5.6.6.6. If the amount paid is less than the amount due, the reason(s) why. **(T-0)**.

5.6.7. The AO will sign the invoice to show it has been accepted and validated. **(T-0)**. **Note:** Do not over-write, black out, or use white-out to make corrections. **(T-0)**. DFAS will not accept pen and ink changes for payment or receiving reports. **(T-0)**.

5.6.8. The CO will accumulate the following pages of the invoice; the finance office will fax these pages to DFAS and confirm receipt:

5.6.8.1. Page one. **(T-0)**.

5.6.8.2. The page that includes the items above in paragraphs [5.6.5](#) and [5.6.6](#), if they are not on page one. **(T-0)**.

5.6.8.3. Any additional pages that include a portion of the “Current Invoice Purchase Summary,” composed of the following sections: Contract Fuel Purchase Volume, Non-Contract Fuel Purchase Volume, and Non-Contract Ground Services Summary. **(T-0)**.

5.6.8.4. Each page that includes itemized lists of charges (“Transaction Details”). (T-0).

**5.7. Disputes.** When an AIR Card® invoice includes charges that the AO believes are errant, then the AO should open a dispute with the DLA Energy AIR Card® Contractor concerning those transactions. However, the AO should also process for payment the portion of the invoice not in dispute. If a unit receives a past-due notice but did not receive the original invoice in question, then the unit should download the invoice from the AIR Card® Electronic Access System. If the invoice is not available in the AIR Card® Electronic Access System, request a copy of the invoice in question from the DLA Energy AIR Card® Contractor for resolution. Use the following procedures to correct transaction discrepancies prior to billing and to formally dispute erroneously billed purchases in accordance with DoDM 4140.25-V3 and DLA Energy P-8.

5.7.1. Corrective Actions at Time of Delivery. The AIR Card® user shall take the following actions when discrepancies occur during a purchase transaction:

5.7.1.1. The AIR Card® user should attempt to resolve the discrepancy with the Fixed Base Operator (FBO) whenever possible. Additionally, the AIR Card® user shall notify the AO of the discrepancy and advise whether the FBO corrected the discrepancy. (T-0).

5.7.1.2. If the FBO resolves the discrepancy at time of delivery, the AO shall review and verify that only valid charges appear on the bill and invoice upon receipt. (T-0).

5.7.1.3. If the discrepancy is not resolved at the time of delivery, the AO shall immediately notify the DLA Energy AIR Card® Contractor and shall request error correction prior to billing. (T-0). The AO shall provide the following information with the notification:

5.7.1.3.1. The invoice number. (T-0).

5.7.1.3.2. The customer account number. (T-0).

5.7.1.3.3. The transaction date (for example, date of fuel purchase). (T-0).

5.7.1.3.4. An explanation of the disputed charge billed. (T-0).

5.7.1.3.5. The purchasing aircraft MDS or Type Mission Series and the aircraft tail number or Bureau Number. (T-0).

5.7.1.4. In all instances, upon receiving the invoice and bill, the WRDCO shall verify the validity of all charges with the AIR Card® user. The AO shall initiate a formal dispute if billed charges are incorrect. (T-0).

5.7.2. AIR Card® Fuel Charge Formal Disputes. The AO shall submit the minimum information in [paragraph 5.7.1](#) to the DLA Energy Help Desk to negotiate AIR Card® billing disputes. (T-0). In addition, the AO shall also provide a copy of the invoice with the invalid transaction(s) clearly identified. (T-0). For tracking purposes, AOs shall direct all questionable fuel charges to the DLA Energy Help Desk at 1-800-446-4950/DSN 697-6733/36/37/38 or by email at [DLAEnergyHelpDesk@dla.mil](mailto:DLAEnergyHelpDesk@dla.mil). (T-0). The DLA Energy Help Desk will coordinate with the DLA Energy Fuel Card Program Office Account Managers to determine appropriate points of contact and corrective action. (T-0).

5.7.2.1. Duplicate Billing of Fuel Purchase. Upon receipt of Help Desk notification and required billing information, DLA Energy shall coordinate with the DLA Energy AIR Card® Contractor and CPM to review transaction details and confirm duplicate billing has occurred. (T-0). When appropriate, DLA Energy and the DLA Energy AIR Card®

Contractor shall correct billing discrepancies with credit or debit transactions processed to EEBP. (T-0). This applies to both contract and non-contract locations.

5.7.2.2. Erroneous Billing Due to Aircraft Transfers. If the AO of the gaining unit notified DLA Energy of the transfer before the charges, follow the DLA Help Desk procedures above.

5.7.2.3. Incorrect Invoice Data or Information. An invoice may occasionally cite an incorrect card number, quantity, organization, or related data. When this occurs, DLA Energy shall review the transaction data processed by the AIR Card® Contractor and request a copy of the merchant invoice. (T-0). DLA Energy will request the AIR Card® Contractor provide a corrected invoice and bill upon validation of a customer dispute. (T-0).

**5.8. Disciplinary Guidance.** The AIR Card® is for official Government business only. Airmen will refrain from improper, fraudulent, abusive or negligent use of the AIR Card®, including but are not limited to:

- 5.8.1. Any AIR Card® transaction by an unauthorized user.
- 5.8.2. AIR Card® fuel and ground service charges billed for a date when and/or at a location where the aircraft was not deployed.
- 5.8.3. AIR Card® transactions for fuel quantities in excess of what was actually serviced to the aircraft.
- 5.8.4. AIR Card® transactions for fuel quantities that exceed the aircraft capacity.
- 5.8.5. AIR Card® transactions for unauthorized fuel products and ground services.
- 5.8.6. Duplicate billings for identical fuel products and/or ground services to an aircraft.
- 5.8.7. Acceptance by any personnel of illegal gratuities from merchants.
- 5.8.8. Any AIR Card® transaction not performed as official DoD business.
- 5.8.9. Failure to observe the prohibitions and mandatory provisions of this paragraph is a violation of Article 92 of the UCMJ.

JOSEPH T. GUASTELLA Jr., Lt Gen, USAF  
Deputy Chief of Staff, Operations

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFPD 11-2, *Aircrew Operations*, 31 January 2019

DAFI 33-360, *Publications and Forms Management*, 10 December 2015

Defense Logistics Agency Energy, *P-8, Fuel Card Program*, 5 July 2017

Department of Defense, *Financial Management Regulation*, 7000.14-R, 5 October 2019

Department of Defense, *Foreign Clearance Manual*, 23 December 2020

DLM 4000.25-V4, *Defense Logistics Management System, Volume 4, Military Standard Billing System – Finance*, 2 April 2019

DoDM 4140.25-V3, *DoD Management of Energy Commodities: Fuel Cards*, 3 April 2019

DoDM 4140.25-V7, *DoD Management of Energy Commodities: Mobility Energy*, 4 April 2019

Executive Order 12731, *Principles of Ethical Conduct For Government Officers and Employees*, 17 October 1990

NATO Standardization Agreement, *Provision of Support to Visiting Personnel, Aircraft and Vehicles*, 12 October 2005

OMB Circular A-123, *Management's Responsibility for Enterprise Risk Management and Internal Control*, 15 July 2016

***Prescribed Forms***

AF Form 500, *Daily and Weekly Fuel Record*

AF Form 664, *Aircraft Fuels Documentation Log*

***Adopted Forms***

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 847, *Recommendation for Change of Publication*

DD Form 577, *Appointment/Termination Record – Authorized Signature*

DD Form 791, *In-Flight Issue Log*

DD Form 1898, *Energy Sale Slip*

Standard Form 44, *U.S. Government Purchase Order – Invoice - Voucher*

***Abbreviations and Acronyms***

**AF/A3TR**—Headquarters Air Force Readiness Division

**AFI**—Air Force Instruction

**AFMC**—Air Force Material Command  
**AIR Card®**—Aviation Into-plane Reimbursement Card  
**AMARG**—309th Aerospace Maintenance and Regeneration Group  
**AO**—Accountable Official  
**APC**—Agency Program Coordinator  
**CAM**—Centralized Asset Management  
**CAMS**—Core Automated Maintenance System  
**CO**—Certifying Officer  
**CPM**—Component Program Manager  
**CRIS**—Commanders’ Resource Integration System  
**DFPD**—Department of the Air Force Policy Directive  
**DLA Energy**—Defense Logistics Agency Energy  
**DFAS**—Defense Finance & Accounting Service  
**DFAS-CO**—Defense Finance and Accounting Service - Columbus Center  
**DLA**—Defense Logistics Agency  
**DD**—Department of Defense  
**DoD**—Department of Defense  
**DODAAC**—Department of Defense Activity Address Code  
**DoDM**—Department of Defense Manual  
**EEBP**—External Enterprise Business Portal  
**FAMS**—Forms & Account Management Service  
**FEA**—Fuel Exchange Agreement  
**FBO**—Fixed-Base Operator  
**GSU**—Geographically Separated Units  
**HAF**—Headquarters Air Force  
**HQ**—Headquarters  
**IMDS**—Integrated Maintenance Database System  
**MAJCOM**—Major Command  
**MDS**—Mission Design Series  
**MILSBILLS**—Military Standard Billing System  
**MORD**—AF Form 406, *Miscellaneous Obligation/Reimbursement Document*  
**NATO**—North Atlantic Treaty Organization



**OPR**—Office of Primary Responsibility

**PIC/AC**—Pilot in Command/ Aircraft Commander

**POS**—Point of Sale

**RDCO**—Refueling Document Control Officer

**REMIS**—Reliability and Maintainability Information System

**SOU**—Statement of Understanding

**SF**—Standard Form

**TACC**—Tanker Airlift Control Center

**UCMJ**—Uniform Code of Military Justice

**USAF**—United States Air Force

**WRDCO**—Wing Refueling Document Control Officer

### *Terms*

**Accountable Official**—Specifically a Departmental Accountable Official. Personnel who provide data, services, or information upon which a voucher certifying officer relies upon to certify a payment are considered departmental accountable officials (DAOs). DAOs are financially liable for improper payments resulting from their negligence. This means the government can look to the DAO to repay all monies lost resulting from negligence in the performance of their accountable duties. The unit WRDCO serves as the Accountable Official for the AIR Card®.

**Aviation Into-Plane Reimbursement Card**—DLA Energy aviation fuel card used by DoD and federal agencies as means to procure aviation fuel and related ground services.

**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.

**Voucher Certifying Officers**—A voucher certifying officer is a certifying officer that attests to the facts and validity of a payment voucher. Voucher certifying officers are financially liable for this duty. This means they must repay any monies lost on improper vouchers for which they did not maintain adequate internal controls. 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.

**Forms & Account Management Service**—is a secure cloud-based set of tools and services established to automate key Financial Management Forms, workflow, and reporting processes (audit materials). FAMS will be used to appoint and terminate the appointment of Certifying Officers, Disbursing Officials, and DAOs using the electronic DD Form 577 or a Key Signatory Letter as applicable.

**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.

**Ground Aviation Fuel**—Aviation grade fuel that is used for aviation equipment. Fuel may be stored in organizational tanks or delivered directly to equipment.

**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 DLM 4000.25-V4, *Defense Logistics Management System, Volume 4, Military Standard Billing System – Finance*, are referred to collectively as (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.

**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.

**Attachment 2****INSTRUCTIONS FOR COMPLETING STANDARD FORM 44, U.S. GOVERNMENT  
PURCHASE ORDER – INVOICE - VOUCHER**

**A2.1.** The SF 44 is a controlled form available through the federal Supply Service using stock number 7540-01-152-8068. Users may contact federal supply customer assistance at 800-525-8027 to order the forms. (See **Figure A2.2** for an example.) Aircrews must use one SF 44 for aviation fuel and a separate form for ground services (different billing addresses). **(T-0)**. Mandatory data requirements for fuel purchases using the SF 44, are as follows:

A2.1.1. Date of Order Block. Enter the date of purchase. **(T-0)**.

A2.1.2. Order Number Block. Leave blank if for fuel purchase only. **(T-0)**. (Units are no longer required to provide a Requisition/Transaction Document number since a Military Standard Requisitioning And Issue Procedures Document Number will be assigned by Enterprise Business System using the following construct: Customer Department of Defense Activity Address Code (DODAAC) + Julian date + FA + 2 alphanumeric character sequence number, (for example, FP44184145FA01). For non-fuel product and services enter appropriate Document Serial Number for purchaser's unit. **(T-0)**.

A2.1.3. Print Name and Address of Seller Block. Print fuel vendor's name and address. **(T-0)**.

A2.1.4. Furnish Supplies or Services To Block. Print the Wing/Squadron/Unit name and complete mailing address. **(T-0)**. **Note:** Information may be pre-printed on forms by the units.

A2.1.5. Supplies and Services Column. Enter an itemized list of fuel or other authorized services/products purchased. **(T-0)**. Indicate the grade of the fuel purchased (such as, Jet A-1 with Fuel System Icing Inhibitor, Jet A without additives, Jet B, and so forth). **(T-0)**. Document fuel purchases on a separate SF 44, from ground services and other authorized products. **(T-0)**.

A2.1.6. Quantity Column. Enter the quantity of each itemized purchase item. **(T-0)**. For fuel also enter the unit of issue (for example, U.S. Gallons or Liters). **(T-0)**.

A2.1.7. Unit Price Column. Unit price for each itemized purchase item and type currency (for example, U.S. dollar, Euro, Lira). **(T-0)**.

A2.1.8. Amount Column. Total cost for each itemized purchase item and type currency (for example, U.S. dollar, Euro, Lira). **(T-0)**.

A2.1.9. Agency Name and Billing Address. Document fuel purchases on a separate SF 44, from ground services and other authorized products. **(T-0)**.

A2.1.9.1. For ground services and authorized non-fuel items, enter the name and address for the purchaser's billing/paying office. **(T-0)**.

A2.1.9.2. For Fuel Purchases only, enter the following address:

**Figure A2.1. Retail Management Division, Financial Operations Address.**

Retail Management Division, Financial Operations  
 1014 Billy Mitchell Blvd  
 San Antonio, TX 78226-1859. **(T-0)**.

A2.1.10. Total Block. Enter the total purchase cost and currency type (for example, U.S. dollars, EURO, Lira). **(T-0)**.

A2.1.11. Discount Terms Block. Leave blank. **(T-0)**. To be completed by paying office.

A2.1.12. Date Invoice Received Blocks. Leave blank. **(T-0)**. To be completed by paying office.

A2.1.13. Ordered By Block. Signature of crew member acknowledging receipt of products and/or services. **(T-0)**.

A2.1.14. Purpose and Accounting Data Block. Enter the following purchaser line-of-accounting data. **(T-0)**.

A2.1.14.1. DODAAC of purchasing organization. **(T-0)**.

A2.1.14.2. Sub-Account Code: Account Processing (Army); type equipment code (Department of the Navy); Org Code (Air Force). **(T-0)**.

A2.1.14.3. Aircraft Type (type mission series or MDS) and tail number for Air Force and Army, or Bureau Number for Department of the Navy. **(T-0)**.

A2.1.14.4. Fund Code and Signal Code. **(T-0)**.

A2.1.14.5. Supplemental DODAAC if other than Signal Code A is used (Identifies Bill-to Activity). **(T-0)**.

A2.1.15. Received By Block. Printed name of aircrew member receiving the product or service. **(T-0)**.

A2.1.16. Title Block. Title of aircrew member receiving the product or service. **(T-0)**.

A2.1.17. Date Block. Date of signature and purchase. **(T-0)**.

A2.1.18. Seller Section, Payment Received. To be completed by the merchant. **(T-0)**.

A2.1.18.1. If cash payment, ensure the SF 44 indicates the total cash paid/received in the appropriate block. **(T-0)**.

A2.1.18.2. Merchant representative must sign and date the SF 44. **(T-0)**.

A2.1.19. Certifying Officer Blocks. To be completed by office processing the invoice. **(T-0)**.

A2.1.19.1. Retail Management Division, Financial Operations shall certify and complete this section for all fuel items, and forward the invoice to Defense Finance and Accounting Service - Columbus Center (DFAS-CO) for payment to the merchant. **(T-0)**.

A2.1.19.2. The purchasing organization or their paying office shall certify and complete this section for non-fuel services and products. **(T-0)**.

A2.1.20. Paid By/Date Paid/Voucher No Blocks. To be completed by office making payment to the merchant. (T-0).

A2.1.20.1. These blocks will be completed by DFAS-CO when the item is a fuel item. (T-0).

A2.1.20.2. The purchasing organization paying office shall complete this section of the form for non-fuel services and product. (T-0).

Figure A2.2. Standard Form 44, U.S. Government Purchase Order – Invoice - Voucher.

The diagram shows Standard Form 44 with several callout boxes explaining its sections:

- Fuel Purchase: SF 44 Example** (Top left)
- Leave Blank for Fuel Only; Enter Unit Invoice/Control # for Non-Fuel and other Services** (Top right)
- For Fuel Purchases: Enter the unit of issue, (USG, liters, etc.) & Local currency (US \$, lira, etc.)** (Middle left)
- Enter the purchase quantity, unit cost and total cost (use local unit of issue and currency here)** (Middle right)
- Fuel Purchase Address to: DESC-RRF (SF 44) For Non-Fuel Products/Services: Address to Home Station Paying Office** (Lower middle left)
- Buyer Line of Accounting Data** (Lower middle right):
  1. Unit's DoDAAC
  2. Sub Account Code (APC, TEC, or Org)
  3. Type Aircraft (MDS or TMS)
  4. Aircraft Tail Number or BUNO
  5. Fund Code and Signal Code
  6. Supplemental DoDAAC (include d if other than Signal Code A is used)
- Ordering, Receiving Officer Signature and printed Name. (May be the name/signature of Paying Agent for Cash Purchases)** (Bottom left)
- Amount to be Invoiced (In local currency)** (Bottom middle right)
- Amount Paid in Cash (Note: If cash payment print "Vendor Paid in Cash" on the bottom line of the Supplier and Services Section of the Form.)** (Bottom left)
- Vendor's Signature and date. Print "Vendor refused SF 44" if Vendor refuses to use the SF 44 for Invoice/Payment Documentation. Attach signed copy of Vendor receipt/invoice to SF 44. Vendor must sign SF 44 for Cash Purchases.** (Bottom right)

### Attachment 3

#### PROCEDURES FOR CASH PAYMENTS FOR AVIATION FUEL

**A3.1.** Cash fuel purchases are only authorized when either the DoD Foreign Clearance Guide requires cash payment or when refueling operators outside the United States and U.S. territories refuse U.S. Government AIR Card® and/or SF 44 invoicing processes.

**A3.2.** Aircrews required to pay cash for aviation fuel purchases shall employ the following procedures. These procedures do not apply to non-fuel products or services.

**A3.3.** Prior to departure from home station, the aircrew shall obtain cash from the supporting DoD finance office in accordance with service-specific guidance. (T-0). Cash advances shall be accounted for and resolved in accordance with service-specific guidance. (T-0).

**A3.4.** Aircrews shall complete the SF 44 and obtain the required annotations from the merchant on the form according to the instructions provided in [Attachment 2](#). (T-0). Aircrews will put the signed SF 44 in the AF Form 664(T-0).

**A3.5.** Commanders may request reimbursement for fuel purchases from DLA Energy via written request. Reimbursement requests shall not be approved unless sufficient supporting documentation is provided.

**A3.6.** DLA Energy will provide reimbursement approval to DFAS-CO with the appropriate documentation for processing. DFAS-CO shall reimburse the applicable DoD finance office from the Defense Working Capital Fund.

**A3.7.** DFAS-CO shall process the reimbursement and provide DLA Energy copies of the completed SF 44 and the supporting documentation for the reimbursement.

**A3.8.** DLA Energy shall provide a copy of the completed SF 44 to the fuel customer advising that the reimbursement action is completed.

**A3.9.** DLA Energy shall process the purchase and subsequent sale transactions into the DLA Energy system of record. Completion of this processing formally acknowledges the purchase and sale of product by DoD which results in the end-use customer being billed at the DoD Local Purchase Standard Price for non-contract commercial purchases.

**Attachment 4**

**MONTHLY VALIDATION MEMORANDUM TEMPLATE**

DATE

MEMORANDUM FOR RECORD

FROM: XX WG/WRDCO

SUBJECT: Monthly Aviation Fuel Validation

I completed the (current date, e.g. January 2021) monthly validation of all aviation fuel transactions on the DLA Energy EEBP report in accordance with AFI 11-253, *Managing Purchases Of Aviation Fuel And Ground Services*.

.

FIRST M. LAST, Rank, USAF

Wing Refueling Document Control Officer