

## AIR Card Certification Course

DON AIR Card Certification Course  
**Lesson 1, Part I**

**Introduction  
&  
General Policy**



**ACO Course**  
(Encompasses Approving Official and Certifying Officer)

1 March 2006



This is a Department of the Navy, AIR Card Certification Course. When you complete this course, you will take the certification test and receive your Certificate of Completion. This first lesson is a general introduction to the program, its policies and regulations. Use the toolbar in the lower right hand corner of each slide to navigate through the lessons. Click the forward arrow now to begin your training.

DON AIR Card Certification Course

## Lesson 1, Part I Learning Objectives

Upon successful completion of this lesson, you will be able to:

- Explain how to establish an AIR Card account.
- Identify the Department of the Navy AIR Card Program Management Office.
- Identify authorized AIR Card users.
- Explain the procedure for transferring aircraft and their associated AIR Cards.
- List the Order of Preference for refueling resources.
- Identify AIR Card Authorized & Unauthorized Purchases.

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Each lesson begins with a review of its training objectives. Before you start this lesson, read over the objectives listed here; the first three objectives are covered in this part of lesson one. The last three objectives are covered in part 2 of lesson 1. Upon completion of this course, you will be tested on these objectives and the objectives of the other lessons. When you finish reading these objectives, click the forward arrow to continue.

## AIR Card Program Overview

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- October 1, 1997 DESC Contracted With AVCARD, an Aviation Credit Card Company
  - Aviation Fuel, Related Supplies & Ground Services
  - Single Government Credit Card
- Aviation Into-plane Reimbursement Card (AIR Card).
- January 1, 2005, Multi Service Corporation was selected as the new AIR Card Contractor

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We'll start this lesson with a brief history of the program. On October 1, 1997 the Defense Energy Support Center, DESC, entered into contract with AVCARD, an aviation credit card company to obtain aviation fuel, fuel related supplies and ground services via a single government credit card. This credit card program is known as the Aviation Into-plane Reimbursement Card or simply the AIR Card.

Effective January 1, 2005, a new AIR Card contractor, Multi Service Corporation, was selected and began providing this service to the Department of the Navy.

The program is designed to simplify the acquisition of aviation fuel and fuel related supplies and services. An aircraft lands at a commercial airport and requests fuel or ground service support. The aircrew member presents the AIR Card to the contract refueler. The supplier records the sales onto a commercial delivery ticket and the aircrew signs for the purchase and retains a copy of the signed receipt.

Click the forward arrow to continue.

## AIR Card Program Overview

- Previous Into-plane Program ☹️
  - Standard Form 44
  - Prone to Errors, Payment Delays & High Costs
- Air Card Program 🗣️😊
  - Fuel and Fuel-related Support/ Services
  - 6000 Commercial Airports in Over 190 Countries
  - Electronically Swiped, Mechanically Imprinted, or Hand-scribed

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Under the previous Into-plane program, procurement of aviation fuel at commercial airports was only available via the Standard Form 44. This method was prone to errors, payment delays and expensive product costs. The AIR Card program allows the Department of the Navy to obtain fuel and fuel-related support and services at over 6000 commercial airports in over 190 countries. In addition, the data on the AIR Card can be electronically swiped, mechanically imprinted, or hand-scribed onto delivery tickets.

The AIR card provides a commercially accepted, effective, and convenient method to procure aviation fuel and related ground services and supplies for DON owned aircraft.

Click the forward arrow now.

## AIR Card Certification Course

**https://www.navsup.navy.mil/ccpmd**

Department of the Navy  
**CONSOLIDATED CARD PROGRAM MANAGEMENT DIVISION**

HOME | FUEL CARDS | PURCHASE CARD | TRAVEL CARD

CONTACT US | FEEDBACK | HELP

Click here for more information  
Kathrine Kestel Information

**AIR Card Program** [Contact AIR Card](#)

Overview | Audit | Bank Guidance | Metrics | Policies | Training

**Program Announcements**

Effective 16 June 2005, Navy Aviation In-Plane Reimbursement (AIR) Card program management was transferred to the DON Consolidated Card Program Management Division (CCPMD) from the Naval Operational Logistics Support Center (NOLSC).

The AIR Card program provides a convenient method to procure aviation fuel and related ancillary ground services for DoD owned/leased aircraft at commercial airports where military facilities/personnel are not available.

Sign up now for the [Email Subscription Service](#) to receive program updates directly from our office!

[Accountable Official Appointment/Acknowledgment Letter](#)  
[Accountable Official Nomination Form](#)  
[AIR Card Program Enrollment Form](#)  
[AIR Card News Release - JAN 2005](#)  
[Application for Private Hub/FES-000705 Instructions](#)  
[Application for Private Hub/FES-000705](#)  
[Certifying Officer Signature Card-0067](#)

**What's New**

[2006 AFJ Conference Registration](#)  
[Home page for conference registration](#)  
[PC-AN - J3CECOS - CMB Requirements 1st Quarter 19 Dec 05](#)  
[PC-AN - J3CECOS - CMB Requirements 1st Quarter attachment 19 Dec 05](#)  
[PC-AN - J3CECOS - Announcing the 2006](#)

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On June 16<sup>th</sup>, 2005, the Consolidated Card Program Management Division of NAVSUP became the DON Component Program Manager for the AIR Card. The CCPMD is responsible for providing oversight and management for all DON program related activities including providing training and customer technical assistance. CCPMD also performs data analysis on transactions to identify questionable purchases.

All DON Major Commands and their subordinate activities involved in the program are responsible for complying with the policies and procedures set forth by DON CCPMD for the use and management of the AIR Card Program. They must provide oversight and operational control for the AIR cards within their commands. The DON CCPMD AIR Card Program website shown here is one of the primary sources of AIR Card policy and procedural guidance. Go to the address shown here and navigate to the AIR Card home page.

Click the forward arrow to continue.

## AIR Card Policy



- AIR Card - **Only** Authorized Charge Card
  - Aviation Fuel, Fuel Related Supplies, & Ground Services
- DESC Into-plane Contract Sites and Non-contract Locations
  - Mandatory 
  - DOD Installations Where Automated Data Capture (ADC) Equipment Is Used
  - Identaplate (DD Form 1896) At Locations Not Accepting AIR Card
- DON Military & Civilian Personnel Only

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Now let's discuss AIR Card Program policy. As a matter of general policy, the AIR card is the only charge card that DON personnel are authorized to use to purchase aviation fuel, fuel related supplies and ground services for DON owned aircraft. This applies to purchases from DESC Into-Plane contract sites and non-contract locations. It is mandatory to use the AIR Card to purchase aviation fuel at all DESC Into-Plane contract locations that accept it. It is also mandatory to use it at DoD installations where Automated Data Capture equipment is used, as the AIR Card has replaced the Identaplate, known as, DD Form 1896, at these locations.

Only DON military and civilian personnel are authorized to use the AIR card. Click the forward arrow to continue.

## Establishing an AIR Card Account

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- Send an eMail to [air\\_card@navy.mil](mailto:air_card@navy.mil)
- Include Accountable Official Nomination Form
  - Available at <https://www.navsup.navy.mil/ccpmd>
  - Navigate to the AIR Card Policies Web Page
- Requests for Aircraft Transfers, New Cards, & Cancellations
  - eMail [air\\_card@navy.mil](mailto:air_card@navy.mil)

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There is a specific procedure for establishing an AIR Card account. The basic process requires an email be sent to [air\\_card@navy.mil](mailto:air_card@navy.mil). This email must include a completed Accountable Official Nomination Form. We will discuss the role of the Accountable Official in detail later in this course. Suffice it to say that the Accountable Official is the individual who will be financially responsible for the use of the card. As indicated here on this slide, the Accountable Official Nomination Form is available from the DON CCPMD AIR Card Program website. The link to the form is located on the AIR Card Policies webpage.

In addition to establishing new accounts, requests for aircraft transfers, new cards, and cancellations must also be sent via email to [air\\_card@navy.mil](mailto:air_card@navy.mil). Click the forward arrow now to see how cards are issued.

## How is an AIR Card Issued ?

- AIR Cards Are Assigned to the Aircraft
  - Not an Individual
  - Must Remain With the Aircraft
  - Embossed With That Aircraft's Tail Number (BuNo)
- "Any Aircraft" Cards - "ANY ACFT"
  - Allows "Any Aircraft" to Refuel
  - Designation Identifies Unit to Be Charged
  - Must Stay in the Unit/Wing/Squadron's Possession

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When a new AIR Card is issued, it is assigned to the aircraft, not an individual, and must remain with the aircraft. The AIR card is actually embossed with that aircraft's tail number.

There is a special type of AIR Card called an "Any Aircraft" card. This type of card is assigned to a specific unit rather than a specific aircraft. These cards are labeled as "ANY ACFT" cards, which stands for "Any aircraft" and, as the name implies, any aircraft can refuel using the card. These cards have a designation on them that identifies the unit to be charged for fuel lifted in situations where the charge card assigned by tail number is not the incurring unit. These cards must stay in the unit, wing or squadron's possession at all times.

There is another special type of AIR Card called the Into-Truck card. Click the forward arrow to review this special AIR Card.

**Into-Truck Cards**

Fueling units can also obtain “Into-Truck” cards to purchase bulk fuel used to re-fuel aircraft.



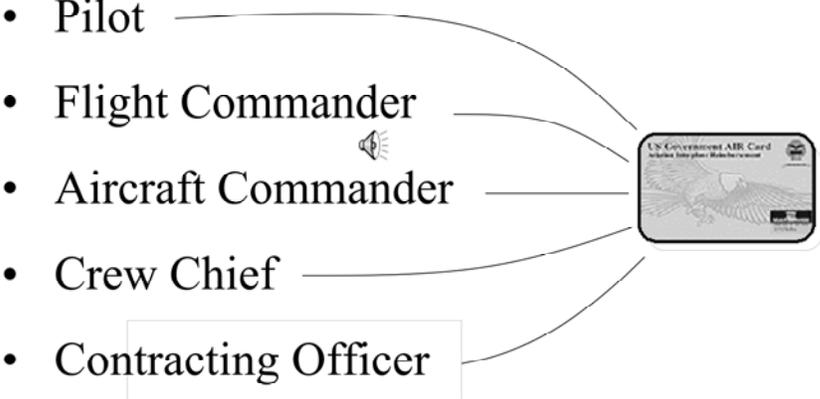
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DON fueling units can obtain what are called “Into-Truck” cards. These cards allow for the bulk purchase of fuel used to re-fuel aircraft. The contract provider delivers the fuel into a refueling truck and the driver pays using the “Into-Truck” Card.

Let’s consider now who are the authorized users of the AIR Cards. Click the forward arrow to continue.

## Authorized Users of the AIR Card

- Pilot
- Flight Commander
- Aircraft Commander
- Crew Chief
- Contracting Officer



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The following individuals are the only authorized users of the AIR card. They are considered ordering officers and are the pilot, the flight commander, the aircraft commander, the crew chief, and the contracting officer.

These personnel are responsible for the use of the AIR Cards to make appropriate purchases of fuel and services. Some of these purchases are billed centrally to DESC and some are billed to the unit. These billing distinctions will be explained in part 2 of this lesson.

Click the forward arrow now to review the training objectives covered in this first part of lesson 1.

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## Review of Objectives

You should now be able to:

- Explain how to establish an AIR Card account. [\(REVIEW\)](#)
- Identify the Department of the Navy AIR Card Program Management Office. [\(REVIEW\)](#)
- Identify authorized AIR Card users [\(REVIEW\)](#)
- Explain the procedure for transferring aircraft and their associated AIR Cards.
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This is an opportunity to review and reinforce this lessons objectives. Take a minute and re-read the objectives. If necessary, you can click on the word "REVIEW" to return to the relevant area of the training to review that topic. When you are finished reviewing a topic, click the "RETURN" arrow icon in the navigation toolbar to return to this page of the course. The "RETURN" arrow is the second button from the right end of the toolbar.

When you are confident that you understand the material, click the forward arrow to continue.

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**Introduction  
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Congratulations, you have completed Part 1 of Lesson 1. At the end of each lesson, you'll return to the main menu to select the next lesson. Click on the "HOME" button icon in the navigation toolbar to close this lesson and return to the main menu. At the Main Menu, click on Lesson 1, Part II to continue your training.