

AIR Card Certification Course

DON AIR Card Certification Course

Lesson 2

# Program Hierarchy Structure



**ACO Course**

(Encompasses Approving Official and Certifying Officer)

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March 2006



This is lesson 2 of the AIR Card Certification course. Click the forward arrow to review this lesson's objectives.

DON AIR Card Certification Course

## Lesson 2 Learning Objectives

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

- Explain the two purposes of the AIR Card Program Hierarchy Structure.
- List the five levels of the hierarchy structure.
- Provide an example of an AIR Card Hierarchy Structure



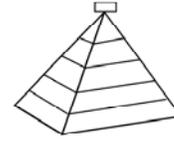
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This lesson has three major objectives which are listed here. Take a minute now to read these objectives. When you finish this course, you will be tested on these objectives and the objectives of the other lessons. Click the forward arrow when you are ready to start lesson 2.

## AIR Card Hierarchy Structure



The AIR Card Program tracks ownership of its account transactions using:

- a *hierarchal, account structure*
- consisting of *five hierarchy levels*
- labeled with *Command Names* or *Unit Identification Codes ( UIC )*.

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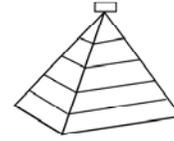


The AIR Card Program Management Office and the card provider must be able to determine the ultimate ownership of each AIR Card account, for example, does the card belong to the Navy, Army or the Air Force. The program must be able to link each account to a specific Unit, Wing or Squadron and up through the chain of command to the correct Major Command. In addition to account ownership issues, the program needs an effective channel of communication from the Program Management Office throughout the organization to all program participants. Both of these issues, account ownership and communications, are facilitated by the AIR Card Program Hierarchy Structure.

The AIR Card Program tracks ownership of its accounts and creates channels of communication using a *hierarchal, account structure* consisting of *five hierarchy levels*. Each level is labeled with a Command Name or its Unit Identification Code, the UIC.

Please click the forward arrow to see this structure in more detail.

## AIR Card Hierarchy Structure



The hierarchy structure includes these levels:

- *HL1:* DoD Program Management Office - DESC
- *HL2:* Component Program Manager - DON CCPMD
- *HL3:* DON Major Commands
- *HL4:* Subordinate Commands - e.g. Regions, Wings, and REDCOMs
- *HL5:* Unit/Wing/Squadron Accountable & Certifying Officials

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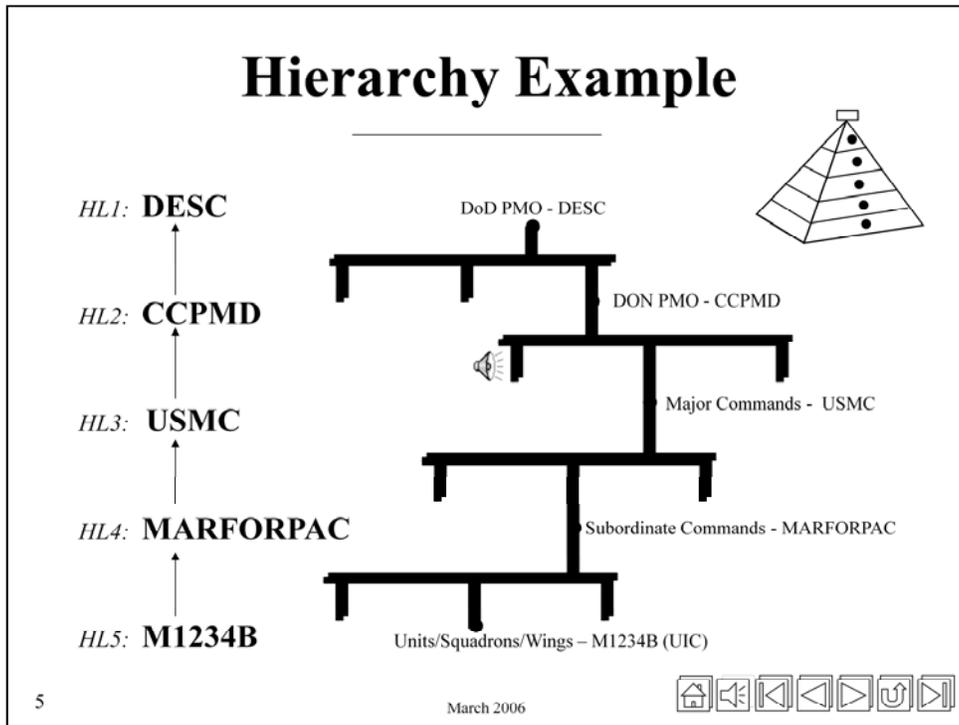
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The hierarchy structure for the DON AIR card program starts at the top with hierarchy level 1: the DoD Program Management Office which is DESC. DESC has responsibility for all the DoD level 2 components including the DON Consolidated Card Program Management Division, known as CCPMD. Hierarchy Level 3 is occupied by the DON Major Commands such as NAVSUP, NAVAIR and the Marine Corps. Each Level 3 command is represented by an Agency Program Coordinator, who acts as the liaison between the Major Command, all accounts within their purview, and the DON CCPMD office. Level 4 in the hierarchy is the Subordinate Commands level which includes Regions, Wings, and REDCOMs. Each Level 4 may be represented by one or more Agency Program Coordinators who act as the liaison between their account(s), their major command, and the CPM office.

Finally, the Accountable & Certifying Officials are located at the squadron level which is hierarchy level 5. The Unit/Wing/Squadron is home to the individual card users who actually utilize the AIR card to procure fuel and related services to accomplish their missions. Agency Program Coordinators also reside at the squadron level to manage the administrative aspect of the AIR cards.

Click the forward arrow to see an example of an AIR Card hierarchy.



This chart shows a sample hierarchy structure. This hierarchy is for a Marine Corps AIR Card account in a Squadron with the fictitious UIC of M1234B. The squadron is in Subcommand, MARFORPAC. The linking of the squadron to the subordinate command to the major command shown here allows the AIR Card contractor to clearly establish ownership of this AIR Card account. It also provides a clear communications channel from DON CCPMD to the specific UIC that owns the account.

The AIR Card Hierarchy Structure serves this two-fold function - it establishes clear account ownership up the hierarchy links while providing a communications channel down the structure.

Now, click the forward arrow to review this lesson's objectives.

DON AIR Card Certification Course

## Review of Objectives

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You should now be able to:

- Explain the two main purposes of the AIR Card Program Hierarchy Structure. (REVIEW)  

- List the five levels of the hierarchy structure. (REVIEW)
- Provide an example of an AIR Card Hierarchy Structure (REVIEW)

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Take a minute to review this lesson's objectives; you can review the relevant training material by clicking on the word, REVIEW. When you are finished reviewing a topic, click the "return" arrow in the navigation toolbar to return to this page of the lesson. When you are confident that you understand the material, click the forward arrow.

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This concludes lesson 2, Program Hierarchy Structure.. Click on the “HOME” icon in the navigation toolbar to close this lesson and return to the main menu. At the main menu, click on lesson 3 to continue your training.