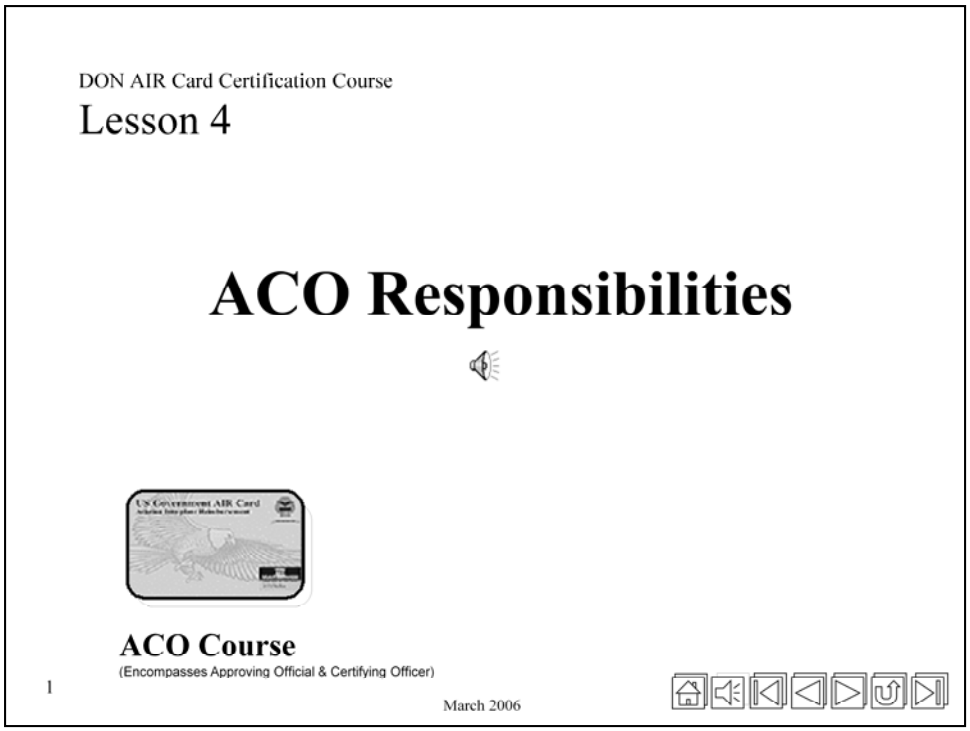
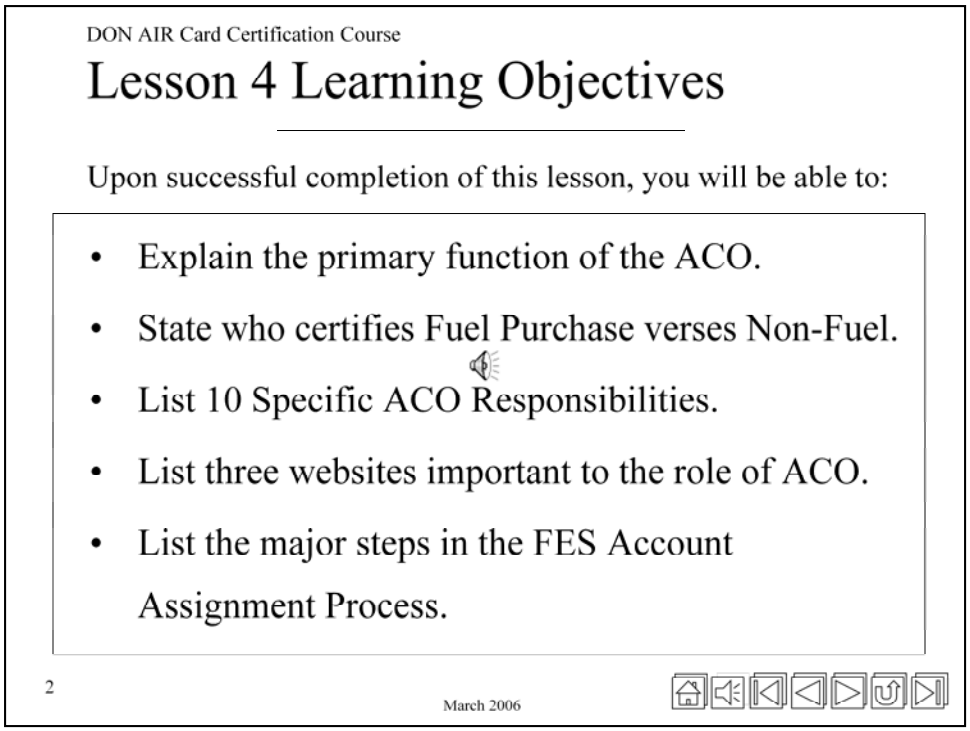
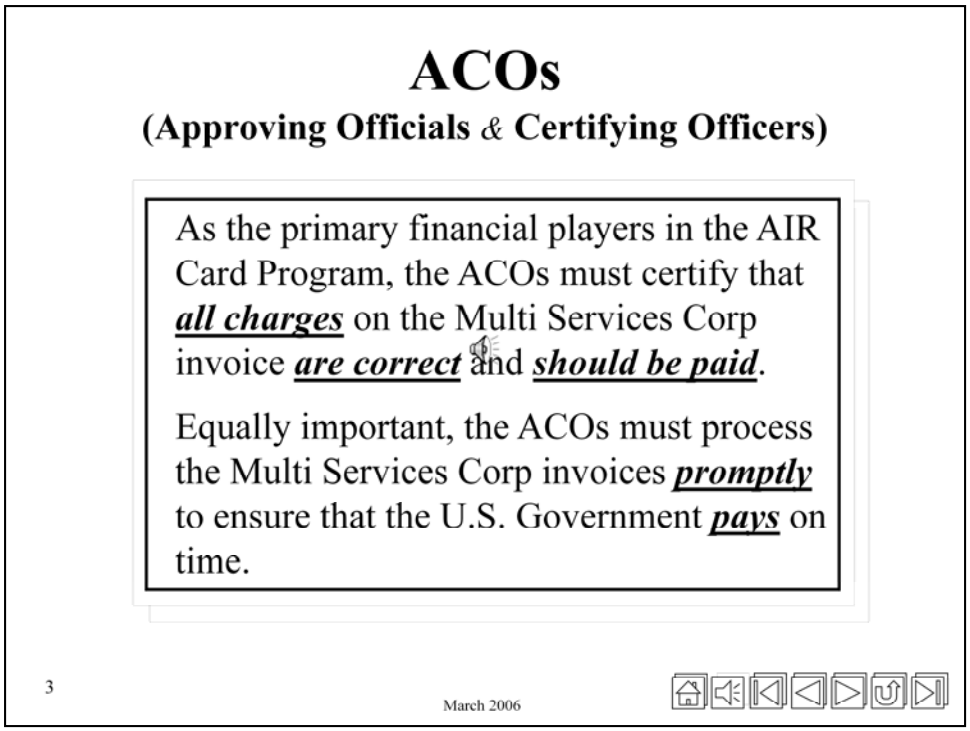


This is Lesson 4 of the AIR Card Certification Course. Click the forward arrow to review this lessons objectives.



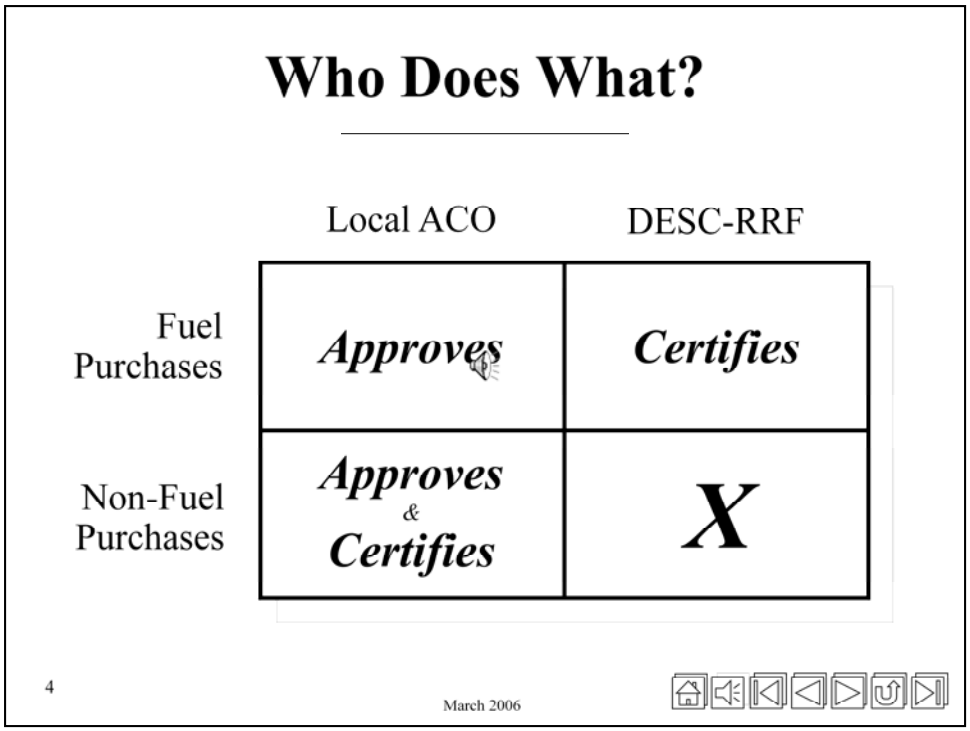
Lesson 4 discusses the main responsibilities of an AIR Card Program ACO. Take a minute now to read over the training objectives listed here. When you finish this course, you will be tested on these objectives and the objectives of the other lessons. When you are confident that you understand the objectives, click the forward arrow to continue.



ACO is a term used to include both the Approving Official functions and the Certifying Officer responsibilities. Collectively, these two program roles review and reconcile the Multi Services Corporation monthly invoices and certify them for prompt payment. The invoice reconciliation process includes matching purchase receipts to the Multi Services Corporation invoice line items to verify that all charges are correct. This reconciliation process is considered an Approving Official function. This approving function differs for fuel purchases and non-fuel purchases; this topic will be discussed in a future slide.

The Certifying Officer's primary responsibility is to certify with a signature that the invoice has been reconciled, that the charges have been verified to be correct and that the invoice should be paid. The Certifying Officer for fuel purchases is DESC-RRF; non-fuel purchases are certified by the unit/wing/squadron's ACO. In addition, this local ACO must support the DESC-RRF Certifying Officer by acting as the fuel-purchase Approving Official.

Click the forward arrow to see a chart that explains this division of responsibilities between the DESC-RRF and the local ACO.



This chart shows how DESC-RRF and the local ACO work together to approve and certify the weekly Multi Service Corp invoices. Regarding fuel purchases, the local ACO supports the DESC Certifying Officer. The local ACO has access to the receipts and other documentation and is, therefore, in a position to verify and reconcile that the fuel purchases are legitimate. Based on this type of information supplied by the local ACO, DESC-RRF certifies the fuel purchases for payment. So, in the case of fuel purchases, the local ACO is the Approving Official and DESC-RRF is the Certifying Officer

Non-fuel purchases are both approved and certified by the local ACO; DESC is not involved in the certification of the non-fuel purchases. In the case of non-fuel purchases, the local ACO may serve as both the Approving Official and the Certifying Officer.

Click the forward arrow to continue.

Approving Officials and Certifying Officer are the primary financial players in the AIR Card program. Collectively, they are referred to as ACOs. It is their basic responsibility to ensure that the U.S. Government pays its invoices in a timely manner and does not pay any erroneous charges. To accomplish this goal, these officials need detailed knowledge and understanding of the program's policies and procedures.

ACOs are the primary focal point for receipt, review, and approval of all invoices. They must ensure that all receipts are matched to each invoice in order to certify that the invoices are accurate and should be paid. One important aspect of this process is to ensure that the correct activity is being billed for each transaction. ACO's should advise their APCs and the DON CCPMD of aircraft transfers to ensure that the gaining DODAAC billing information is updated.

ACO's must support DESC's payment process by providing source information, data or service regarding invoices that need to be paid. In both the cases of fuel and non-fuel invoices, the ACO must do everything possible to ensure accurate and prompt financial payments and reporting. This includes certification of non-fuel statements in a timely manner.

Click the forward arrow to continue this discussion of ACO responsibilities.

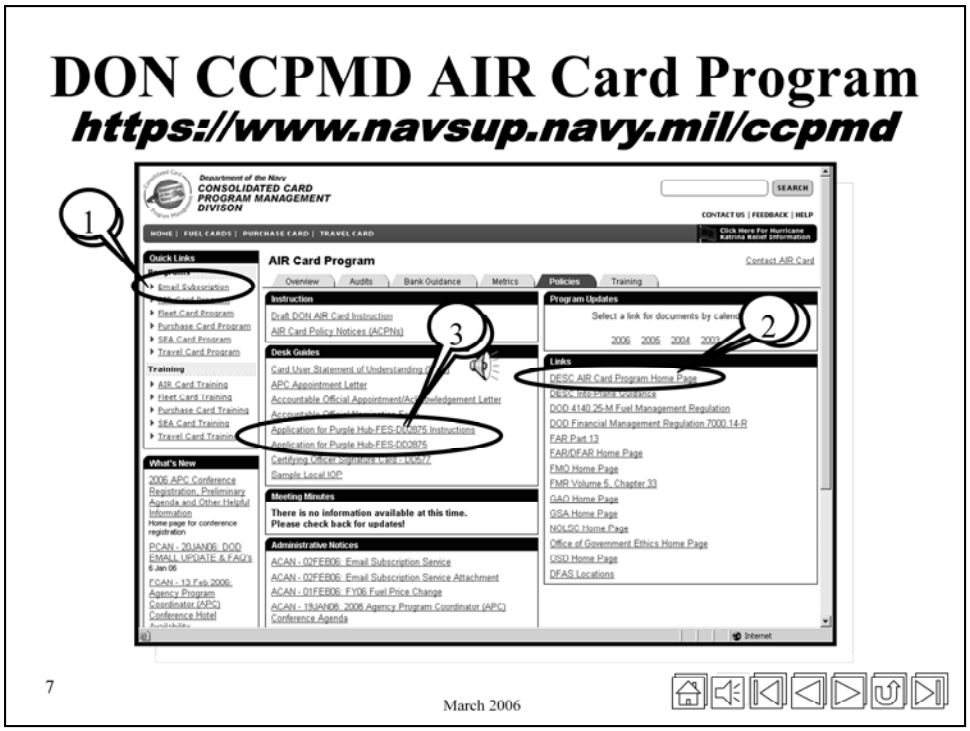
ACOs are likely to be the first individuals to notice irregularities in an AIR Card invoice. They must ensure detailed reviews are conducted and documented in suspected cases of misuse, disputes, delinquency, and erroneous charges.

DESC-contract locations accept the AIR card worldwide and offer favorable negotiated prices and military-standard-quality fuel. The ACOs must ensure that these refueling contractors are utilized wherever possible.

ACOs have several ancillary responsibilities in addition to their primary invoice certification tasks. Communication within the program is important to success. ACOs need to maintain communication throughout the chain of command including with the card contractor. Two important sources of information and communication are 1) the DON CCPMD eMail subscription service and 2) the annual DON APC Conference. ACOs are encouraged to attend the conference.

As with all program participants, ACOs must meet their DON role-based training requirements and gain access to required systems within 30 days from appointment. When an ACO is no longer involved in the AIR card program, the transferring ACOs must ensure that their access to relevant systems is removed and that their replacement receives proper access.

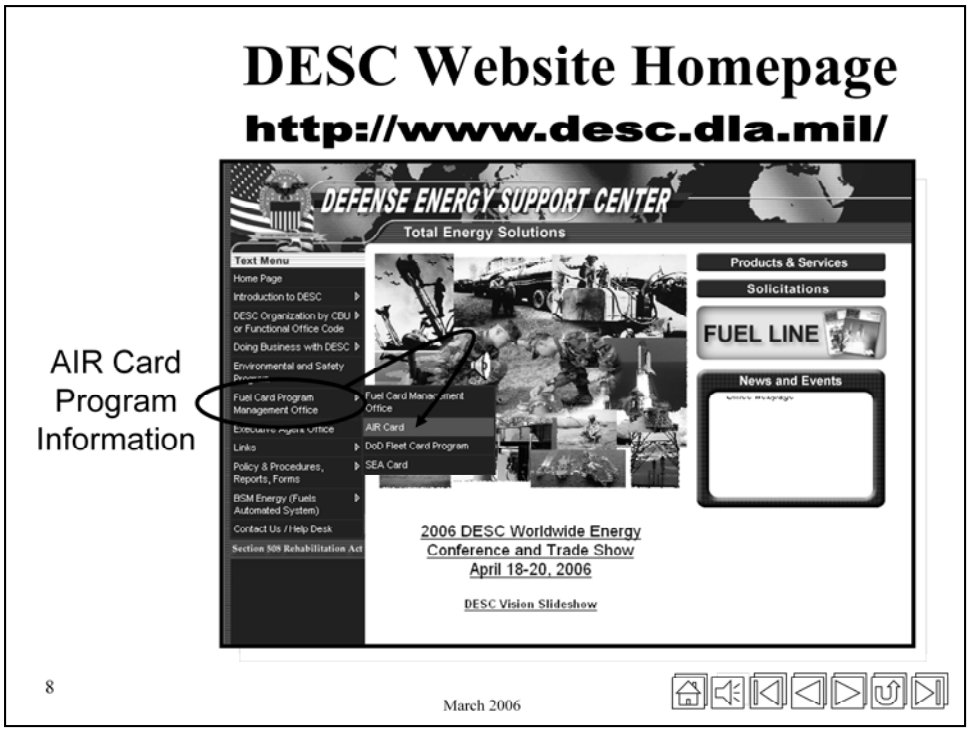
Now click the forward arrow see an overview of the DON CCPMD and the DESC websites.



This is the DON CCPMD AIR Card Program homepage. It has six major categories of information listed under the headings of Overview, Audits, Bank Guidance, Policies which is selected here and Training. Three specific items of interest are labeled here and are worthy of special mention.

Item number 1 is the Email Subscription service. You should go to this DON CCPMD AIR Card Program web page, click this link and register to receive these program announcements. This is one of the primary methods used to disseminate important program policy and administrative notices. Item number 2 is a link to the DESC AIR Card Program Home Page. The next two slides provide more information about the information available there. Item number 3 highlights the form and instructions you need to gain access to the Fuels Automated System Enterprise Server (FES), known as “The Purple Hub”. This system allows you to review fuel transactions.

Click the forward arrow to see some to the features of the DESC AIR Card Program web pages.



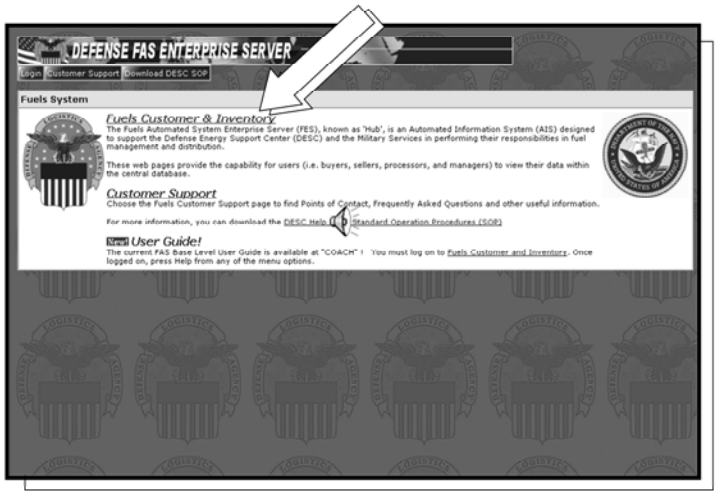
This is the DESC Website homepage. The AIR Card Program sub-menu item is located under the Fuel Card Program Management Office main menu item, as shown here. When you click the link, you will be taken to the DESC AIR Card home page.

The DESC AIR Card home page has several major categories of information; Policy and Pertinent Documents is one of them. It has a subtopic called “FES Enrollment Information”. FES stands for Fuels Automated System Enterprise Server.

Click the forward arrow to learn more about FES, it’s use and how to access it.

FES , "The Purple Hub"

Fuels Automated System Enterprise Server



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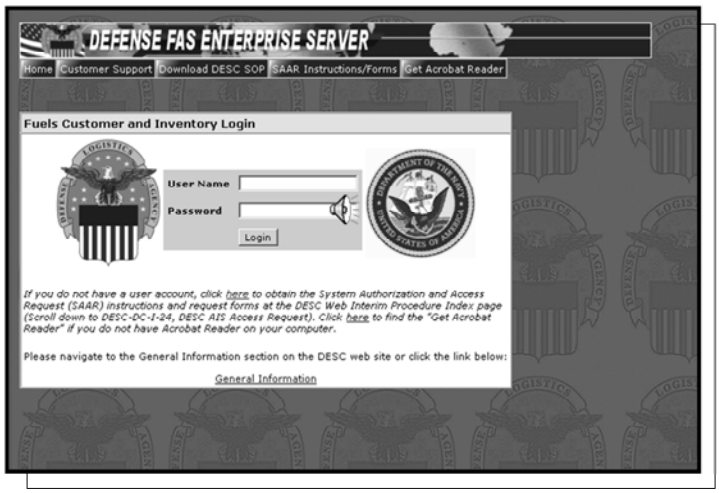
March 2006

The Fuels Automated System Enterprise Server (FES), known as "The Purple Hub", is an Automated Information System designed to support DESC and the Military Services in performing their responsibilities in fuel management and distribution.

The FES web pages provide the capability for users to view their fuel transaction data within the central database. FES users include fuel buyers, sellers, processors, and managers. Thus, FES is the hub around which these program participants view fuel transactions.

"The Purple Hub" home page is shown here. The "Fuels Customer & Inventory" link at the top of the page takes you to the FES Login screen. Click the forward arrow now to see a copy of that page.

Fuels Customer *and* Inventory Login



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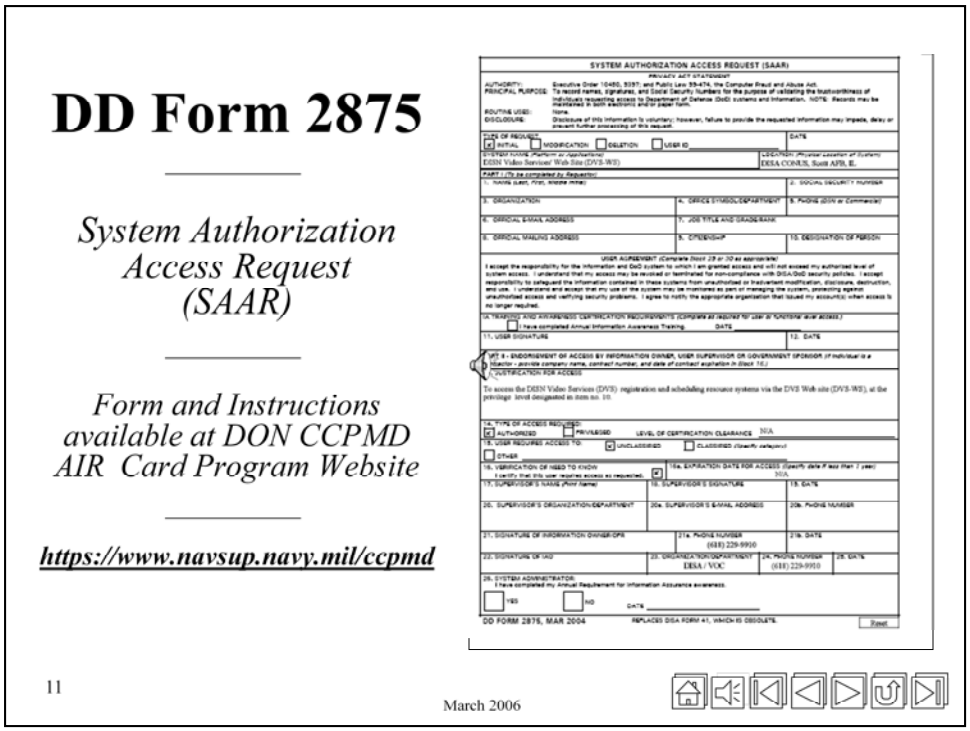
March 2006

This is the login page to gain access to “The Purple Hub”. As you can see, access requires a User Name and Password.

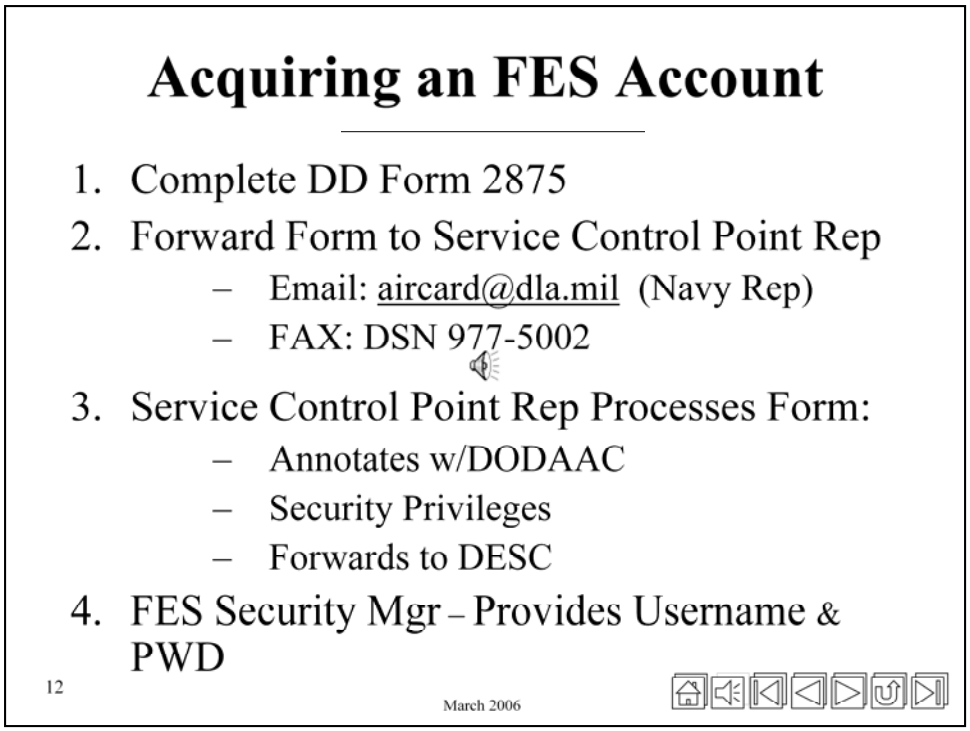
If you do not have a user account, you will need to follow the System Authorization and Access Request instructions and complete the request forms at the DESC website previously discussed. The next two slide provide an overview of that account request process.

Click the forward arrow to continue.



All persons requiring access to the “Purple Hub” are required to complete and submit a System Authorization Access Request, DD Form 2875. This form and instructions are available at the AIR Card Program website shown here.

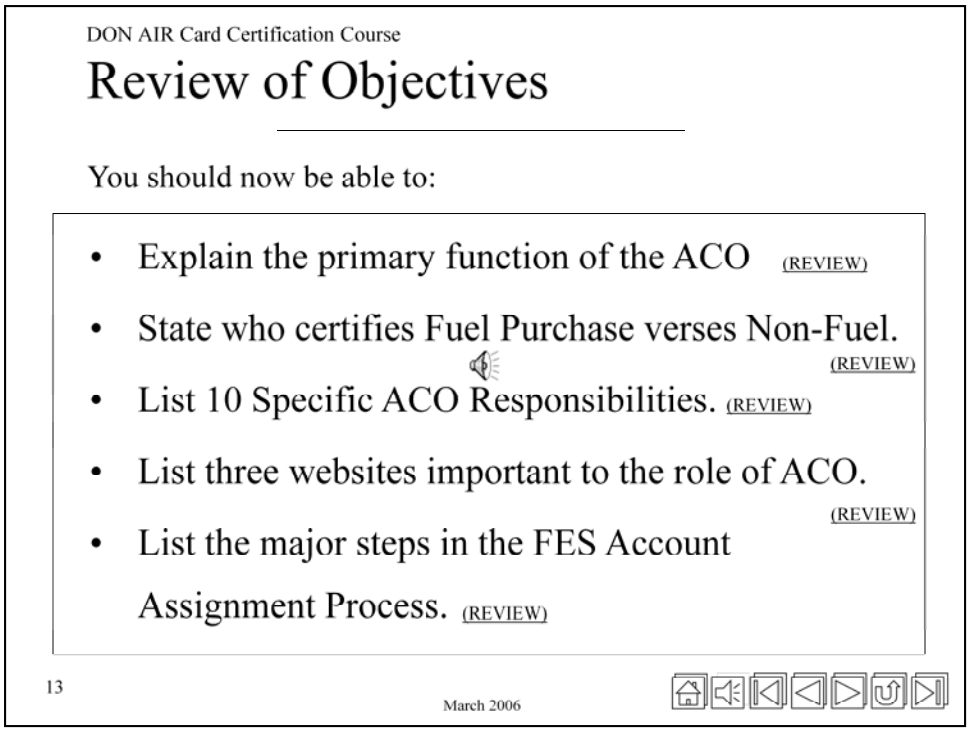
Click the forward arrow to review the process steps to acquire an FES account.



These are the four major steps in the process to acquire a User Name and Password for access to FES. The first step is for the you to download and complete the DD Form 2875 as discussed in the previous slide. Complete the form and then, step 2, forward it to the Service Control Point Representative whose email address and fax number are shown here. This information is also included in the instructions which download with the form. Step 3, your service representative will review the form and annotate it with your DODAAC, the correct security privileges and then forward it to DESC.

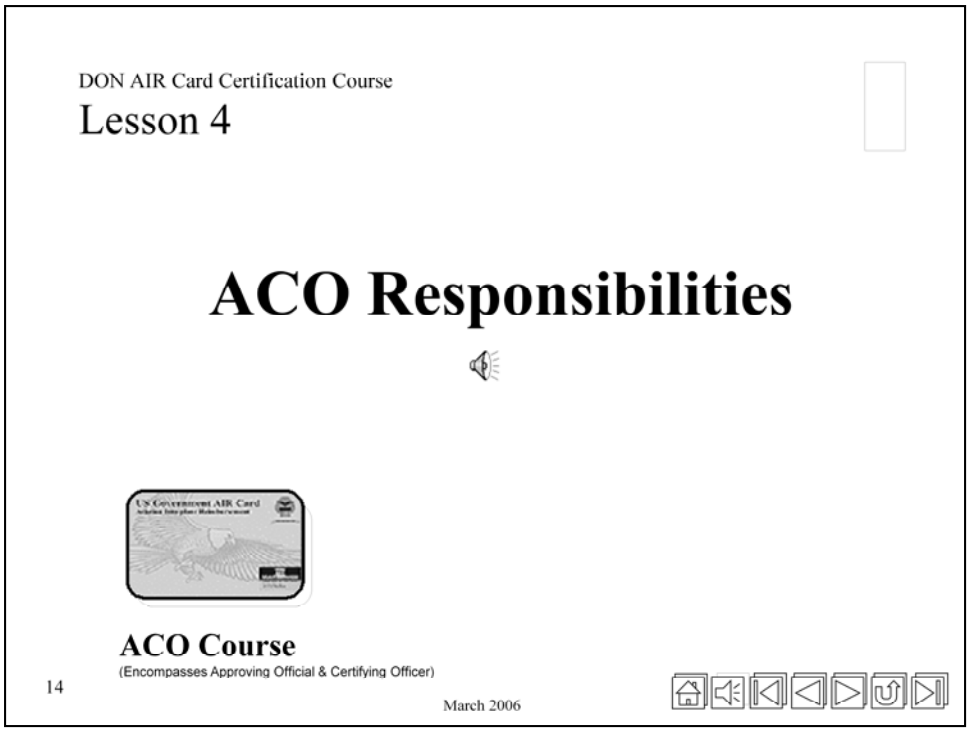
In the fourth step of this process, the FES Security Manager will contact you with your Username and Password. At that point, you have access to The Purple Hub and its database of fuel transaction information.

Click the forward arrow and we'll review this lesson's objectives.



This concludes Lesson 4 of the AIR Card Certification course. Take a minute to review this lesson's 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.

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



Congratulations! You have completed Lesson 4. 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 5 to continue your training.