

## AIR Card Certification Course

DON AIR Card Certification Course

### Lesson 3

# Program Major Roles



**Agency Program Coordinator Course**

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March 2006



This is lesson 3 of the AIR Card Certification course. Click the forward arrow to review this lesson's objectives.

DON AIR Card Certification Course

## Lesson 3 Learning Objectives

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

- State the AIR Card role and responsibilities of the Commanding Officer.
- State the AIR Card roles and responsibilities of the APC, Approving Official & Certifying Officer.
- State the AIR Card role and responsibilities of the Card User.
- Explain AIR Card usage with Contracted Services.

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This lesson discusses the roles and responsibilities of the major players in the AIR Card Program. Read the training objectives listed here and then click the forward arrow when you're ready to begin.

## Commanding Officers

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- 12 Major Commands in AIR Card Program
- Providing Oversight of Activities
- Level 3 Agency Program Coordinator
  - Appoint in Writing
  - Under the Commands' Supervision
  - Support and Oversight
  - Report to the CPM

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Commanding Officers are responsible for selecting and appointing the key personnel to operate the AIR Card Program within their commands and, then, they must provide program oversight. Major Commands are required to appoint, in writing, an Agency Program Coordinator who will report to the DON Consolidated Card Program Management Division on behalf of their major command. This individual, identified as the Level 3 Agency Program Coordinator, will provide AIR Card Program support and guidance to all participants within that major command.

Commanding Officers at all levels must select Agency Program Coordinators who will provide the correct level of guidance and direction for the management of their Air Card program. In summary, Commanding Officers' have two main responsibilities to the program. First, they must select and appoint qualified individuals to manage their AIR Card Program and, second, they must provide ongoing guidance and oversight to ensure that their program is managed correctly .

Please click the forward arrow to continue.

## Agency Program Coordinator

- Appointed in Writing
- Implementation and Execution
  - Accordance With DON Regulations
- Primary Liaison – Up & Down Hierarchy
- Shall Not Be an Accountable Official, Certifying Officer, or Ordering Officer
- Sample Appointment Letter
  - <https://www.navsup.navy.mil/ccpmd>
- Can Not be a Contractor

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Agency Program Coordinators, called APCs, are assigned at three levels within the hierarchy which creates the chain of command structure for the program. The APC is appointed in writing by the commanding officer or designee and is responsible for the implementation and execution of the AIR card program in accordance with DoD and DON policies and regulations.

Only DON military personnel and civilian employees may be appointed as Agency Program Coordinators and they must be appointed in writing. Specifically, a contractor can not be appointed as an APC. A sample appointment letter is available online at [navsup.navy.mil/ccpmd](https://www.navsup.navy.mil/ccpmd) under the AIR Card Program Policies tab.

The APC is the primary liaison responsible for the implementation and operation of the AIR card program within the command, subordinate command, unit, wing or squadron. To ensure proper separation of functions, an APC can not also be a certifying officer, approving official or an ordering officer.

Click the forward arrow to review the responsibilities of the Certifying Officer.

## Certifying Officer

- **Fuel Purchases** - DESC-RRF is Certifying Officer
  - Fuel Payment
  - Send Interfund Bill to DFAS to Bill Squadron
- **Non-fuel Purchases** – Local Certifying Officer
  - Accountable Official (ACO)
  - Unit/Wing/Squadron
- **Samples:** <https://www.navsup.navy.mil/ccpmd>
  - Appointment Letter
  - Appointment/termination Record (DD Form 577)

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The Certifying Officer is responsible for the validation and certification for payment of charges made with the AIR Card. Only DON military members and civilian personnel may be appointed as a Certifying Officer.

In the AIR card program, the certification of fuel purchases and non-fuel purchases are handled differently. The Certifying Officer for fuel purchases is DESC-RRF, which is the Financial Support Branch of the DESC Retail Management Division. This certifying officer is responsible for fuel payments and for sending interfund bills to DFAS for reimbursement by the unit, wing or squadron that made the fuel purchase.

Non-Fuel purchases are certified by the local Certifying Officer at the unit/wing/squadron. This position is sometimes called the ACO because it encompasses both the roles of the Approving Official and the local Certifying Officer. We will discuss the Approving Official functions next. The Certifying Officer appointee must complete a DD Form 577, Appointment/Termination Record – Authorized Signature form. The appointment letter and signature card shall specifically identify the types of payments to be certified. The Accountable Official Nomination Form and Appointment/Termination Record (DD Form 577) are available online at the DON CCPMD AIR Card Program website under the Policies tab.

The local Certifying Officer is responsible for the validation, certification and payment of all non-fuel purchases made with the AIR card within their purview. In accordance with DoD Financial Management Regulation 7000.14R, Volume 5, Chapter 33, Certifying Officers have pecuniary liability for erroneous payments resulting from their negligent actions. To ensure the proper separation of functions, the certifying officer cannot perform the duties or assignments of an APC.

Click the forward arrow now to review the responsibilities of the Approving Official.

## Approving Official

- Provide Source Info, Data or Service to Certifying Officer
- 1<sup>st</sup> Line of Defense - Fraud, Misuse & Abuse
- Primary AIR Card Financial Player
  - Approves Fuel Purchases for DESC Certification
  - Approves and Certifies Non-Fuel Purchases
- Liable for Erroneous Payments
- Must not Perform Duties of an APC
- Approving Official + Certifying Officer = ACO

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The Approving Official supports the payment process and is the program's first line of defense against fraud, misuse and abuse. They are responsible for ensuring proper use of the AIR card and must review fuel and non-fuel purchases within their purview. In accordance with DoD Financial Management Regulation 7000.14R, Volume 5, Chapter 33, Approving Officials may be held liable for erroneous payments resulting from their negligent actions.

To ensure the proper separation of functions, approving officials cannot perform the duties or assignments of an APC, however, they may perform the functions of a certifying officer. In the DON AIR Card Program, the combination of the approving official and the certifying officer position into one individuals responsibilities is referred to as the ACO.

Click the forward arrow to continue.

## Card Users



- Pilots, Flight Commanders, Aircraft Commanders, Crew Chiefs
  - Authorized to Place Orders
  - Into-plane Contracts
  - Fuel, Fueling Related Services, and Ground Services
- Must Sign a Statement of Understanding
  - Sample SOU Is Available Online:  
**<https://www.navsup.navy.mil/ccpmd>**
- Liable to the Government for Any Unofficial Transaction

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The AIR Card Program Card Users are the pilots, flight commanders, aircraft commanders and crew chiefs who are authorized to place orders against the Into-Plane contracts. They can use the AIR Card to procure authorized fuel, fueling related services and ground services for government owned aircraft. Card Users must sign a Statement of Understanding, called an SOU, prior to use of an AIR card. A sample SOU is available online at the DON CCPMD AIR Card Program website.

As explained in the SOU, Card Users will be held liable to the government for any transactions which are not for official government business or that do not meet DON guidelines.

Click the forward arrow now to see a sample SOU.

## AIR Card Certification Course

**Aviation Into-plane Reimbursement (AIR) Card Program  
Card User Statement of Understanding (SOU)**

I certify that I have read the attached Multi Service Corporation brochure "AIR Card User's Guide". I understand that I am authorized to use the AIR card only for those necessary and reasonable expenses incurred by me for official government business for aviation fuel and related ground services and supplies for DOD owned/leased aircraft. I understand that the issuance of this charge card to me is an extension of the employee-employer relationship and that I am being specifically directed to:

- Abide by all rules and regulations with respect to the charge card. ....
- Use the charge card only for official government business. ....
- Notify the APC/AO of any problems with respect to my usage of the charge card. ....
- Notify the APC/AO immediately if my charge card is lost or stolen. ....

(Card applicants must initial all the above provisions)

I also understand that failure on my part to abide by these rules or to otherwise misuse the card may result in disciplinary action being taken against me and the loss of my security clearance. I also acknowledge the right of the AO and/or APC to revoke or suspend my AIR card privileges if I fail to abide by the terms of this agreement.

**X** \_\_\_\_\_ (Applicant's Signature) \_\_\_\_\_ (APC/AO Signature)

\_\_\_\_\_ (Applicant's Printed Name) \_\_\_\_\_ (APC/AO Name)

\_\_\_\_\_ (Applicant's Series/Grade/Title) \_\_\_\_\_ (APC/AO Series/Grade/Title)

NOTE: AO/APC will not issue an AIR Card unless the Card User signs this Statement of Understanding and receives training as mandated by the DON AIR Card Program Management Office.

# AIR Card User Statement of Understanding

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**AIR Card User  
Must Read, *Initial*  
and *Sign* SOU  
Before Using an  
AIR Card.**

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The AIR Card User must complete the mandatory training course and complete this Statement of Understanding before using the card. This SOU is available from the DON CCPMD AIR Card Program website under the Policy tab.

There are four operative statements which the card user must read and then initial as having read. Those statements are:

- Abide by all rules and regulations with respect to the charge card
- Use the charge card only for official government business
- Notify the APC/ACO of any problems with respect to my usage of the charge card
- Notify the APC/ACO immediately if my charge card is lost or stolen

After reading and initialing each of these statements, the prospective card user signs the SOU which is then placed in the appropriate personnel file for future reference.

Click the forward arrow to continue.

## Contracted Services

*“Interim Guidance – Contractors And Fuel Card Usage/Issuance”*  
[http://www.desc.dla.mil/DCM/Files/Contractors Interim Guidance 4-21.htm](http://www.desc.dla.mil/DCM/Files/Contractors%20Interim%20Guidance%204-21.htm)

DESC ***will not authorize*** issuance of AIR Cards to contractors or contractor owned aircraft.

- **Leased Aircraft**
  - DESC May Authorize Issuance of an AIR Card
  - Only After Assignment of U.S. Gov. Official, Employee, or Military Member As the Accountable Official
- **Contractor Operated/Maintained Aircraft**
  - Very Limited Circumstance
  - Contracting Agency Shall Determine Subject to Restrictions

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Contracted Services include the categories of Leased Aircraft and Contractor Operated and/or Maintained Aircraft. DESC will not authorize issuance of AIR Cards directly to contractors or for contractor owned aircraft. There is additional guidance on this topic available in the DESC memo titled, “Interim Guidance Concerning Contractors and Fuel Card Usage/Issuance”. A copy of this memo is located at the web address shown here.

Regarding Leased Aircraft, DESC may authorize issuance of an AIR Card to a government activity for a leased aircraft. The AIR Card shall only be issued after a U.S. Government official, employee or military member, is assigned as the Accountable Official. This ACO’s prescribed responsibilities must including reviewing and validating all AIR Card transactions. The ACO must complete and submit an Accountable Official Nomination Form to the Retail Management Division of DESC prior to issuance of the AIR Card. This form and complete instructions are available under the Policies tab of the DON CCPMD AIR Card website.

There are situations where the operation and/or maintenance of a Federal Government owned or leased aircraft has been contracted out. In these situations, DON CCPMD AIR Card Program Management Office must pre-approve use of an AIR Card account by contractor personnel. This usage is subject to other restrictions listed in the “Interim Guidance” document previously mentioned.

Click the forward arrow now to review this lessons objectives.

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## Review of Objectives

You should now be able to:

- State the AIR Card role and responsibilities of the Commanding Officer. [\(REVIEW\)](#)
- State the AIR Card role and responsibilities of the APC, AO and Certifying Officer. [\(REVIEW\)](#)
- State the AIR Card role and responsibilities of the Card User. [\(REVIEW\)](#)
- Explain AIR Card usage with Contracted Services. [\(REVIEW\)](#)

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This concludes lesson 3. Take a minute to review the objectives listed here. 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.

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**Lesson 3**

**Program Major Roles**



**Agency Program Coordinator Course**

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This completes Lesson 3, Program Major Roles. 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 4 to continue your training.