

AIR Card Certification Course

DON AIR Card Certification Course
Lesson 4

APC Responsibilities



Agency Program Coordinator

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March 2006



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

DON AIR Card Certification Course

Lesson 4 Learning Objectives

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

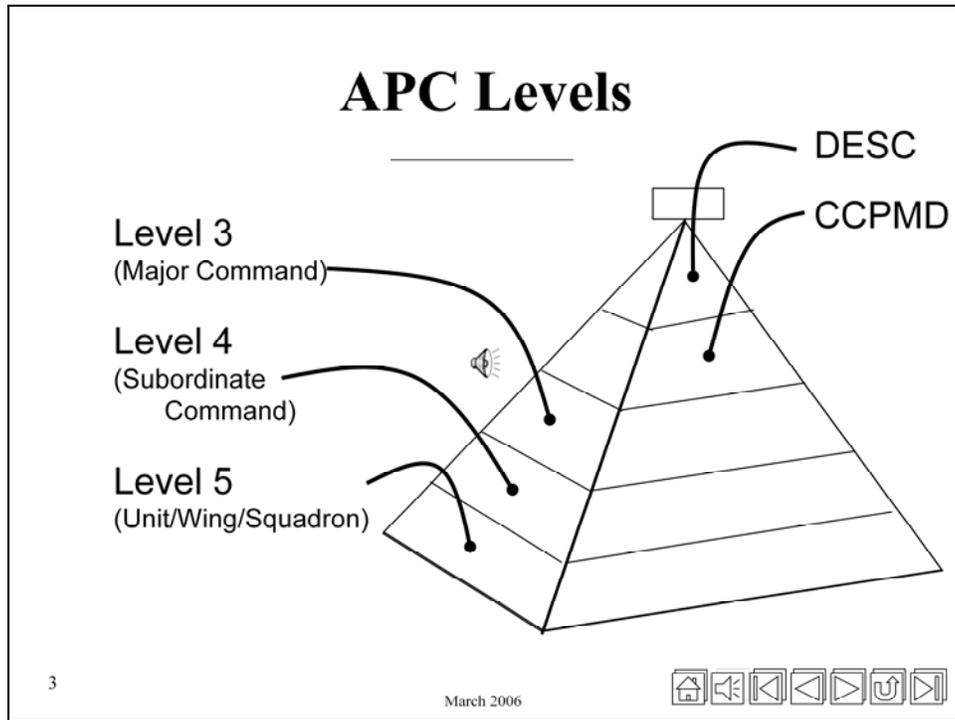
- Explain the need for three levels of APCs.
- List the main responsibilities of the Level 3 APC.
- List the main responsibilities of the Level 4 APC.
- List the main responsibilities of the Level 5 APC.
- List the AIR Card Personnel Documentation Requirements.

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Lesson 4 discusses the main responsibilities of an AIR Card Agency Program Coordinator. 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.



The AIR Card Program is structured with three levels of Agency Program Coordinators. Each of the major commands has a Level 3 APC. The major commands may or may not have subordinate commands at level 4. The Unit/Wing/Squadron level of the structure has Level 5 APCs to manage the AIR Card program at this operational level.

The APC responsibilities are different at each of these three levels. Click the forward arrow to review the Level 3 APC responsibilities.

APC Responsibilities
Major Commands - Level 3

- Ensure Local Programs Follow DoD and DON Policies
- Acquire Detailed Policy and Procedural Knowledge
- Ensure Training Compliance & Systems Access Within 30 Days From Appointment
- Document and Report All Non-compliance, Misuse and Abuse to the CPM
- Maintain Communications Throughout Program
- Sign up for DON CCPMD Email Subscription Service
- Attend Annual DON APC Conference



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The Level 3 Agency Program Coordinator is the AIR Card Program Manager for the entire Command and must ensure the local programs are run in accordance with DoD and DON policies. This responsibility, of course, requires a detailed knowledge and understanding of all the program policies and procedures.

The Level 3 APC must establish controls to ensure that all program participants complete the mandated, role-based training and acquire access to all necessary systems within 30 days from appointment. This includes both initial and biennial refresher training. The required courses are available under the Training tab of the DON AIR Card Program website.

The Level 3 APC must document any action taken regarding non-compliance, misuse and/or abuse and must report these occurrences up the hierarchy to the AIR Card Program Office at DON CCPMD. Communication is a major function of the Level 3 APC both up and down the program hierarchy and with the card contractor. DON CCPMD facilitates much of this communication with an email subscription service to distribute periodic policy and administrative notices. Additionally, Level 3 APCs are required to attend the DON APC Annual Conference.

Level 3 APCs are a focal point for program information and are expected to communicate this information to all who need it. Click the forward arrow and we'll see how the Level 4 APC responsibilities compare with those of the Level 3.

APC Responsibilities
Subordinate Commands - Level 4

- Ensure Local Programs Follow DoD and DON Policies
- Acquire Detailed Policy and Procedural Knowledge
- Ensure Training Compliance & Systems Access Within 30 Days From Appointment
- Document and Report All Non-compliance, Misuse and Abuse to the Hierarchy Level 3
- Maintain Communications Throughout Program
- Sign up for DON CCPMD Email Subscription Service
- Attend Annual DON APC Conference



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The responsibilities of the Subordinate Command, Level 4 APCs are very similar to the Major Command, Level 3 APCs. They are responsible for the AIR Card program within their subordinate commands; the Level 4 APCs exist to address a span of control issue and support the Level 3 APCs in the management of the program in large organizations. Not all Major Commands have Level 4 APCs.

Specifically, Level 4 APCs must ensure execution of their local programs in accordance with DoD and DON policies. They need to acquire detailed knowledge and understanding of all policies and procedures for the program and ensure DON role-based training is completed within 30 days of appointment.

All APCs must monitor their programs for any signs of non-compliance, misuse and/or abuse and report these occurrences up the hierarchy chain to the DON Program Management Office. Maintaining open communications throughout the chain including with the card contractor, is an important responsibility which can be enhanced by signing up for the DON CCPMD email subscription service and by attending the DON APC Annual Conference.

Click the forward arrow and we'll review the Level 5 APC responsibilities which are more operational in nature than those of the Level 3 and 4.

APC Responsibilities

Unit/Wing/Squadron - Level 5

- Ensure Personnel Are Properly Appointed, Trained, and Are Capable
- Create an Individual File for Each Program Participant
- Maintain Flight Packets and Ensure All Flight Packet Documentation Is Provided
- Ensure Aircrews Are Aware of the Correct AIR Card Use Procedures
- Perform Regular AIR Card Account Maintenance
- Ensure Aircraft Transfer Requests Are Forwarded to the DON CCPMD



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The Level 5 APCs are the AIR Card Program's operational managers. Level 5 APCs are at the Unit/Wing/Squadron level and, as such, are responsible for management of the program's daily functions. In addition to the generic types of program responsibilities previously described for the Level 3 & 4 APCs, Level 5 APCs must ensure that program personnel are properly appointed, trained, and are capable of performing their respective duties. The Level 5 APC should create an individual file for each program participant and should retain it for the duration the employee serves in this capacity and for three years beyond.

Level 5 APCs must ensure that AIR Cards are maintained in the flight packets and that all flight packet documentation is provided to the appropriate personnel. The APC must ensure aircrews are aware of the correct AIR Card use procedures and that there is accountability for each card so its possession at the point of sale can be audited.

Level 5 APCs must perform account maintenance which includes account setup, closure and suspension as required. This can be facilitated by implementing personnel check-in/out procedures. As discussed in lesson 1, aircraft transfers are a special form of account maintenance and the APCs must ensure that aircraft transfer requests are forwarded to the DON CCPMD Program Office for action.

Click the forward arrow to see what documentation APCs must maintain on each of the personnel in their AIR Card program.

Documentation Requirements
(Duration employee serves & for three years beyond)

Personnel File

- ✓ Appointment Documentation
- ✓ Training Certificates
- ✓ DD Form 577
 - Signature Card for DFAS
 - Certifying Official Only
- ✓ System Application Documentation
- ✓ Statements of Understanding (SOU)
- ✓ Other Program Documentation

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The Level 5 APC is required to maintain a personnel file folder for each person in the AIR Card program including their alternate APCs, ACOs and Card Users . The file must be held for three years beyond the end of the person's involvement in the program. The specific items that must be in the folder include but are not limited to:

- Appointment documentation;
- Initial and all refresher training documentation;
- A DD Form 577 which is the signature card for DFAS. This applies to Certifying Official only.
- System application documentation required to gain access to various systems.
- The Card User signed Statements of Understanding
- And, all other relevant program documentation.

Now let's review this lessons objectives. Click the forward arrow to continue.

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Review of Objectives

You should now be able to:

- Explain the need for three levels of APCs. [\(REVIEW\)](#)
- List the main responsibilities of the Level 3 APC. [\(REVIEW\)](#)
- List the main responsibilities of the Level 4 APC. [\(REVIEW\)](#)
- List the main responsibilities of the Level 5 APC. [\(REVIEW\)](#)
- List the AIR Card Personnel Documentation Requirements. [\(REVIEW\)](#)

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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.

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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.