

AIR Card Certification Course

DON AIR Card Certification Course
Lesson 5

**Other Participants'
Responsibilities**



Agency Program Coordinator

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March 2006



This is lesson 5 of the AIR Card certification course. Click the forward arrow to view this lesson's objectives.

DON AIR Card Certification Course

Lesson 5 Learning Objectives

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

- List the Program Responsibilities at the Major Command Level
- List the AIR Card Major Responsibilities of the Commanding Officers & ACOs
- List Four Management Controls
- List the AIR Card User Major Responsibilities

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These are the four main objectives of this lesson. In this lesson, we'll review the major responsibilities of the other participants in the AIR Card Program. Take a moment to read these objectives and when you are ready to continue, click the forward arrow.

Major Commands

- Establish AIR Card Management Program
- Disseminate Guidance and Information
- Perform Program Reviews
- Roles Not in Conflict
- Checks & Balances in Place
- Establish Written Procedures

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Each Major Command must provide the organization and oversight necessary to manage its AIR Card program. Each command must establish an AIR Card Program management structure and must disseminate current guidance and information throughout the command. This guidance must include the latest policies, procedures, standards and mandates established by DoD, DON, Federal regulation, and the laws that pertain to AIR Card use.

Each command must perform periodic reviews at all levels of the organization. These reviews are of the local operating procedures, the internal management controls and of individual transactions. The reviews must ensure that the roles and responsibilities of the program participants are not in conflict and that adequate checks and balances are in place.

The major commands must establish written procedures to monitor AIR Card usage. These procedures should ensure that key personnel are identified and that account establishment, maintenance and closure processes are defined. The procedure must also ensure that training requirements are met and that any program abnormalities are documented and addressed.

Click the forward arrow to continue this discussion of Major Command responsibilities.

Major Commands

- Properly Appoint Personnel
- Separation of Functions
- Training, Business Acumen & Judgment
- Ensure Compliance With Policies & Procedures
- Ensure Accountability for Card Use

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Each Major Command must ensure that personnel are properly appointed and that the “separation of functions” principal is followed. The process for designating personnel who will perform as APCs, ACOs and Card Users needs to be documented. The selection criteria must give proper weight to the candidates training, business acumen and judgment to act on behalf of the Government. Once selected, personnel must receive initial role-based training within 30 days of appointment; refresher training every two-years; annual ethics training and other training as required by the DON CCPMD Program Management Office.

In summary, the Major Commands must ensure that all local programs comply with the regulations, policies, and procedures. There must be accountability for proper use of AIR Card accounts.

Commanding Officers play an important role in the AIR Card Program; click the forward arrow to review their major responsibilities.

Commanding Officers

- Support & Sponsorship to All Participants
- Participants Properly Appointed
- Participants Properly Trained
- Ensure DoD and DON Policies Compliance
- Establish Internal Management Controls

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Commanding Officers are responsible for the management and oversight of the AIR Card Program within their commands. This generic responsibility has several specific requirements many of which are delegated to the command's APCs.

The Commanding Officer must provide support and sponsorship to all participants in the AIR card program. One specific form of this support is to ensure all program participants receive the required training in accordance with DoD and DON policy and procedures. It is the Commanding Officer's responsibility to ensure the local program is being executed in accordance with DoD and DON guidance. The relevant policies and regulations are referenced in the DON AIR Card Instruction. The Commanding Officer must establish internal management controls to ensure this guidance is followed.

Click the forward arrow to continue this discussion of Commanding Officer program responsibilities.

Commanding Officers

- Refueling Sources Consistent With Mission
- Establish & Enforce Program Disciplinary Policies
- Ensure Roles & Responsibilities Not in Conflict
- Ensure Checks & Balances Are in Place

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The Commanding Officer must ensure the selection of refueling resources are consistent with conservation goals and mission requirements. This can best be accomplished when program personnel involved with the use, management and payment process of the AIR card are properly appointed and trained. If personnel violate AIR Card Policies and/or regulations, local procedures must be in place for informal and formal disciplinary actions against APCs, ACOs, and Card Users for non-compliance, fraud, misuse or abuse. With these procedures in place, the Commanding Officer must ensure that disciplinary action is taken when appropriate.

One important method to minimize the need for disciplinary actions is to ensure that participants roles and responsibilities are not in conflict and that adequate checks and balances are in place.

Click the forward arrow to review four management controls that are available to the Commanding Officer.

Management Controls

- ✓ Accountability of Assets
- ✓ Accurate Financial Reporting
- ✓ Accurate Payment Process
- ✓ Regulations Compliance

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Commanding Officers with the support of the command APCs must establish management controls to operate, manage and provide oversight to the local AIR Card program. Accounting controls must be put in place to ensure there is accountability for all assets acquired with the AIR Card. Records must be maintained that track the acquisition of assets and document their disposition. Also, financial systems must be in place to accurately document all AIR Card activity so invoices can be completely and accurately reconciled. Financial documentation and record keeping is an essential step toward creating an accurate payment process. Accountable Officials have pecuniary liability for this process and have a significant vested interest in its accuracy.

The local AIR Card program must adhere to all DoD and DON program guidance. Management controls must be in place to ensure compliance with these regulations.

Click the forward arrow to continue.

Approving Officials and Certifying Officers

- Primary Focal Point for All Invoices
- Match Receipts to Invoice Transactions
- Advise APCs & CCPMD of Aircraft Transfers
- Support the Payment Process
- Ensure Prompt Financial Payments & Reporting
- Non-fuel Statement Certification Within 5 Days

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Approving Officials and Certifying Officer are the primary financial players in the AIR Card program. Collectively, they are referred to as Accountable Officials or 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.

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

Approving Officials and Certifying Officers

- Misuse, Disputes, Delinquency & Erroneous Charges
- Utilize DESC-Contract Locations
- Facilitate Communication
- Use CCPMD eMail Subscription Service
- Attend Annual DON APC Conference
- Complete Training & Gain Systems Access
- Relinquish System Access

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ACOs are likely to be the first individuals to notice irregularities in an Air Card invoice. ACOs 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 whenever possible.

Accountable Officials have some 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. Changes in personnel should be reported to the CPM office.

Now click the forward arrow to review the responsibilities of the AIR Card User.

Card Users

- Detailed Knowledge of Regulations
- Communication in the Chain of Command
- Ensure Proper Use of the AIR Card
- Determine if Contract Merchant Is Available
- Provide Receipt Documentation to Activity ACO
- Ensure Receipt Accurately Reflects Purchases

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AIR Card Users need to have a detailed knowledge and understanding of the policies and procedures of the program which pertain to the use of the card. Card Users are the point of implementation and they make critical decisions regarding what can and what can not be purchased with the AIR Card. They need to maintain communication throughout the AIR Card Program chain of command to ensure proper use of the AIR card.

AIR Card Users need to determine in advance of the mission whether a contract merchant is available for refueling support. At the time of refueling, card users need to get a hardcopy receipt for the sale to provide to the activity ACO. They must ensure that the receipt documentation accurately reflects the supplies and services purchased and they must provide that documentation to their ACO at the completion of the mission.

DON aircraft are exempt from Federal Excise Tax at the point of sale; the Card User should ensure the supplier does not charge this tax – check the delivery receipt.

This concludes our discussion of the program participants' responsibilities; click the forward now arrow to review this lessons objectives.

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Review of Objectives

You should now be able to:

- List the Program Responsibilities at the Major Command Level [\(REVIEW\)](#)
- List the Major AIR Card Responsibilities of the Commanding Officers & ACOs [\(REVIEW\)](#)
- List Four Program Management Controls [\(REVIEW\)](#)
- List the Major AIR Card User Responsibilities [\(REVIEW\)](#)

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This concludes Lesson 5. 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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Agency Program Coordinator

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Congratulations! You have completed Lesson 5. 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 6 to continue your training.