

AIR Card Certification Course

DON AIR Card Certification Course

Lesson 1

Introduction & General Policy



Card User Course

This is a Department of the Navy, AIR Card Certification Course. When you complete this course, you will take the certification test and receive your Certificate of Completion. This first lesson is a general introduction to the program, its policies and regulations. Use the toolbar in the lower right hand corner of each slide to navigate through the lessons. Click the forward arrow now to begin your training.

DON AIR Card Certification Course

Lesson 1 Learning Objectives

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

- Identify the Current AIR Card Contractor.
- Identify the Department of the Navy AIR Card Program Management Office.
- Explain how an AIR Card is Issued and the meaning of an “ANY ACFT” Card.
- Explain the AIR Card “Split Billing” Process.

Each lesson begins with a review of its training objectives. Before you start this lesson, read over the objectives listed here. Upon completion of this course, you will be tested on these objectives and the objectives of the other lessons. When you finish reading these objectives, click the forward arrow to continue.

AIR Card Program Overview

- October 1, 1997 DESC Contracted With AVCARD, an Aviation Credit Card Company
 - Aviation Fuel, Related Supplies & Ground Services
 - Single Government Credit Card
- Aviation Into-plane Reimbursement Card (AIR Card).
- January 1, 2005, Multi Service Corporation was selected as the new AIR Card Contractor

We'll start this lesson with a brief history of the program. On October 1, 1997 the Defense Energy Support Center, DESC, entered into contract with AVCARD, an aviation credit card company to obtain aviation fuel, fuel related supplies and ground services via a single government credit card. This credit card program is known as the Aviation Into-plane Reimbursement Card or simply the AIR Card.

Effective January 1, 2005, a new AIR Card contractor, Multi Service Corporation, was selected and began providing this service to the Department of the Navy.

The program is designed to simplify the acquisition of aviation fuel and fuel related supplies and services. An aircraft lands at a commercial airport and requests fuel or ground service support. The aircrew member presents the AIR Card to the contract refueler. The supplier records the sales onto a commercial delivery ticket and the aircrew signs for the purchase and retains a copy of the signed receipt.

Click the forward arrow to continue.

AIR Card Program Overview

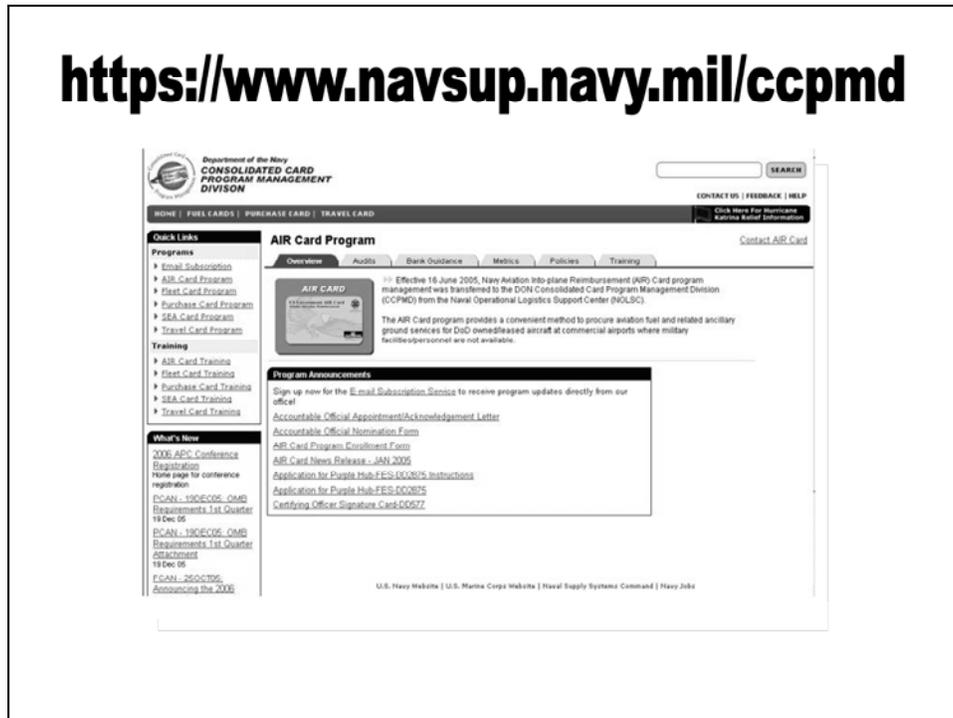
- Previous Into-plane Program ☹️
 - Standard Form 44
 - Prone to Errors, Payment Delays & High Costs
- Air Card Program 😊
 - Fuel and Fuel-related Support/ Services
 - 6000 Commercial Airports in Over 190 Countries
 - Electronically Swiped, Mechanically Imprinted, or Hand-scribed

Under the previous Into-plane program, procurement of aviation fuel at commercial airports was only available via the Standard Form 44. This method was prone to errors, payment delays and expensive product costs. The AIR Card program allows the Department of the Navy to obtain fuel and fuel-related support and services at over 6000 commercial airports in over 190 countries. In addition, the data on the AIR Card can be electronically swiped, mechanically imprinted, or hand-scribed onto delivery tickets.

The AIR card provides a commercially accepted, effective, and convenient method to procure aviation fuel and related ground services and supplies for DON owned aircraft.

Click the forward arrow now.

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On June 16th, 2005, the Consolidated Card Program Management Division of NAVSUP became the DON Component Program Manager for the AIR Card. The CCPMD is responsible for providing oversight and management for all DON program related activities including providing training and customer technical assistance. CCPMD also performs data analysis on transactions to identify questionable purchases.

All DON Major Commands and their subordinate activities involved in the program are responsible for complying with the policies and procedures set forth by DON CCPMD for the use and management of the AIR Card Program. They must provide oversight and operational control for the AIR cards within their commands. The DON CCPMD AIR Card Program website shown here is one of the primary sources of AIR Card policy and procedural guidance. Go to the address shown here and navigate to the AIR Card home page.

Click the forward arrow to continue.

AIR Card Policy



- AIR Card - **Only** Authorized Charge Card
 - Aviation Fuel, Fuel Related Supplies, & Ground Services
- DESC Into-plane Contract Sites and Non-contract Locations
 - Mandatory
 - DOD Installations Where Automated Data Capture (ADC) Equipment Is Used
 - Identaplate (DD Form 1896) At Locations Not Accepting AIR Card
- DON Military & Civilian Personnel Only

Now let's discuss AIR Card Program policy. As a matter of general policy, the AIR card is the only charge card that DON personnel are authorized to use to purchase aviation fuel, fuel related supplies and ground services for DON owned aircraft. This applies to purchases from DESC Into-Plane contract sites and non-contract locations. It is mandatory to use the AIR Card to purchase aviation fuel at all DESC Into-Plane contract locations that accept it. It is also mandatory to use it at DoD installations where Automated Data Capture equipment is used, as the AIR Card has replaced the Identaplate, known as, DD Form 1896, at these locations.

Only DON military and civilian personnel are authorized to use the AIR card. Click the forward arrow to continue.

How is an AIR Card Issued ?

- AIR Cards Are Assigned to the Aircraft
 - Not an Individual
 - Must Remain With the Aircraft
 - Embossed With That Aircraft's Tail Number (BuNo)

- “Any Aircraft” Cards - “ANY ACFT”
 - Allows “Any Aircraft” to Refuel
 - Designation Identifies Unit to Be Charged
 - Must Stay in the Unit/Wing/Squadron's Possession

When a new AIR Card is issued, it is assigned to the aircraft, not an individual, and must remain with the aircraft. The AIR card is actually embossed with that aircraft's tail number.

There is a special type of AIR Card called an “Any Aircraft” card. This type of card is assigned to a specific unit rather than a specific aircraft. These cards are labeled as “ANY ACFT” cards, which stands for “Any aircraft” and, as the name implies, any aircraft can refuel using the card. These cards have a designation on them that identifies the unit to be charged for fuel lifted in situations where the charge card assigned by tail number is not the incurring unit. These cards must stay in the unit, wing or squadron's possession at all times.

There is another special type of AIR Card called the Into-Truck card. Click the forward arrow to review this special AIR Card.

Into-Truck Cards

Fueling units can also obtain “Into-Truck” cards to purchase bulk fuel used to re-fuel aircraft.



DON fueling units can obtain what are called “Into-Truck” cards. These cards allow for the bulk purchase of fuel used to re-fuel aircraft. The contract provider delivers the fuel into a refueling truck and the driver pays using the “Into-Truck” Card.

Let’s now consider two different types of AIR Card purchases – Centrally Billed and Billed To Unit. Click the forward arrow to continue.

Purchase Types

- **Centrally Paid by DESC**
 - Aviation Fuel
 - Flowage Fees
 - Fuel Additives (FSII, SDA, CI)
- **Billed to Unit Payment Office**
 - Authorized Ground & Ramp Services
 - Callout Fees
 - Overtime Charges
 - Rapid/Hot Refueling Fees
 - Landing Fees
 - De-icing Services
 - Other Aviation Related Fluids
 - Ground & Ramp Services/Fees

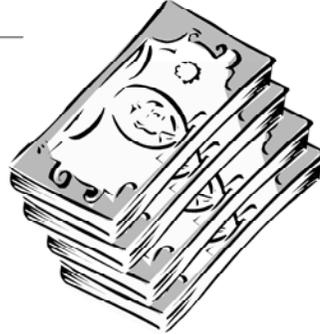


This is a list of the types of products and services which can be purchased with the AIR Card. The list is divided into purchases which are paid centrally by DESC and those which are billed back to the unit's payment office. The AIR card is authorized for these purchases but not to exceed the simplified acquisition threshold of \$150,000.

Not all installations accept the AIR Card however those that do not will accept the Standard Form 44, the Purchase Order-Invoice-Voucher. This method of payment is limited to the micro purchase threshold of \$3,000.

Payment Guidance

- DESC Initially Pays
- Split Billing
 - DESC San Antonio
 - DFAS Columbus
- Interfund Billing - MILSBILLS
- Prompt Payment Certification
 - FAR Subpart 32.9 and 5 CFR 1315
 - DoD FMR 7000.14R, Volume 5, Chapter 33



DESC initially pays for all fuel related products through a process called split billing. Split billing is the means of centrally billing the “fuel” portion of your invoice. For the fuel portion, DESC San Antonio acts as the certifying office and DFAS Columbus is the paying office. The individual unit is then billed through Interfund billing, referred to as MILSBILLS. This process reimburses DFAS at the negotiated standard price for fuel purchases. This includes fuel, flowage fees, and fuel additives.

The other portion of the split billing for authorized ground and ramp services are considered non-fuel purchases and will be billed directly from the card contractor to each incurring unit. The Units own certifying office processes the invoice for payment by the appropriate DFAS office.

A prompt payment certification must accompany each non-fuel invoice billed by the card contractor and sent to DFAS. This must be in accordance with regulations listed here.

Click the forward arrow to continue.

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Review of Objectives

You should now be able to:

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- Explain the AIR Card “Split Billing” Process.

You have now completed Lesson 1; take a minute and re-read the 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. The “RETURN” arrow is the second button from the right end of the toolbar.

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

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Congratulations, you have completed Lesson 1. Click on the "HOME" button icon in the navigation toolbar to close this lesson and return to the main menu. At the Main Menu, click on Lesson 2 to continue your training.