

## AIR Card Certification Course

DON AIR Card Certification Course

### Lesson 2

# Program Structure & Personnel



**Card User Course**

This is lesson 2 of the AIR Card Certification course. Click the forward arrow to review this lesson's objectives.

DON AIR Card Certification Course

## Lesson 2 Learning Objectives

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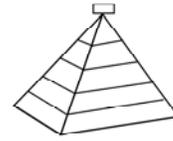
Upon successful completion of this lesson, you will be able to:

- Explain the two purposes of the AIR Card Program Hierarchy Structure.
- Provide an example of an AIR Card Hierarchy Structure
- 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.

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

## AIR Card Hierarchy Structure

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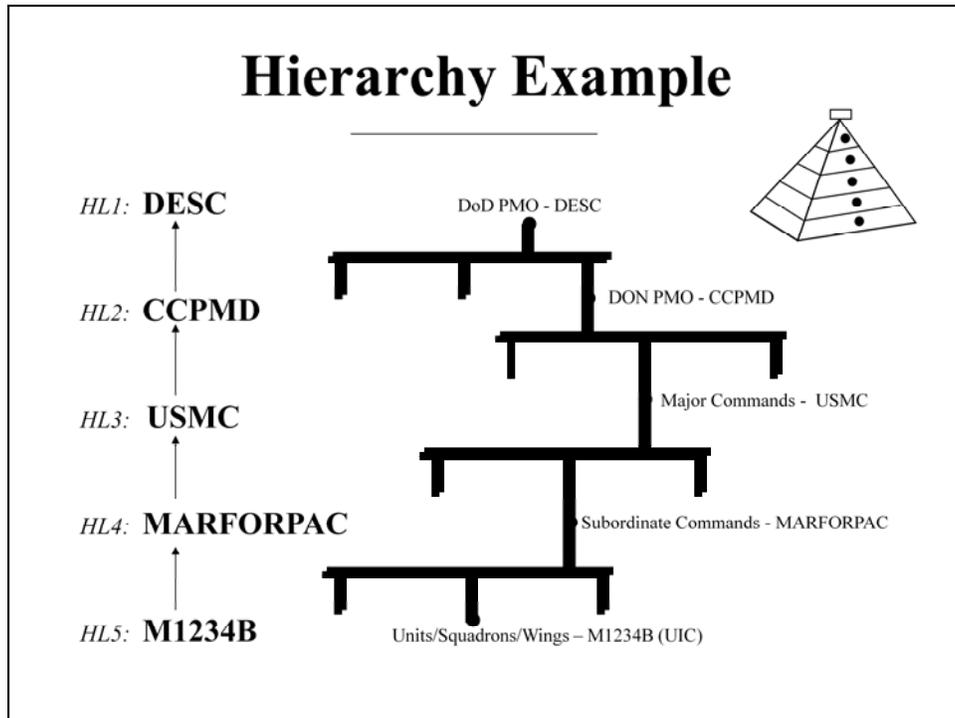
The AIR Card Program tracks ownership of its account transactions using:

- a *hierarchal, account structure*
- consisting of *five hierarchy levels*
- labeled with *Command Names* or *Unit Identification Codes* ( UIC ).

The AIR Card Program Management Office and the card provider must be able to determine the ultimate ownership of each AIR Card account, for example, does the card belong to the Navy, Army or the Air Force. The program must be able to link each account to a specific Unit, Wing or Squadron and up through the chain of command to the correct Major Command. In addition to account ownership issues, the program needs an effective channel of communication from the Program Management Office throughout the organization to all program participants. Both of these issues, account ownership and communications, are facilitated by the AIR Card Program Hierarchy Structure.

The AIR Card Program tracks ownership of its accounts and creates channels of communication using a *hierarchal, account structure* consisting of *five hierarchy levels*. Each level is labeled with a Command Name or its Unit Identification Code, the UIC.

Please click the forward arrow to see this structure in more detail.



This chart shows a sample hierarchy structure. This hierarchy is for a Marine Corps AIR Card account in a Squadron with the fictitious UIC of M1234B. The squadron is in Subcommand, MARFORPAC. The linking of the squadron to the subordinate command to the major command shown here allows the AIR Card contractor to clearly establish ownership of this AIR Card account. It also provides a clear communications channel from DON CCPMD to the specific UIC that owns the account.

The AIR Card Hierarchy Structure serves this two-fold function - it establishes clear account ownership up the hierarchy links while providing a communications channel down the structure.

Click the forward arrow for an overview of the Agency Program Coordinator's responsibilities.

## 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

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

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

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 local Certifying Officer is responsible for the validation, certification and payment of all non-fuel purchases made with the AIR card within their purview.

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

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

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 Intra-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.

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.

## AIR Card Certification Course

DON AIR Card Certification Course

Lesson 2

**Program Structure &  
Personnel**



**Card User Course**

The image shows a slide from a training course. At the top left, it says 'DON AIR Card Certification Course' and 'Lesson 2'. In the center, the title 'Program Structure & Personnel' is written in a large, bold, serif font. Below the title is a small image of a 'US Government AIR Card' which features an eagle and some text. Underneath the image, it says 'Card User Course'. In the top right corner of the slide, there is a small, empty rectangular box.

This completes Lesson 2, Program Structure and Personnel. 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 3 to continue your training.