

AIR Card Certification Course

DON AIR Card Certification Course

Lesson 3

Card User Responsibilities



Card User Course

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

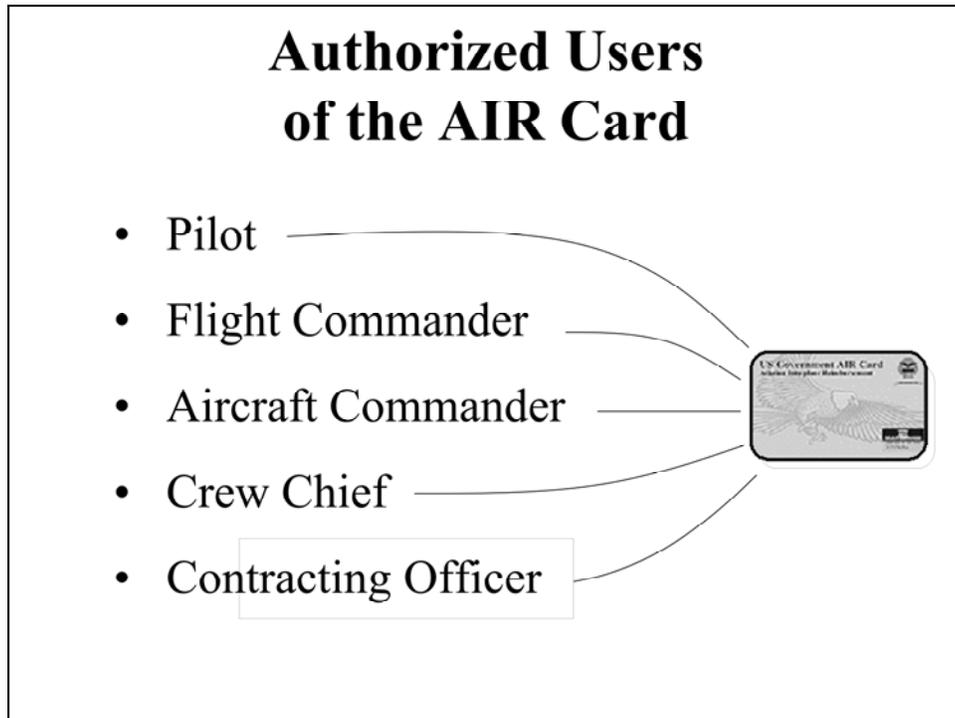
DON AIR Card Certification Course

Lesson 3 Learning Objectives

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

- List the AIR Card Program Card User's Major Responsibilities.
- List the Permissible Sources of Fuel in their Order of Preference.
- List Four Categories of Unauthorized Uses of the AIR Card.
- State the Program Policy Regarding Gratuities for AIR Card Users.

Lesson 3 discusses the main responsibilities of an AIR Card Program Card User. 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 following individuals are the only authorized users of the AIR card. They are considered ordering officers and are the pilot, the flight commander, the aircraft commander, the crew chief, and the contracting officer.

These personnel are responsible for the use of the AIR Card to make appropriate purchases of fuel and services. Some of these purchases are billed centrally to DESC and some are billed to the unit as previously discussed.

As authorized AIR Card Users, these personnel have specific responsibilities to the program. Click the forward arrow now to review several of these responsibilities.

Card Users

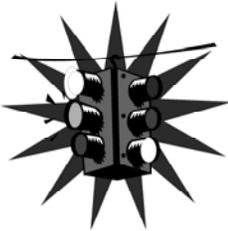
- Detailed Knowledge of Regulations
- Communication in the Chain of Command
- Ensure Proper Use of the AIR Card
- Determine if Contract Merchant Is Available
- Provide Receipt Documentation to Activity ACO
- Ensure Receipt Accurately Reflects Purchases

AIR Card Users need to have a detailed knowledge and understanding of the policies and procedures of the program as they 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 Program chain of command to ensure proper use of the card.

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

Click the forward arrow to review the Order of Preference for fuel sources.



Order of Preference

	Permissible Sources	Methods of Payment	Cost to Aircrew/Unit
1.	Military Installations	Identaplate/ AIR Card	Standard Price
2.	DESC Into-Plane Contracts	AIR Card Into-Plane Contract	Standard Price
3.	Non-Contracted FBO	AIR Card Non-Contract	Local Purchase Standard Price

This chart shows the “Order of Preference” for refueling resources.

Military aviation fueling resources and related services are the first choice. Identaplate and AIR Card are acceptable methods of payment at these installations.

The second choice is DESC Into-Plane contracts if military resources are unavailable. Aircrews shall restrict fuel and service purchases to DESC Into-Plane contractors at commercial airports when this option is available. AIR Cards are the acceptable method of payment.

The third option is Non-contracted providers. Aircrews are authorized to purchase fuel and services from any available source when no DESC Into-Plane contract is available. The aircrew is authorized to use the U.S. Government Purchase Order - Invoice – Voucher, SF44, in accordance with local purchasing procedures when fueling must occur at a non-DESC contracted locations and an AIR card-accepting merchant is not available.

Please note: the Government Commercial Purchase Card is not an authorized method of payment for aircraft fuel, fueling related services or ground services for DON owned aircraft. AIR cards can be used at both DESC Into-Plane contract locations as well as non-contract airports where the card is accepted.

Click the forward arrow to continue.

Authorized Purchases

- Aviation Fuel
- Callout Fees
- Flowage Fees
- Overtime Charges
- Rapid/Hot Refueling Fees



This is a list of fuel and fuel related services which are authorized for purchase with the AIR Card. Overtime charges are only allowable in conjunction with refueling. If a squadron fails to show up for a scheduled refueling stop and overtime fees are charged, the unit/wing/squadron will be liable for those overtime charges.

Click the forward arrow now to review authorized non-refueling related charges.

Authorized Ancillary Non-fuel Goods and Ground Services

- Aircraft Cleaning Services
- Aircraft Landing Fees
- Aviator Breathing Oxygen
- De-icing Service
- Defuel and Refuel Services
- Ground Equipment Services
- Hydraulic Fluids
- Catering - Passengers Only
- Lubrication Oils
- Parking Fees
- Ramp Fees
- Security Services
- Slot Time Fees
- Custom Fees
- Supplies

The AIR card can be used to purchase many ancillary non-fuel goods and ground services several of which are listed here.

The aircraft housekeeping or cleaning services includes trash collection, vacuuming, lavatory servicing, potable water and similar services. Catering on passenger flights can be charged but only for the passengers. Necessary ground equipment services would include GPU, baggage conveyer belt, electrical grounding hookup, stairs and start carts. Customs fees can be charged to the AIR Card if they were paid by the refueling vendor. And lastly, the supplies category includes maps, navigational aids and other necessary supplies.

In addition, other services can be considered on a case by case basis.

Click the forward arrow to continue.

Un-authorized Uses

- ⊘ Not Official DON Business
- ⊘ Unauthorized Fuel Products and Ground Services
- ⊘ Fuel Quantities That Exceed the Aircraft Capacity
- ⊘ Meals, Food, Beverage, Tobacco, and Alcohol
- ⊘ Taxi or Shuttle Service

In the interest of clarity, here are five categories of unauthorized Air Card transactions. (1) Transactions not performed as official DON business; (2) Transactions for unauthorized fuel products and ground services; (3) Transactions for fuel quantities that exceed the aircraft capacity; (4) Transactions for meals, food, beverages, tobacco, and alcohol; and, (5) taxi and shuttle services.

In general, if it's not on the list of authorized purchases, it's unauthorized. Now click the forward arrow to review the topic of taxes and the AIR Card.

Taxes

- DON Military Aircraft Are Exempt From Paying Federal Excise Tax (FET)
- Many States Also Provide a State Excise Tax Exemption



<http://www.desc.dla.mil/DCM/DCMPage.asp?pageid=644>

Since October 1, 2005, DON military aircraft are exempt from paying Federal Excise Tax on aviation fuel at the point of sale. Many states also provide a State Excise Tax exemption for Federal government purchase of aviation or jet fuel. The DESC AIR card contract requires the card contractor to identify all taxes and the appropriate per unit amounts for Federal, State, Local, Territorial and other taxes on all invoices.

State information concerning Excise Tax exemptions may be viewed on the DESC webpage shown here. Please click the forward arrow to continue.

Gratuities

- Pilots, Flight & Aircraft Commanders, and Crew Chiefs ***Shall Not Accept*** Gratuities
- Contractor Who Offers Gratuities Shall Have the ***Contract Terminated***
- Standards of Conduct Clearly Identified
 - Executive Order 12731 of 17 October 1990
“Principals of Ethical Conduct for Government Officers and Employees,”

Pilots, flight and aircraft commanders, and crew chiefs are considered government procurement officials in that they order fuel and other supplies and commit the government to purchase those items. As such, they shall not accept gratuities.

Further, DESC Into-Plane contracts contain a Gratuities clause, which states that a contractor who offers gratuities in order to obtain favorable treatment under a contract shall have the contract terminated and exemplary damages applied.

Executive Order 12731 , dated October 17, 1990, and titled “Principals of Ethical Conduct for Government Officers and Employees,” clearly identifies the standards of conduct expected of flight crew members.

Please click the forward arrow to continue.

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Congratulations! You have completed Lesson 3. 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.