

**DOCUMENT NAME: Aviation Into-Plane Reimbursement Cards
(AIR Card®)**

DAFIS DOCUMENT TYPE: 35

1. **Description:** Multi Service Aviation Into-Plane Reimbursement Cards (AIR Card®)
2. **Primary Forms:** DD-1898, Aviation Fuels Into-Plane Sales Slip
3. **Related Forms:** Multi Service Weekly Invoice – non-fuel
DD-577
AO Nomination Form
4. **Document Number:** Nonstandard Number - Based on generated 'z' requisition number from DLA using the unit OPFAC, Purchase Julian Date and Serial Number for fuel. Non-fuel nonstandard number based on the weekly invoice from Multi Service using the unit OPFAC, Delivery Date and aircraft tail number.

AIR Card® SAMPLE for Fuel:

Requisition Number
Z202501150FA00

<u>Doc Type</u>	<u>FY</u>	<u>DODAAC of Requisition</u>	<u>Purchase Julian Day</u>	<u>Serial Number</u>
35	11	20250	150	FA00

NOTE: Fuel purchased at a contract location will have a serial number that begins with an 'FC'. Fuel purchased at a non-contract location will have a serial number that begins with an 'FA'.

AIR Card® SAMPLE for non-Fuel:

<u>Doc Type</u>	<u>FY</u>	<u>Requisition</u>	<u>Julian Day</u>	<u>Serial Number</u>
35	11	20250	150	1705

5. **Accounting Line:** The accounting line to be charged will be the accounting line set up on the fund code table for the fund code 'AV' and the OPFAC for the assigned Air Station. 'AV' is the standard fund code and 2632 is the standard object class for aircraft fuel. An example is:

2/8/001/108/30/0/SKWN/20150/2632

6. FINCEN Critical Processing Requirements: All fuel requisitions must contain applicable fund code. AV is the standard fund code for aircraft fuel. All non-fuel transactions must be obligated through FPD and information submitted to FINCEN before these invoices will be paid.

7. Other Information:

- a. AIR Card®s are issued from Multi Service Corporation. The cards are embossed with the below data
 - (1) 1st Line: AIR Card® account number – 16 digits
 - (2) 2nd Line: Aircraft Tail Number
 - (3) 3rd Line: Unit DoDAAC
 - (4) 4th Line: Expiration Date
- b. AIR Card®s transfer with the aircraft from unit to unit. The USCG Aircraft Logistics Center (ALC) notifies the USCG Fuel Card Program Office each time an aircraft transfers. The Fuel Card Program Office then changes the assigned OPFAC for the card to the new unit. There is no need for the unit to send transfer information.
- c. Each Air Station has an appointed Accountable Official (AO). Within five (5) business days prior to the permanent change in station (PCS) transfer of an AO from a unit or change in assigned duties, the AO shall submit a DD577 with Section IV signed by their supervisor removing them as the AO. The new Accountable Official must complete and submit an AO nomination form and DD-577 form to HQS-SMB-AIRCARD@USCG.MIL, and satisfactorily complete required DLA Training.
- d. If an AIR Card® is lost/stolen or damaged the assigned Accountable Official (AO) for the unit needs to send an email to HQS-SMB-AIRCARD@USCG.MIL and give the unit OPFAC and tail number of the aircraft and a replacement card will be issued. If an aircraft arrives at a unit without an AIR Card® the AO should send an email to HQS-SMB-AIRCARD@USCG.MIL and give the unit OPFAC and tail number of the aircraft and provide details on the transfer and the lack of the card.
- f. The fuel purchases made on this card are processed as MILSTRIP documents and flow through DFAS. All non-fuel purchases are sent in a weekly invoice to FINCEN. FINCEN will verify obligation exists in FPD before processing payment.

8. FPD Information:

- a. Fuel transactions on the AIR Card® should be entered into FPD using the Miscellaneous Module by converting the 'Z' requisition number into the correct doc type 35 number. The total amount for the transaction should be calculated by multiplying the quantity received by the DLA Standard Price. Additional information on the Standard Price can be located on the Fuel Card Program web portal - http://www.energy.dla.mil/DLA_finance_energy/Pages/dlafp03.aspx

- b. Non-Fuel transactions on the AIR Card® should be entered into FPD using the Miscellaneous Module by creating a doc type 35 number using the weekly invoice generated by Multi Service. Using the Transaction Detail page from the Multi Service weekly invoice the document number should be generated using the unit OPFAC, delivery date and aircraft tail number.
- c. Obligations will NOT be transmitted via FPD to CAS. All information is entered to maintain the local ledger and for reconciliation.
- d. The unit AO will submit an email to FIN-DG-AIRCARDSTATEMENTS@USCG.MIL with the unit OPFAC, full document number, transaction amount and full line of accounting (including object class) as soon as the entry into FPD is complete.

9. Document Flow:

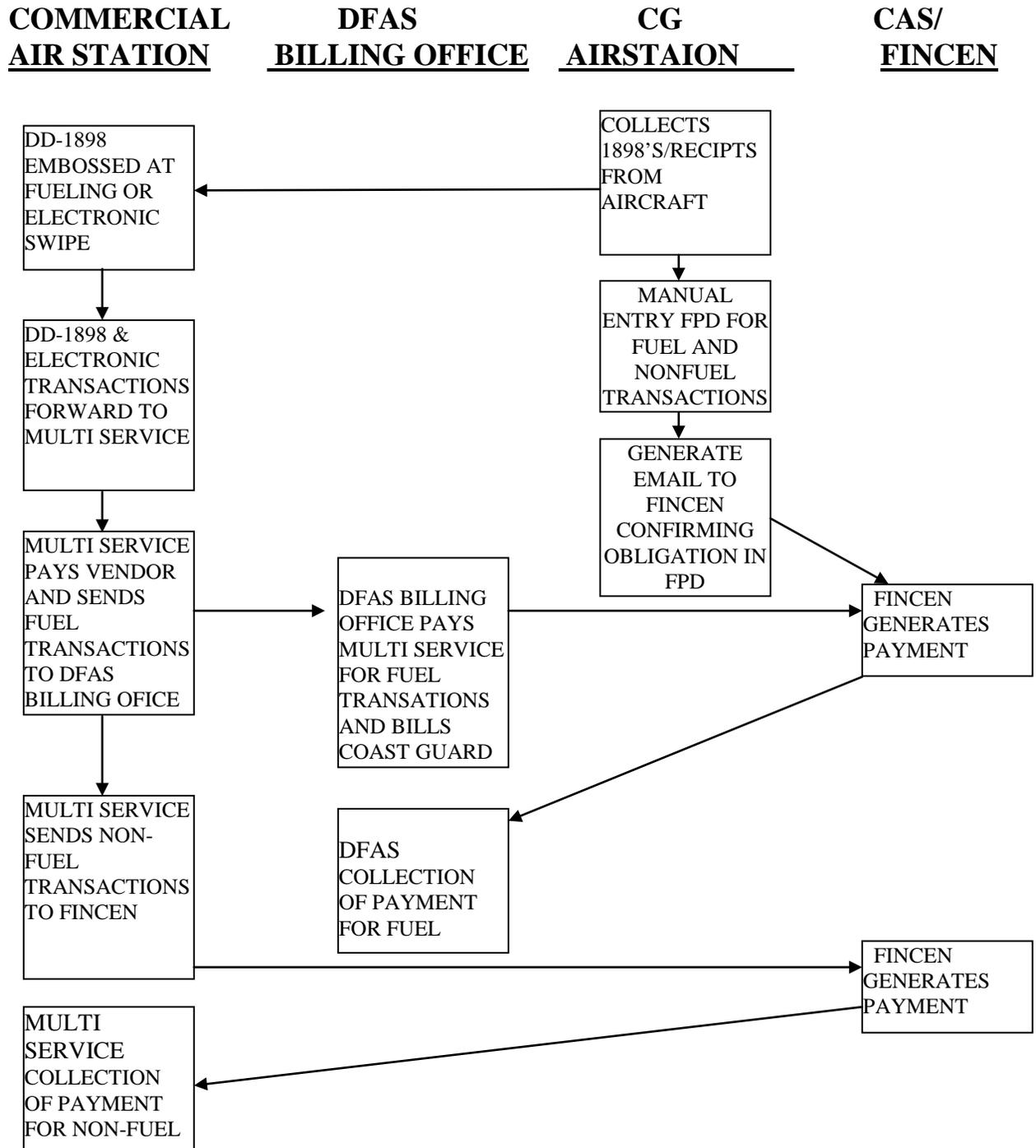


Figure 12E- 18 Aviation Into – Plane Reimbursable Cards

9. a. Figure 12E-18 describes the procedures for processing Aviation Into - Plane Reimbursable Card (AIR Card®) bills.
- b. CG aircraft fuels at a commercial air station (Note: Some DOD facilities accept the AIR Card® for payment).
- c. AIR Card®s are used for electronic swipe or manual DD-1898.
- d. Commercial air station vendor turns in the DD-1898 and electronic transactions to Multi Service.
- e. Multi Service pays the vendor and creates fuel transaction bill and sends to DFAS billing center.
- f. Multi Service generates weekly invoices for all non-fuel transactions that are sent to FINCEN and posted on the AIR Card® website.
- g. Unit AO generates email to FIN-DG-AIRCARDSTATEMNTS@USCG.MIL with obligation information.
- g. DFAS billing center pays Multi Service and prepares monthly MILSTRIP fuel bills that are transmitted to FINCEN.
- h. FINCEN pays DFAS for fuel transactions and Multi Service for non-fuel transactions.

10. Sample Forms:

Multi Service Weekly Invoice – non-fuel

		Multi Service Corporation AIR Card Invoice Invoice Date: 09-Dec-2010 Billing Reference -- Invoice Number: 000345101209	Page:14
Transaction ID: 2194476	Customer Acct #: 345	ICAO: PACD: Cold Bay	
Transaction #: 499082	Customer Name: USCG AIR STATION KODIAK	Location: ALEUT ENTERPRISE CORP	
Transaction Date: 26-Nov-2010	Tail Number: 6014	Anchorage, AK United States	
Fund Code: AV	AIR Card #: *****3846	Phone: (905) 532-2467	
Signal Code: B	APC/USN/ORG: 9999	Location ID: 10042804913	
	Supp. AAC: Z51800		

Transaction Details						
CLIN	Item Description	Delivery Date	Quantity	Unit of Measure	Unit Price	Total(USD)
	Callout Fee	26-Nov-2010	1.0	Each	\$80.00	\$80.00
	JET-A	26-Nov-2010	365.0	US Gallon	\$4.69	---
	Federal Excise Tax					---
Transaction Detail Total						\$80.00

** These purchases have been billed to another customer.

The Callout Fee above is a non-fuel transaction. The document number for this transaction is below:

Doc Type	Fiscal Year	OPFAC	Julian Delivery Date	Aircraft Tail Number
35	11	20270	330	6014

11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
351120250150FA00	136F	02176FHH0	20250	2632	0.00	0.00	0.00	500.00

Note: FPD does not transmit document type 35 obligations to CAS. Since no obligation exists in CAS a direct expenditure is made with Trans Code 136F.

12. Reference:

- a. USCG Fuel Card Program Web Portal -
<https://cgportal.uscg.mil/lotus/myquickr/fuel-card-program/air-card>
- b. DLA-Energy AIR Card Program Website -
<http://www.desc.dla.mil/DCM/DCMPage.asp?PageID=225>
- c. Supply Policy & Procedure Manual CIM 4400.19B – Chapter 5 -
http://www.uscg.mil/directives/cim/4000-4999/CIM_4400_19B.pdf

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