

**DOCUMENT NAME: Into-Plane Fuel Bill****DOCUMENT TYPE: 35**

1. **Description:** DOD Aviation Fuel Bills for fueling Coast Guard Aircraft.
2. **Primary Forms:** DD-1898, Aviation Fuels Into-Plane Sales Slip  
AF-1995, AF Fuels Issue/Defuel Document
3. **Related Forms:** DD-1896, Fuel Ident-A-Plate
4. **Document Number:** Nonstandard Number - Based upon generated number from embossing of Ident-A-Plate card on AF-1995 or DD-1898. Each is slightly different.

AF-1995 SAMPLE:

<u>Doc Type</u>	<u>FY</u>	<u>Air Station OPFAC</u>	<u>DD-1995 Block 37 - 39</u>	<u>DD-1995 Serial Number Block 40 - 43</u>
35	05	20250	150	0110

DD-1898 SAMPLE:

<u>Doc Type</u>	<u>FY</u>	<u>DODAAC of Requisition</u>	<u>Purchase Julian Day</u>	<u>Tail Number</u>
35	05	20250	150	6593

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 and Air Station OPFAC embossed on the Ident-A-Plate. AV is the standard fund code and 2632 is the standard object class for aircraft fuel. An example is:

2/8/501/108/30/0/SKWN/20150/2632

6. **FINCEN Critical Processing Requirements:** All requisitions must contain applicable fund code. AV is the standard fund code for aircraft fuel.

7. **Other Information:**

- a. DOD Ident-A-Plates are embossed at the Aircraft Repair and Supply Center (AR & SC), Engineering & Industrial Support Division, Flight Operations Branch, and contain the following information:

- (1) 1st Line: The letters "COG" (which is the Coast Guard Customer ID) followed by A/C Cost Code (AR & SC assigned).

7. a. (2) 2nd Line: Is left blank.
- (3) 3rd Line: Supplementary address which will be the Unit OPFAC. Next is a signal code of "A" which indicates the material went to the requisitioner and the charges will be billed to the requisitioner's PES report. Next is the fund code AV which is the standard fund code for all aircraft fuel.
- (4) 4th Line: Is left blank.
- (5) 5th Line: Aircraft tail number. Commandant (G-OCA) publishes a quarterly listing. Next is the OPFAC of the Air Station where the aircraft is assigned (referred to within the DOD system as the Department of Defense Activity Address Code [DODAAC]).
- b. Ident-A-Plate cards are ordered through [eholland@arsc.uscg.mil](mailto:eholland@arsc.uscg.mil) or [bstratton@arsc.uscg.mil](mailto:bstratton@arsc.uscg.mil). Information needed for ordering a card is: address aircraft name, tail number, OPFAC, fund code, and airstation. When an aircraft is transferred the Ident-A-Plate card should be destroyed and the unit receiving the aircraft should order a new card.

## 8. FPD Information:

- a. Requisitions placed using CMPLUS and FLS have system generated Julian dates and serial numbers. Most into-plane fuel requisitions are created outside CMPLUS and FLS and are turned in to the FPD reconciler after the fact. At this time, CMPLUS and FLS do not allow units to enter post-dated document numbers. An Engineering Change Proposal (ECP) to allow a post function entry with edits for duplicate requisition numbers has been identified and Headquarters is preparing the ECP. Currently requisitions with MILSTRIP format document numbers should be manually entered into FPD.
- b. Obligations will NOT be transmitted via FPD. All information is entered only to maintain the local ledger and for reconciliation. FPD does not transmit document type 35's direct to FINCEN.

9. Document Flow:

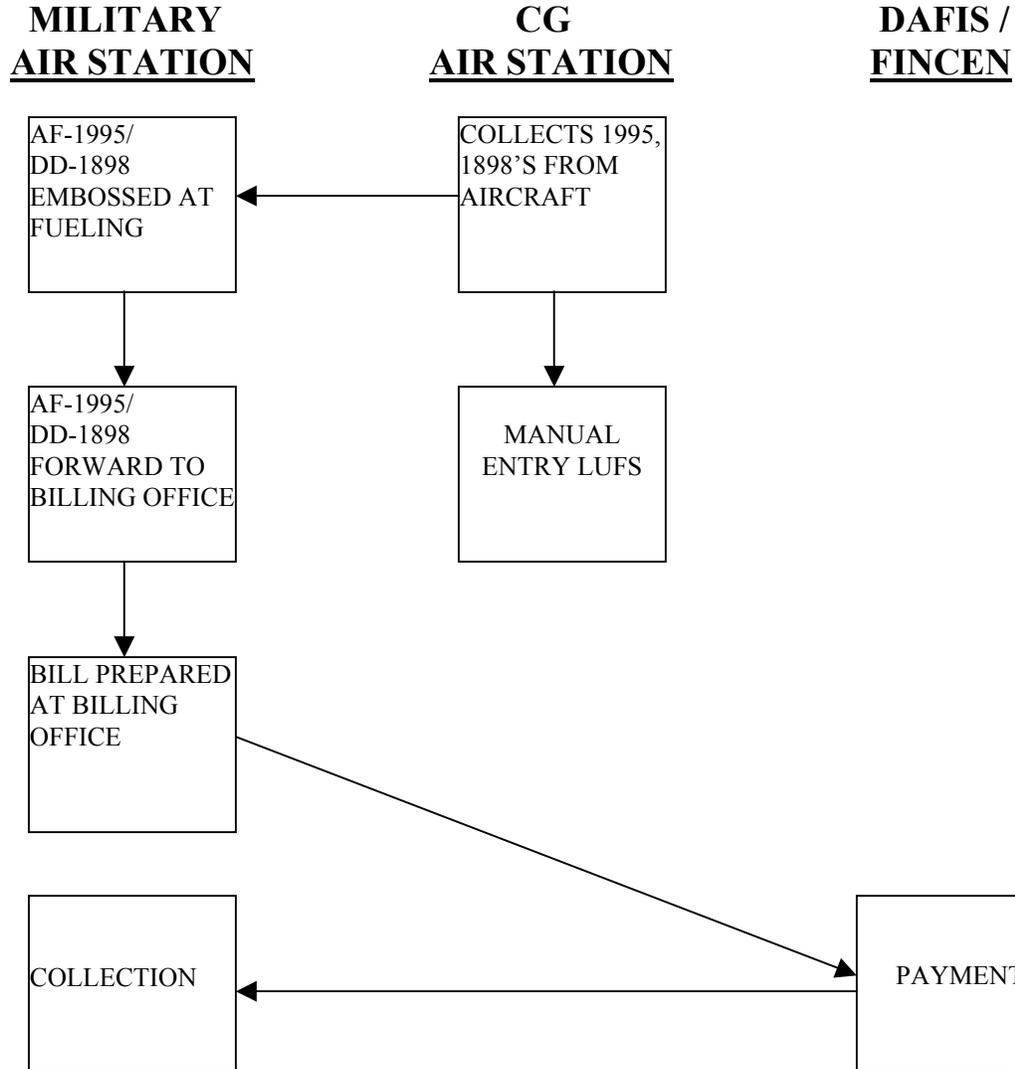


Figure 12E-15 Into - Plane Fuel Bills

9. a. Figure 12E-15 describes the procedures for processing Into - Plane Fuel Bills.
- b. CG Aircraft fuels at a (non-CG) military Air Station, Base or fuel depot.
- c. Ident-A-Plate is used to issue AF-1995 or DD-1898.
- d. DOD Air Station turns in the original AF-1995 or DD-1898 to its billing center.
- e. DOD billing center prepares fuel bill and sends to FINCEN for payment.

**10. Sample Forms:** None.

**11. PES Report:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3502202501506593	103F	02176FHH0	20250	2632	0.00	0.00	0.00	500.00

Note: No obligation occurs and direct expenditure is made with Trans Code 103F.

**12. Reference:**

- a. Department of Defense Manual 4140.25-M, DOD Bulk Petroleum Management Policy

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