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Supply

**AVIATION FUELS PURCHASING AND
DOCUMENTATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 23-1, Requirements and Stockage of Material. It describes procedures for the aviation fuel program (AVPOL) for aircraft assigned to the 436 AW. Procedures are established for proper selection of avfuel sources, correct documentation / processing of forms & invoices, program management and personnel responsibilities.

1. REFERENCES: AFI 23-202 (Buying Petroleum Products, Other Supplies, and Services Off-Station), AMC Decentralization Procedures and AFM 67-1, Vol. 1, Part 3, Air Force Stock Fund and DPSC Assigned Item Procedures.

(Ref: AFI 23-202, Buying Petroleum Products, and Other Supplies and Services Off-Station).

2. GENERAL:

- 2.1. All aircrew and maintenance personnel will be familiar with the procedures and documentation requirements of this instruction. Purchases of aviation fuel not in compliance with this instruction may become the financial responsibility of the purchaser.
- 2.2. Defense Fuel Supply Center (DFSC) or Canadian into-plane contracts.
- 2.3. Foreign Government Air Forces.
- 2.4. Open market purchase to include Shell International Trading Company (SITCO) and AIR Card vendor agreements.

3. AVFUEL SOURCES:

- 3.1. Other DoD Locations. Refueling support is available at most airfields operated by U.S. Army, Navy, and Marine Corps. These sources charge the Air Force the standard DoD price for the product provided.

3.2. Into-Plane Contracts. The Defense Logistics Agency's (DLA) Defense Energy Supply Center (DESC) negotiates into-plane refueling contracts at many civil airports.

3.2.1. Refueling is normally available 24 hours a day, 7 days a week, unless the contract specifies otherwise.

3.2.2. The DESC Avfuel and Avoil Into-Plane Contract Listing identifies into-plane contract locations. This listing is available for download on the Web at _ HYPERLINK <http://www.desc.dla.mil> __www.desc.dla.mil_ or can be viewed at _ HYPERLINK <http://www.kelly.af.mil/sfweb/aircard.htm> __www.kelly.af.mil/sfweb/aircard.htm_. In addition, the DoD Flight Information Publication (FLIP) Enroute Supplements identify locations with into-plane contracts for fuel purchases. Where contract fuel is available, the name of the refueling vendor is also listed.

3.3. U.S. Air Force / Canadian Forces POL Suspense Account Agreement. This agreement allows reciprocal servicing of U.S. Air Force and Canadian Forces (CF) aircraft at each other's bases and at both DoD and CF into-plane locations. The DESC Avfuel and Avoil Into-Plane Contract Listings identify the CF into-plane locations.

3.4. Replacement-in-Kind (RIK) Agreements. The U.S. Air Force has RIK agreements with the Air Forces of Turkey, Italy, Greece, South Korea, and Japan. Under the terms of these agreements, the U.S. Air Force replaces fuel received from the foreign air force on a gallon-for-gallon basis.

3.5. International Agreements. Within NATO, obtain fuel from foreign air forces under NATO Standardization Agreement (STANAG) 3113. Under this STANAG, the host air force services U.S. aircraft and charges the same prices that the host air force charges its own units.

3.6. Non-contract purchases at commercial airfields.

3.6.1. Aircrews may purchase fuel, fuel-related supplies, and ground services on the open market using the gold AIR Card. The AIR Card is a commercial credit card provided by a commercial contractor. To determine if a commercial location will accept the AIR Card, check the ICAO at the AvCard web site, _ HYPERLINK <http://www.avcard.com/search.htm> __www.avcard.com/search.htm_. Any problems with a vendor that should accept the AIR Card will be documented and forwarded to the Wing Refueling Document Control Officer (WRDCO) upon return to home station.

3.6.2. As a last resort to obtain fuel, use the AF Form 315, United States Air Force Avfuels Invoice and advise the FBO to forward his copy and vendor invoice to the address in block 4 of the AF Form 315. To obtain ground services, use the AF Form 15, United States Air Force Invoice and advise the FBO to forward his copy and vendor invoice to the address in block 4 of the AF Form 15.

3.7. Selecting a refueling source at a non-DoD location. At non-DoD locations, select refueling sources in the following priority: First- a DESC or Canadian Into-Plane Contract (Identaplate)

Second- Foreign Government Air Forces (Identaplate)

Third- Open Market Purchases (AIR Card, AF Form 315 as a last resort)

4. AVFUEL DOCUMENTATION AND FORMS PROCESSING:

- 4.1. AF Form 781H: Aerospace Vehicle Flight Report and Maintenance Document. Complete form per applicable technical directives.
- 4.2. AF Form 664: Aircraft Fuels Documentation Log used to log and store all AVPOL transaction documentation. Log all transactions, including ground servicing, on the front of the AF Form 664, then insert the supporting documentation inside the envelope. The AF Form 664 with supporting documentation will be removed from the aircraft forms binder and checked for accuracy at maintenance debriefing. NOTE: When writing aerial refuel transactions on the AF Form 664, place the eight-digit tail number of the tanker in the block titled Airfield Name. Enter the unit number and home station in the block titled airfield address.
- 4.3. AF Form 1994: Fuels Issue / Defuel Document (DoD) - used for purchases at all USAF locations using a valid DD Form 1896, Jet Fuel Identaplate, log and place inside AF Form 664.
- 4.4. DD Form 1898: AV Fuels Into-Plane (Commercial Airport Location) Sales Slip - fuel transaction receipt, used for purchases at other DoD locations, including DFSC into plane (Commercial Airport) contract locations, log and place inside AF Form 664. NOTE: If the contractor insists on completing their own invoice in addition to the DD Form 1898, the invoice must be annotated "DUPLICATED DD FORM 1898 ACCOMPLISHED".
- 4.5. DD Form 1896: Jet Fuel Identaplate - aircraft fuel / oil charge card.
- 4.6. AF Form 15: United States Air Force Invoice - used to purchase services other than fuel at non-DoD activities. Follow instructions on reverse to complete, log and place inside the AF Form 664.
- 4.7. AF Form 315: United States Air Force Avfuels / Services invoice - used to purchase fuel at non-DoD activities. Follow instructions on reverse to complete, log and place inside the AF Form 664. **NOTE:** Flight crews must always retain the original copy of the AF Forms 15 and 315. Give the vendor a legible copy, keep an invoice for the purchase and attach it to the form used. Attach a copy of flight orders to the form so that finance personnel will know the appropriate fund cite to use for billing. Use the following billing address in block 4 of the forms:

Form 15	Form 315
436 CPTS/FMLA	SA-ALC/SFRF
519 Atlantic Street	Attn: Invoice Validation Section
Dover AFB, DE 19902-5519	1014 Billy Mitchell Blvd, Suite 1
(302) 677-4512	Kelly AFB, TX 78241-5603

- 4.8. Purchases at Canadian into-plane locations (Commercial Airport Location) will be documented using the local vendor's invoice. AF Form 15's or 315's should not be accomplished, information from the aircraft identaplate should be hand scribed on to the vendor's invoice, log and place a copy inside AF Form 664.
- 4.9. Purchases at SITCO Agreement locations require presenting the aircraft identaplate. The invoice must include the date of transaction, grade of the product, quantity issued and defueled, unit of measure and signature of Air Force representative. If the vendor also requires completion of an Air Force

Form 15 or 315 in addition to his/her invoice, annotate on the vendor's invoice "AF FORMS EXECUTED". Log and place the documentation inside the AF Form 664.

4.10. Purchases of fuel, fuels related supplies, and ground services at non-contract commercial airfields should be accomplished using the AIR Card. The contractor, at accepted locations, will complete the required credit transaction to receive payment from the AIR Card contract provider. Log and place the documentation inside the AF Form 664.

4.11. If the FBO will not accept the Air Card, the AF Form 315 will be used to purchase fuel and the AF Form 15 will be used to purchase fuel related supplies and ground services. Refer to AFI 23-202 for guidelines on completing these forms.

4.12. Purchases at foreign military airfields, including Replacement-in-Kind locations, the host country forms are used to record the purchase. Information from the aircraft identaplate should be hand scribed on to the local form, log and place a copy inside of the AF Form 664.

5. FUNCTIONS AND RESPONSIBILITIES:

5.1. Wing Commander

5.1.1. Establishes an AVPOL Working Group in accordance with major command guidelines.

5.1.2. Ensures refueling sources selected for all flights are consistent with conservation and mission requirements.

5.1.3. Encourage mission planners and aircrews to use the Into-Plane and AIR Card fuel and ground service provider lists on the web pages referenced in Paragraphs 3.2.2. and 3.6.1. of this instruction.

5.1.4. Ensures a quality control process is in place at Maintenance Debrief to verify the accuracy of off-station purchase documentation prior to forwarding to the WRDCO.

5.2. Operations Group Commander

5.2.1. Chairs the Wing AVPOL Advisory Group, or appoints a representative in his place.

5.2.2. Approves the hiring of and appoints in writing a WRDCO.

5.2.3. Ensures that a Squadron Refueling Document Control Officer (SRDCO) for each flying squadron and AGS is appointed by the respective squadron commanders.

5.3. Wing Refueling Document Control Officer

5.3.1. Responsibilities are as listed but not limited to this regulation: (Ref: AFR 144-15, para. 3c(1)).

5.3.2. Provide training to SRDCO's, squadron training sections, and aircrew members on wing AVPOL procedures.

5.3.3. Provide training to mission planners on the use of AVPOL web sites to assist in determining proper avfuel sources at non-DoD locations that Dover missions are scheduled to transit.

5.3.4. Coordinate with Maintenance Debrief personnel to ensure proper procedures are being followed in the retrieval, validation, controlling, and forwarding of all fuel issue documents.

5.3.5. Retain all fuel and ground service purchase documents in a permanent document file in accordance with AFMAN 37-139 for comparison against monthly interfund bill.

5.3.5.1. Input all off-station fuel receipts into a tracking program in order to accurately produce monthly AVPOL statistics (total gallons and dollar amount purchased, cost per flying hour, etc.) and ensure sufficient funding has been obligated.

5.3.5.2. Input all off-station ground service receipts into tracking program to ensure enough funding has been obligated to cover expenses incurred.

5.3.6. Review the monthly AVPOL interfund billing received from the Defense Accounting Office (DAO) for any erroneous charges based on invalid Mission Design Series (MDS), organization, Dept. of Defense Activity Address Code (DODAAC), etc. Work with the appropriate SRDCO to resolve any discrepancies. If corrections are required, prepare a memorandum informing the DAO that credit is anticipated for erroneous charges for that month's billing.

5.3.7. Validate and certify all AF Form 15's, AF Form 315's, and AIR Card ground service invoices. Reference the appropriate established funding document on each certified form. Forward all certified AF Form 315's to SA-ALC/SFR (Kelly AFB) for payment. Forward all certified AF Form 15's and AIR Card invoices to the Dayton Operating Location (OPLOC) for payment. Notify AIR Card contractor immediately of discrepancies with ground service invoices.

5.3.8. Collect home station fuel issue totals for the previous month from the Base Fuels Management Office (BFMO) by the 10th of the current month. Retrieve flying hour data for the previous month from the GO81 program 9025B.

5.3.9. Submit a monthly AVPOL report to AMC by the 15th of the next month, with the Wing Commander's signature, consisting of the following data:

5.3.9.1. Organization.

5.3.9.2. MDS.

5.3.9.3. Actual flying hours for the month and year to date.

5.3.9.4. Total gallons fuel consumed for the month and year to date

5.3.9.5. Total dollars spent for the month and year to date.

5.3.9.6. Price per gallon (total dollars spent / total gallons consumed) for the month and year to date.

5.3.9.7. Actual fuel consumption (total gallons consumed /actual flying hours) for the month and year to date.

5.3.9.8. Actual cost per hour (total dollars spent /actual flying hours) for the month and year to date.

5.3.9.9. MicroBas Report of current obligated and un-obligated funds in the AVPOL Miscellaneous Obligation Reimbursement Document (MORD).DAFBI 23-101

5.3.10. Submit a monthly WRDCO report to AMC by the 15th of the next month, consisting of the following data:

5.3.10.1. Monthly and cumulative annual total of off-station avfuel receipts processed.

- 5.3.10.2. Monthly and cumulative annual total of off-station ground service receipts processed.
- 5.3.10.3. Monthly and cumulative annual total of savings from erroneous postings to the interfund bill, with a detailed listing of all erroneous transactions.
- 5.3.10.4. Monthly and cumulative annual total of AIR Card and AF Form 315 overuse vs. into plane contracts, with a detailed listing of all overuse transactions.
- 5.3.11. Work with Operations Group Resource Advisor and Financial Management Analysis (FMA) personnel to establish appropriate MORDs with the Base Financial Services Office for AVPOL, fuel related supplies, and ground service purchases made for base assigned aircraft
 - 5.3.11.1. There will be one MORD for avfuel purchases, three for fleet services (AIR Card, AF Form 15, and by-others / embassy payments), and three for landing fees (AIR Card, AF Form 15, and by-others / embassy payments). If necessary, MORDs can also be established for navigation fees.
 - 5.3.11.2. Monitor funding levels of established MORDs, increasing or decreasing them as necessary. Ensure that the avfuel MORD is increased by the current month funding estimate (programmed flying hours x programmed cost per hour) prior to the 15th of each month.
- 5.3.12. Monitor and ensure SRDCO's responsibilities are followed as listed in this OI. Be the central point of contact for fuel issues and any unresolved issues at lower levels.
- 5.3.13. Serve as an AVPOL Advisory Group member, coordinating monthly meetings, preparing agenda's, preparing and distributing meeting minutes.
- 5.3.14. Brief the Operations Group Commander quarterly on the status of the AVPOL program.
- 5.3.15. Order new AIR Cards from SA-ALC/SFR (Kelly AFB) as required, and track receipt of these cards by AGS SRDCO.
- 5.3.16. Comply with additional directives outlined in HQ AMC Decentralization of Aviation Fuel (AVPOL) Funding plan of execution dated 1 September 93.
- 5.4. Squadron Refueling Document Control Officer
 - 5.4.1. Each flying squadron commander and the AGS commander will appoint an SRDCO. Responsibilities are listed but not limited to this regulation: (Ref: AFI 23-202, Buying Petroleum Products, and Other Supplies and Services Off-station).
 - 5.4.2. Participate in the Wing AVPOL Advisory Group as the squadron AVPOL Representative.
 - 5.4.3. Work with the WRDCO and respective squadron training sections to develop a training program for aircrews, FCC's, and maintenance debrief to ensure the accurate completion of all AVPOL documentation.
 - 5.4.4. Provide periodic briefings to all assigned aircrew members and FCC's on their responsibility to prepare accurate and complete fuel documentation. Ensure they are familiar with recording procedures for off-station or aerial refueling transactions.
 - 5.4.5. Resolve any AVPOL documentation discrepancies identified by the WRDCO.
 - 5.4.6. Ensure all assigned aircraft are issued an AIR Card embossed with complete and accurate identification.

5.5. Aircraft Commanders

5.5.1. Ensure every departing aircraft carries a valid DD Form 1896 (Identaplate), an AIR Card, adequate number of AF Forms 15, 315, and 664 for mission completion, and a yellow Priority Servicing Card.

5.5.2. Work with Current Operations to plan missions to refuel at DoD locations whenever possible. Select refueling sources according to priorities listed in Paragraph 3.7. when mission requirements dictate refueling at a non-DoD location.

5.5.3. Although aircraft commanders are ultimately responsible, documentation of all refuel transactions can be delegated to an engineer or a Flying Crew Chief (FCC) during the course of a mission. The documentation must be legible and should reflect entries made in the AFTO Form 781H.

5.5.4. Anytime that aircraft possession changes during the course of a mission, the old AF Form 664 will be closed out and a new one started. The closed out AF Form 664 will list the squadron and names of the Aircraft Commander, primary Flight Engineer, and Flying Crew Chief of the crew leaving the aircraft on the front, as well as the close out date.

5.5.5. Verify that the AF Form 664, 15, 315, 1994, AFTO Form 781H, DD Form 1898, and all associated avfuel and ground servicing receipts are completely filled out and placed inside the AF Form 664. If applicable, indicate on the refueling document and the AF Form 664 if the fuel was determined to be "free issue". NOTE: Free fuel issues are defined as fuel issues to the United States Air Force that does not incur cost. The USAF currently receives free fuel when aircraft are refueled in Kuwait and certain locations in Saudi Arabia. Saudi Arabian officials determine fuel costs for aircraft landing in Saudi Arabia based on mission.

5.5.6. At locations where the AIR Card is not accepted, ensure the AF Form 15 and 315 are accurately and completely filled out. Use of an AF Form 315 with the preprinted SA-ALC/SFR address in block 4 is mandatory.

5.5.7. Accurately record all in-flight refuels (whether training or real world mission) on the AFTO Form 781H, AMC Form 285, and AF Form 664. When aircraft are away from home station all refueling transactions, including aerial refueling (A/R) transactions must be listed on the AF Form 664. For A/R local training missions, the single sheet version of the AF Form 664 will be used whenever possible, as there are no paper receipts to be turned in. Also, a copy of the 781H reflecting the A/R will be stapled to the AF Form 664.

5.5.8. If an aircraft will be away from home station at the end of the month and will not return before the sixth calendar day of the following month, the aircraft commander or his designated representative will report all refueling data listed on the AFTO Form 664 to home station by message, telephone or fax. This report will be made no later than the fourth calendar day of the new month, and sent to the AGS Control Center (DSN 445-5340, fax DSN 445-2998) or the 436 AW WRDCO (DSN 445-5904, fax DSN 445-2918). NOTE: When situations arise that preclude the transmission of AF Form 664 data, the information will be relayed upon arrival from the first available AMC Command Post.

5.6. Maintenance Personnel

5.6.1. Ensure that a valid DD Form 1898, Jet Fuel Identaplate (Credit Card) is provided for each aircraft. Notify the local Base Fuels Management Office immediately upon inter/intra aircraft

changes that would require a new identaplate. Aircraft assignment changes must be recorded in the GO81 / GPS database by Plans and Scheduling and the new identaplate issued to the aircraft immediately upon notification (Ref: AFM 67-1, Vol. 1, Part Three). **NOTE:** The identaplate must be current and contain correct billing and identification information, to include the eight digit tail number and AMC as the customer identification code (CIC). It should also have "FP4497" listed as the buyer's DODAAC.

5.6.2. Ensure each aircraft has a valid AIR Card located in the aircraft forms binder. This card will be turned in to the AGS SRDCO prior to an aircraft being sent to depot or being reassigned to another base. If an AIR Card is lost, the AGS SRDCO will order a new card from the WRDCO. A letter of explanation will need to be turned in by the Aircraft Crew Chief in order for a new card to be issued.

5.6.3. Ensure each aircraft has sufficient quantities of AF Form 664 on board to meet mission requirements.

5.6.4. Maintenance Debrief will collect all AF Form 664's and act as the first level of quality control for all AVPOL documentation. As a minimum, the following quality checks will be accomplished:

5.6.4.1. All appropriate blocks on the AF Form 664 are completely and legibly filled out. There should be one entry on the front of the AF Form 664 for each individual fuel receipt and ground servicing receipt inside.

5.6.4.2. Ensure that information on the AF Form 664 matches servicing data contained on AFTO Form 781H.

5.6.4.3. Ensure flying hours and fuels issue data are recorded accurately on AFTO Form 781 / 781H. Make sure AFTO Form 781H, block 17, "Servicing Certification", reflects the name or ICAO code of the location where fuel servicing occurred (abbreviations such as DAFB will not be used). **NOTE:** Aircrew Management Flight, ext. 3453, maintains the AFTO Form 781 for one year after removal from the aircraft forms binder, as a secondary audit trail for flying hours. The AFTO Form 781H is maintained for 90 days as a historical record by 436 LSS Plans & Scheduling /Documentation Section, ext. 5454.

5.6.4.4. All AF Form 15's and 315's are completely and legibly filled out. All appropriate vendor information must be included, including an accurate payment address and quantities serviced or amount due.

5.6.4.5. For research and future validation purposes, ensure that the flying squadron and names of the Aircraft Commander, primary Flight Engineer, and Flying Crew Chief are listed on the front of the AF Form 664.

5.6.5. Ensure all turned in AF Form 664 and all supporting refueling documents are forwarded to the AGS SRDCO on a daily basis.

5.7. Base Fuels Management Office

5.7.1. Process all fuel issue data as required by AFM's 67-1 and 67-413. Ensure processing of all issues in the current month.

5.7.2. Ensure all Identaplates (DD Form 1896) have AMC as the customer identification code (CIC) to indicate Air Mobility Command aircraft. The eight-digit tail number (last two digits of

the model year plus six digit aircraft tail number) of base assigned aircraft will be embossed on the DD Form 1896, as well as the DODAAC "FP4497". These are mandatory markings to allow tail number accounting of each refuel and defuel.

5.7.3. Use the Fuels Automated Management System (FAMS) with concurrent interface to the Standard Base Supply System (SBSS) for processing fuel transactions. Enter fuel issues provided by refueling unit operators at home station. If the eight digit tail number, gallons, refueling location, and date are not clearly marked, it will be returned to its originator for completion. All fuel issues will be reported daily to FAMS-A central repository at SA-ALC, Kelly AFB, Texas.

5.7.4. Assist the WRDCO in resolving disputes between bases on questionable fuels issues as reflected on the AVPOL interfund billings.

5.7.5. Submit a monthly report to the WRDCO by the 10th of the next month, to include previous month Tid A totals (in gallons) and cumulative totals for the current fiscal year.

5.7.5.1. Ensure the Tid A total has been cross-checked in FAMS and contains no erroneous charges.

5.7.6. Ensure fiscal year closeout instructions are followed and ensure all fuel issue transactions are processed prior to fiscal year closeout.

5.7.7. Provide a permanent member of the Wing AVPOL Advisory Group.

5.8. Financial Management Analysis

5.8.1. Assist the WRDCO in establishing and maintaining all necessary MORDs. Work with AMC to ensure there is sufficient funding to cover all AVPOL related obligations.

5.8.2. Ensure that all required documentation to pay obligations incurred by the 436th AW are provided in a timely manner to OPLOC.

5.8.3. Forward a MicroBas Report of current obligated and un-obligated funds in the AVPOL MORD to the WRDCO by the 10th of the month for inclusion in the monthly AVPOL Report.

5.8.4. Provide a permanent member of the Wing AVPOL Advisory Group.

5.9. AVPOL Advisory Working Group

5.9.1. Will be executed in accordance with MAJCOM guidance.

5.10. Discrepancy Reporting

5.10.1. Problems associated with the purchase of fuels and supplies off-station will be reported to the WRDCO / SRDCO. Any problems with the AIR Card Program should be reported to:

SA-ALC/SFRF

1014 Billy Mitchell Blvd.

Kelly AFB, TX 78241-5603

DSN 954-9254 / 8891

COM (210) 925-9254 / 8891

E-mail: aircard@sfgate1.kelly.af.mil

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