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Flying Operations

**AVIATION PETROLEUM, OIL, AND
LUBRICANTS (AVPOL) PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction describes procedures for managing the Aviation Petroleum, Oil, and Lubricants (AVPOL) Program for the 6th Air Mobility Wing (6 AMW) aircraft. Procedures are established for correct documentation, processing of forms, invoices, and program oversight/personnel responsibilities.

1. General Policies.

1.1. All aircrew, maintenance, fuels, and finance personnel will be familiar with the procedures and documentation requirements of this instruction. Purchases of aviation fuel not complying with this instruction will become the financial responsibility of the purchaser's unit.

1.2. Aircraft will be refueled/defueled at Department of Defense (DoD) locations unless DoD-owned fuel is not available, in which case fuel may be procured from sources in the following priority:

1.2.1. Defense Energy Supply Center (DESC) or Canadian into-plane contracts. **NOTE:** The DoD Flight Information Publication (FLIP) supplements identify locations with into-plane contracts.

1.2.2. Foreign government Air Force.

1.2.3. Open market purchase.

1.3. AVPOL documentation use and procedures.

1.3.1. An AF Form 15, **United States Air Force Invoice**, used to purchase fuel, oil, or services at non-DoD activities. Follow instructions on reverse. When completed, log and place inside AF Form 664, **Aircraft Fuels Documentation Log**.

1.3.2. An AF Form 315, **United States Air Force Avfuels Invoice**, is used to purchase fuel at non-DoD activities. Follow instructions on reverse. Copies of this form with the Kelly AFB billing address are stored on each aircraft. When completed, log and place inside AF Form 664 (preferred form for fuel purchases). **NOTE:** Purchases at Canadian into-plane locations will be documented using the local vendor's invoice. AF Form 15 or AF Form 315 should not be accom-

plished. Write the information from the aircraft identaplate onto the vendor's invoice. All invoices must include the date of transaction, grade of the product, quantity issued or defueled, unit of measure, and signature of Air Force representative. If the vendor requires completion of an AF Form 15 or AF Form 315 in addition to his or her company invoice, annotate on the vendor's invoice "AF Forms Executed." Purchases at non-contract commercial airfields are accomplished using the AF Form 15 or AF Form 315. Refer to AFI 23-202, *Buying Petroleum Products, and Other Supplies and Services Off-Station*, Section 8, and Attachments 2 and 4 for guidelines on completing these forms.

1.3.3. An AF Form 664 is a record of, and stores all AVPOL transaction documentation. Log all transactions on the front of AF Form 664 then insert the supporting documentation inside the envelope. At mission completion, hand over these forms to the 6th Aircraft Maintenance Squadron (6 AMXS) maintenance debrief (91st Air Refueling Squadron (91 ARS)) or the 310th Airlift Squadron, Command Support Staff (310 AS/CSS). The AF Form 664 will be maintained within the 6 Operations Group, Wing Refueling Document Control Officer (WRDCO), office for a minimum of five calendar years.

1.3.4. DD Form 791, **In-Flight Issue Log**. This form will be completed for all in-flight offload transactions and fuel jettisons. Boom operators are responsible for correctly filling out the form in its entirety. The boom operator will verify receiver tail number(s) and unit(s) assignment through the Reliability and Maintainability Information System (REMIS). Following post-mission debrief, the completed form will be hand-carried, by aircrew, to their squadron Flight Records section for review. An aircrew member and Flight Records personnel must accomplish this review. Flight Records will conduct an audit and mission review with the 6th Operations Support Squadron (6 OSS) Flying Hour Manager the next duty day (to include DD Form 791 review). All appropriate blocks must be filled in correctly. Tanker and receiver tail number(s) must be an 8-digit number. Navy/Marine and Foreign Military Sales (FMS) aircraft are exempt from the 8-digit rule. For Navy/Marine aircraft, acquire their 6-digit **BUREAU** number. For FMS aircraft, acquire as much information as possible (i.e. Country Code, MDS, Home Station, if possible). The WRDCO will receive the completed DD Forms 791 from the Squadron Aviation Resource Management (SARM) weekly, as a minimum.

1.3.5. An AF Form 1994, **Fuel Issue/Defuel Document**, is a fuel transaction receipt. Log and place inside AF Form 664. Purchases at all USAF locations will be recorded on AF Form 1994 using a valid DD Form 1896, **Jet Fuel Identaplate** (the aircraft fuel/oil charge card).

1.3.6. AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance**. Complete form per applicable technical directives. When removed from jacket file, turn into maintenance. Maintenance will maintain a copy for 90 days after interfund billing to provide a secondary audit trail for fuel issues and flying hours (310 AS will use equivalent civilian form).

1.3.7. Aviation Into-Plane Reimbursement (AIR) Card, used to purchase fuel, fuel related supplies, and/or ground services at commercial airports where no DoD contracts exist. Should a civilian vendor not agree to accept the card, advise the vendor to call the card contractor at 1-800-AVCARD-1 within the United States, U.S. territories, or Canada or 1-410-771-3083 (collect from overseas) to secure an agreement for the fuel/services. These numbers can also be used to pre-arrange use. Each flying squadron possesses a list of AIR Card acceptance sites. This information can also be accessed at <https://afpet.lackland.af.mil/>. AVCARD may also be contacted at www.avcard.com/index.stm.

1.3.8. The DD Form 1898, **AVFuels Into-Plane Sales Slip**, is another fuel transaction receipt. Log fuel transaction on the exterior of AF Form 664, then place receipt inside. Purchases at other DoD locations, including DESC into-plane contract locations, are recorded on DD Form 1898. **NOTE:** If the contractor insists on completing their own invoice in addition to the DD Form 1898, the invoice must be annotated "DUPLICATE--DD FORM 1898 ACCOMPLISHED."

1.4. Purchases at foreign military airfields, including replacement-in-kind (RIK) locations. The host country forms are used to record the purchase. Information from the aircraft identaplate should be written on the local form.

2. The 6th Operations Group Commander (6 OG/CC) will:

2.1. Appoint a WRDCO, in accordance with AFI 23-202, and the major command (MAJCOM) AVPOL Decentralization Plan.

2.2. Establish an appropriate funding document with the Financial Services Office (FSO) to cover fuel related supplies and ground service purchases made with the AIR Card.

2.2.1. Ensure the AIR Cards, ground service invoices, and AF Forms 15 and AF Forms 315 are validated/certified by the Resource Advisor and forwarded to the supporting FSO within 7 days after receipt of the invoices and forms.

2.2.2. Ensure the AIR Card is the only commercial credit card used for aviation related services carried onboard 6 AMW aircraft.

3. The WRDCO will:

3.1. Be an AVPOL Advisory Group member. As a group member, the WRDCO will:

3.1.1. Set up quarterly meetings of the AVPOL Advisory Group.

3.1.2. Report directly to the 6 OG/CC.

3.2. Be the central point of contact for wing fuel issues.

3.3. Collect all fuel issue and flying hour data monthly from base fuels and wing scheduling.

3.4. Ensure a monthly memorandum is prepared to reserve funds for AVPOL issues to wing aircraft. This memorandum will include the month's projected flying hours by MDS and be calculated by the 10th calendar day of each month establishing appropriate obligation documents.

3.5. Ensure a monthly memorandum is prepared to adjust the obligation of funds to agree with actual hours flown during the previous month. Route the memorandum through the local Financial Management Analysis office not later than the 10th calendar day of the month.

3.6. Provide training to all pilots/aircrews on the use of the AIR Card and disposition of purchase tickets (receipts).

3.6.1. Retain AIR Card fuel tickets in a permanent document file for comparison against the inter-fund bills or SF 1080, **Voucher for Transfers Between Appropriations and/or Funds**, bills.

3.6.2. Forward a copy of the AIR Card ground service purchase ticket to the 6 OG Resource Advisor for validation/certification.

- 3.6.3. Train all aircraft commanders and mission planners on the use of the SF WEB page (www.kelly.af.mil/sfweb/aircard.htm) and AIR Card acceptor list to determine what commercial locations accept the AIR Card.
- 3.6.4. Train mission planners and aircrews on how to pre-arrange fuel and ground service support by calling 1-800-AVCARD-1 or the internet at www.avcard.com/index.stm.
- 3.7. Comply with additional, but not limited to, directives outlined in Headquarters, Air Mobility Command (HQ AMC) Decentralization of AVPOL Funding Plan of Execution Detail, 1 September 1993.
- 3.8. Monitor and ensure Unit Refueling Document Control Officer (URDCO) responsibilities are followed as listed in this instruction.
- 3.9. Verify base fuel listings with interfund listings provided by local FSO.
 - 3.9.1. Review the monthly AVPOL interfund billing for erroneous charges based on invalid MDS, Department of Defense Activity Address Code (DODAAC), organization, etc. Resolve disputes with help from the local Fuels Resource Control Center (LGSFFR). If corrections are to be made, follow up to ensure the transient fuels office processes the transaction and it will be reflected in the subsequent Fuels Automated System (FAS) input and the fuels sales analysis report (M27).
Example of erroneous charges: Identaplate not updated when aircraft transferred between bases (ensure procedures in AFMAN 23-110, Vol 1, Part 3, Chapter 1, *Bulk Petroleum Fuels Management Category, Fuels Division*, are followed when aircraft are transferred from one command to another), administrative errors (system input errors, transposition of numbers).
 - 3.9.2. Validate any additional billing documents (interfund bills, commercial invoices) received from the local FSO where no previous record of the refueling transaction exists. If, due to the age of the refueling and transfer to the aircraft, base level records do not exist to validate aircraft ownership, contact 6 AMXS maintenance debrief for assistance. Appropriate information must be returned to the DFAS/SB within the same month as submitted to ensure prompt payment.
- 3.10. Submit DD Forms 791 on a weekly basis to base Fuels Resource Control Center for processing. Fiscal year close out procedures will require this process to be accomplished daily during the month of September.
- 3.11. Maintain a suspense file for all rejected DD Forms 791 returned to squadrons from base fuels.
- 3.12. Ensure fiscal year close-out instructions are followed and full coordination is made to ensure all fuel issue transactions and adjustments to obligations are forwarded to the local FSO prior to fiscal year close.

4. Each Refueling Squadron Commander will:

- 4.1. Appoint a primary/alternate squadron AVPOL manager. Forward a copy of the appointment letter to the WRDCO. Responsibilities are listed in, but not limited to, this instruction (ref AFI 23-202, para 3.1.4.).
- 4.2. Appoint a Deployed Refueling Document Control Officer (DRDCO) for each squadron deployment to ensure proper procedures are followed while aircraft are on temporary duty (TDY).
- 4.3. Ensure a copy of this instruction is available to all crewmembers and squadron operations personnel.

- 4.4. Establish a fuel conservation program within the squadron.
- 4.5. Ensure compliance with procedures established in paragraphs **5.1.** and **5.2.** of this instruction.

5. Each AVPOL Manager/Alternate will:

- 5.1. Establish unit procedures for a quality check of each DD Form 791 prior to forwarding to the WRDCO. DD Forms 791 will be delivered to the WRDCO at least by close of business every Friday. The unit AVPOL manager/alternate must ensure DD Forms 791 are correct and complete.
- 5.2. Establish unit procedures for correcting DD Forms 791. DD Forms 791 containing errors will be returned to the unit AVPOL manager/alternate for correction. Corrected DD Forms 791 must be returned to the WRDCO upon completion of errors.
- 5.3. Provide periodic briefings to all assigned aircrew personnel on their responsibilities to prepare accurate and complete documentation. Ensure they are familiar with the recording procedures for off-station and in-flight refueling transactions.
- 5.4. Ensure a copy of AFI 23-202 (or an extract) is available to all crewmembers.
- 5.5. Place sufficient quantities of AF Forms 315 with the SA-ALC/SFR address in block #4 in squadron trip kits. See **Attachment 2.**

6. The 6 OG Resource Advisor will:

- 6.1. Establish an appropriate funding document with the supporting FSO for related fuel supplies and ground services purchased with the AIR Card.
 - 6.1.1. Retain AIR Card ground service purchase tickets in a permanent file for comparison against AIR Card's weekly invoice.
 - 6.1.2. Validate/certify AIR Card's ground service invoice and forward to the local FSO for payment within seven working days after receipt of the invoice. The same process will apply when AF Forms 15 are received from the WRDCO.
 - 6.1.3. Notify AIR Card promptly of any discrepancies found with the ground service invoice.

7. The Wing Financial Analysis Office will:

- 7.1. Prepare a monthly AVPOL report for HQ AMC consisting of the following data:
 - 7.1.1. Organization.
 - 7.1.2. Mission/Design/Series (MDS) i.e., KC-135R, C-37, EC-135.
 - 7.1.3. Programmed flying hours for the month.
 - 7.1.4. Actual flying hours for the month.
 - 7.1.5. Programmed fuel consumption (programmed flying hours MDS fuel factor provided by MAJCOM).
 - 7.1.6. Actual fuel consumption (actual flying hours x MDS fuel factor).
 - 7.1.7. Fuel savings/overuse by MDS.
 - 7.1.8. Actual fuel usage by MDS (computed from base fuel's listings).

7.2. Coordinate with the WRDCO and the 6 OG Resource Advisor on all fuel related activities.

8. The 6 AMXS Commander will:

8.1. Ensure maintenance has provided a valid DD Form 1896 and AIR Card on board each aircraft. Validate the DODAAC, Customer Identification Code (CIC), MDS, ORG, and tail number for each aircraft assigned. Notify the WRDCO and LGRFIR via the Fuels Resource Control Center when the AIR Card is lost, misplaced, or damaged.

8.2. Ensure maintenance has provided each aircraft with a sufficient supply of AF Forms 664 for duration of TDY. Ensure the yellow laminated fuel and ground priority service card and the AIR Card is on board all assigned aircraft and that procedures are followed.

8.3. Ensure when aircraft are away from the home station (only on TDYs where the 6 AMW incurs the cost for fuel), that all refueling transactions are listed on the AF Form 664 and reported back to home station by FAX, message, or telephone prior to the last day of the month. When the aircraft returns, the crew chief along with maintenance debrief will validate the transactions on the AF Form 664 with the actual documents and forward the AF Form 664 and all associated documents to the WRDCO for filing.

8.4. When assigned or deployed away from home station for a period exceeding two weeks, ensure all AF Forms 664/DD Forms 791, and AIR card purchase tickets/info are reported back to the WRDCO at DSN 968-9003, DSN 968-9002 (FAX), or commercial (813)-828-9003. If squadron deployment, then debrief should report this information.

8.5. Ensure the AIR Card is used when requesting fuel and ground service at commercial airports where no DoD contract exists. The AIR Card may be used to purchase ground services at Defense Fuel Supply Center and Canadian into-plane contract locations.

8.6. Ensure the use of AF Form 315, with SA-ALC/SFR address pre-printed in block #4, at commercial airports where acceptance of the AIR Card has not been arranged (see [Attachment 2](#)).

8.7. Ensure that the fixed base operators/vendors at commercial airports who do not accept the AIR Card call the 1-800-AVCARD-1 (CONUS) numbers or 1-410-771-3038 (collect if calling from overseas) on the back of the card to secure an agreement with AIR Card for the services required to accomplish the mission.

8.8. Report any support problems with the AIR Card to the WRDCO.

9. Maintenance debrief will:

9.1. Ensure all flying hours and fuel issue data are recorded accurately on AFTO Forms 781/781H. Make sure AFTO Form 781H, block 14, "Servicing Certification," reflects the name (spelled out) of the location where fuel servicing occurred. Abbreviations such as FAFB, LAFB, MAFB, KAB, etc., will not be used. If fueling was done inflight, block 14 will have "inflight" as the location. Ensure information listed on AF Form 664 matches available 781H data. Inflight refueling will not reflect on the AF Form 664 used for ground refuels and servicing.

9.2. Ensure aircrews and/or crew chiefs turn in all refuel/defuel documentation and receipts. Ensure all AF Forms 15, 315, 664, 1994, DD Forms 791, 1898, or other vendor delivery invoices are completed, accurate, and legible. Ensure all aircraft identification is by eight-digit tail number and clearly marked on each document.

- 9.3. Return the DD Forms 791, with all uncorrectable errors highlighted to assist the WRDCO, to the aircrew to be included in the post mission package.
- 9.4. If applicable, ensure the refueling document and AF Form 664 reflect if the fuel was determined to be "free issue" at the point of refueling (applies only in Saudi Arabia or Kuwait).
- 9.5. Complete validating official's certification on the AF Form 15 or AF Form 315 when used. Route all AF Forms 15, 315, 664 and DD Forms 1898 and 1994 to WRDCO for processing/filing.
- 9.6. Ensure originals of non-Air Force base refuels/defuels and in-flight offloads are routed to WRDCO for processing. When deployed away from home station, ensure all AF Forms 664/DD Forms 791, AIR card purchase tickets/info are reported back to the WRDCO at DSN 968-9003, DSN 968-9002 (FAX), or commercial (813)-828-9003.
- 9.7. The Noncommissioned Officer in Charge (NCOIC) of maintenance debrief will represent the 6 AMXS as the AVPOL Advisory Group representative.

10. The Wing/Operations Scheduling offices will (N/A for 310 AS):

- 10.1. Include a list of receiver unit point of contact (POC) telephone numbers as part of the weekly flying schedule. Telephone number must ring into a 24 hour manned phone number if possible.
 - 10.1.1. For Active Duty Air Force Units: Wing scheduling office and Command Post DSNs.
 - 10.1.2. For ANG/AFRES Units: Wing scheduling, Command Post, and DSN operator exchange.
- 10.2. Forward actual hours flown for the previous month/projected hours for the upcoming month to the WRDCO no later than the 5th of each month.

11. Aircraft commanders will:

- 11.1. Verify AF Forms 664, 781H (or equivalent civilian form for 310 AS) and DD Forms 791 are completely filled out and all associated "credit card" fuel sales receipts are completed and placed in AF Form 664. **NOTE:** All USAF aircraft must contain an eight-digit serial number.
- 11.2. Prior to takeoff: Coordinate with command post for receiver aircraft status.
- 11.3. 15 minutes prior to rendezvous call: If practical, obtain receiver tail number.
- 11.4. Assist the boom operator in receiving/recording receiver tail numbers.
- 11.5. Ensure that AF Forms 664, 781H, and DD Forms 791 are reviewed in maintenance debriefing.

12. Aircrew/Boom Operators will:

- 12.1. Aircrew will obtain receiver tail number prior to offloading. **EXCEPTION:** For classified program refueling, see 6 OSS/OSOC for DD Form 791 information.
- 12.2. On flight day, the aircrew will verify receiver tail number in-flight using any of the following means:
 - 12.2.1. During 15 minute call prior to the rendezvous.
 - 12.2.2. During boom operator pre-contact radio check.
 - 12.2.3. Visually, prior to offloading fuel.

12.2.4. Using boom interphone, if available.

12.3. Training under Emergency Condition (EMCON) 2 or 3 will not preclude the use of interplane radios for obtaining or verifying air refueling data.

12.4. Under no circumstance shall interplane radios be used during actual EMCON 3 or 4 to verify DD Form 791 data unless specifically authorized by competent authority. Use of HAVE QUICK II, secure voice, and boom interphone should be considered if prior confirmation was not accomplished.

12.5. Under no circumstances will any of this data be obtained by any of the aforementioned means if it interferes or threatens safety of flight.

12.6. Information not obtained prior to or in-flight due to actual EMCON conditions shall be obtained after the flight, but in no case shall it exceed close of business of the first business day following the flight.

12.7. Use of "known" or "suspected" aircraft serial numbers assigned to the unit being refueled, but not necessarily the actual aircraft refueled, will not be used. Receiver unit aircraft serial numbers are compared to the fuel load reports at their home station, and if the aircraft tail being billed was not flying that day, the fuel bill will be rejected and the tanker unit will be liable for the fuel. In addition, maintaining a personal current listing of any unit aircraft tail numbers in its entirety would constitute unguarded classified information and is strictly prohibited.

12.8. For USN/USMC receiver aircraft, obtain home station squadron number on the DD Form 791 (mandatory). Examples of USN/USMC squadron numbers are VA-97, VF-33, and VMFA-212. If possible, record the Unit Identification Number (UIN) or Unit Identification Code (UIC). Examples of UICs are R63923, V09559, and R09434. This is in addition to the other required information on the DD Form 791.

12.9. For foreign receiver aircraft covered under the Foreign Military Sales (FMS) program, obtain and record the FMS "Case Code" in the Home Station block on the DD Form 791. Examples of FMS Case Codes are; BE-D-NBC for Belgium, CN-D-NBF for Canada, GY-D-NDP for Germany, K7-D-NAZ for NATO.

12.9.1. Where certain conditions apply, some TDY expenditures, i.e., per-diem, associated with FMS sales are reimbursable to the refueling wing. Every attempt should be made to obtain and forward to the WRDCO the following documents: AF Form 781H; AF Form 1610.

13. Deployed Squadron RDCOs will:

13.1. Comply with all URDCO duties while the unit is deployed.

13.2. Correct any refuel accounting errors with the local base fuels accounting personnel.

13.3. Ensure all refueling information for the deployment phase is relayed back to the home station URDCO as soon as practical. **NOTE:** The home unit is responsible for fuel costs until the aircraft actually arrives at the TDY location. Any refuels prior to arriving at the TDY location must be logged on an AF Form 664. Any air refueling prior to arrival and after departing TDY locations are credited to the home unit. All missions flown while under the TDY location's control will reflect information as directed by the TDY base policy. Whether deployed to a location where free fuel (PSAB) is issued or not, all fuel transactions must be logged on the AF Form 664 and receipts placed inside.

14. The 6th Mission Support Group Commander (6 MSG/CC)/Base Fuels Management Office (BFMO) will:

- 14.1. Process all fuel issue data as required by AFMAN 23-110, Vol 1, Part 3. Ensure processing of all issues in the current month.
- 14.2. Ensure all DD Forms 1896 have the CIC identified as AMC for all Air Mobility Command aircraft. Also, ensure the eight-digit tail number of base-assigned aircraft is embossed on the AF Form 1896.
- 14.3. Use the FAS with concurrent interface to FAS Enterprise Hub (FEH) for processing fuels transactions. Fuel issues will be entered by the eight-digit tail number provided by boom operators at home station. In-flight refueling documents will be collected from the WRDCO on a weekly basis as a minimum. Discrepancies or errors on the completed DD Form 791 will be researched by the Fuels Resource Control Center in coordination with the WRDCO.
- 14.4. Provide the WRDCO a monthly fuels usage report from FAS. The report will contain total gallons issued by month to base assigned aircraft. The report will be submitted no later than the 10th calendar day of the following month.
- 14.5. Notify DESC when a new AIR Card is required for base assigned aircraft. Provide the mission, design and series, and eight-digit tail number.
- 14.6. Notify DESC-RRF when a base assigned aircraft is sent to depot and/or transferred to another base/command. Provide the mission, design and series, and eight-digit tail number.
 - 14.6.1. Provide Air Cards that are turned in by maintenance to DESC.

15. Wing AVPOL Advisory Group.

- 15.1. The WRDCO and primary URDCOs will attend quarterly/as needed AVPOL meetings. Other key players include chief boom operators, maintenance debrief and fuels resource controllers.
- 15.2. Meeting time and place will be determined by the WRDCO.
- 15.3. Review AVPOL status and make changes in procedures to reduce losses and improve accountability of funds.

DAVID M. SNYDER, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DOD Directive 4140.25, *DOD Management Policy for Energy Commodities and Related Services*

AFI 23-202, *Buying Petroleum Products, and Other Supplies and Services Off-Station*

AFMAN 23-110, Vol 1, Part 3, Chapter 1, *Bulk Petroleum Fuels Management Category, Fuels Division*

Attachment 2**INSTRUCTIONS FOR COMPLETING AF FORM 315****ITEM****SELLER ENTRIES**

2. PAY TO Enter company, foreign government or activities to be paid for the fuel (complete mailing address).
12. QUANTITY Enter quantity of product purchases.
13. UNIT OF MEASURE Enter unit of measure (i.e., gallon, liter, imperial gallon, etc.).
14. UNIT PRICE Enter unit price. For non-US purchases include type of currency.
15. TOTAL PRICE Enter total cost of the product purchased. If tax is not included in the unit price, enter tax in block provided.
22. SELLER'S NAME Print individual's name making the sale, not company name.
24. DATE Self explanatory.

ITEM**PURCHASER ENTRIES**

1. DATE Enter date of sale. Enter date of refuel or defuel.
3. PURCHASED AT Enter airport/airdrome/facility. Include city, state, and country in this block. Use ICAO codes at foreign airports if available.
4. SEND BILL TO
Defense Energy Support Center
DESC - RRF
Bldg 1621-K
2261 Hughes Ave, Suite 128
Lackland AFB, TX 78236-9828
5. ORGANIZATION Enter the wing, squadron, or other Air Force unit designation.
6. HOME STATION Enter home station of purchaser (may be different from Item 4).
7. MAJOR COMMAND List MAJCOM of the organization listed in Block 5.
8. MDS Enter mission design and series of aircraft (i.e., KC-135R).
9. TAIL NUMBER Enter the eight-digit aircraft serial number (i.e., 61000300).
10. ORDERS Enter applicable number and date of order which directed the aircraft to purchase location.
11. TYPE OF FUEL/OIL Enter the type of fuel or oil being purchased (i.e., JP-8, Jet A-1, etc.).
17. PURCHASER CERTIFICATION Check the appropriate block to indicate retention of the original of this invoice. If the seller prepared a delivery ticket in addition to this form, enter the ticket number.

- 18. NAME OF PURCHASER Print your name.
- 19. GRADE Print your grade (i.e., O-3, E-7, etc.).
- 20. SQUADRON Print your organization.
- 21. SIGNATURE Self explanatory.

PRIOR TO DEPARTURE: Ensure seller has completed blocks 2, 12, 13, 14, 15, 22, 23, and 24 when original is retained by the purchaser for prompt payment.

VERIFY blocks 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 17, 18, 19, 20, and 21 before providing vendor with original and two copies (when vendor retains original).

Attachment 3**INSTRUCTIONS FOR COMPLETING AF FORM 15****ITEM**

2. PAY TO

11. ARTICLES/SERVICES

12. QUANTITY OF SUPPLIES

13. UNIT OF MEASURE

14. UNIT PRICE

15. TOTAL PRICE

22. SELLER'S NAME

23. SIGNATURE

24. DATE

ITEM

1. DATE

3. PURCHASED AT

4. SEND BILL TO

5. ORGANIZATION

SELLER ENTRIES

Enter the name of the individual, company or firm, or the foreign government to be reimbursed. Include complete mailing address.

Enter description of services provided and types of materials or supplies sold (i.e., repaired flat, cleaned aircraft, etc.).

List quantity of materials or supplies sold (leave blank for services).

List unit of sale or measure for articles or materials sold. Use liter, imperial gallon, etc., when applicable (leave blank for services).

Enter unit cost of articles or materials sold (leave blank for services).

Enter total price of this invoice (unit cost X quantity sold or total cost of services provided). List total price for services.

Print name of individual making the sale. Do not list company name.

Self explanatory.

Enter date of sale.

PURCHASER ENTRIES

Enter date of the purchase.

Enter city, state, country. Use ICAO codes at foreign airports.

6 OG/CCR

8011 Hanger Loop Dr

Bldg. 53 Room 101

MacDill AFB, FL 33621-5000

Enter the wing, squadron or other Air Force unit designation. For example: "438MAW," "OCALC/DOX,"

- etc.
6. HOME STATION Enter home station of purchaser (may be different from Item 4).
7. MAJOR COMMAND List MAJCOM of the organization listed in Block 5.
8. MDS OR VEHICLE I.D. Enter type aircraft or vehicle (KC-135R, Ford Pickup, etc.).
9. SERIAL NUMBER Enter the aircraft or vehicle serial number.
10. ORDERS Enter applicable number and date of order that directed this mission.
17. PURCHASER CERTIFICATION Check the appropriate block to indicate retention of the original of this invoice. Enter vendor's delivery ticket or invoice number when appropriate.
18. NAME OF PURCHASER Print your name.
19. GRADE Print your grade.
20. SQUADRON Print your organization.
21. SIGNATURE Self explanatory.

PRIOR TO DEPARTURE: Go over this form. Ensure seller has completed blocks 2, 11, 12, 13, 14, 15, 22, 23, and 24 when original is retained by the purchaser for prompt payment.

VERIFY blocks 1, 3, 4, 5, 6, 7, 8, 9, 10, 17, 18, 19, 20, and 21 before providing vendor with original and two copies (when vendor retained original).

Attachment 4**INSTRUCTIONS FOR COMPLETING DD FORM 791**

Print rank and name of aircraft commander in the upper left-hand corner of the form (i.e., A/C Capt Smith).

1. MISSION NUMBER. Enter the mission number.
2. TANKER (DoDAAC, Organization/Squadron Code, Home Station). Enter the tanker's DoDAAC, Organization/ Squadron Code, Home Station. (Example: FP4814, 6 AMW, MacDill AFB, FL, etc.)
3. MISSION DATE and TIME.
 - a. Start. Enter the mission's start date (MM/DD/YYYY) and start time (HHMM).
 - b. End. Enter the mission's end date (MM/DD/YYYY) and end time (HHMM).
4. TANKER TYPE. Enter the tanker's aircraft type (e.g., KC-135R, etc.).
5. TANKER NUMBER. Enter the tanker's tail number/BUNO.
6. FUEL GRADE. Enter the grade of fuel issued (e.g., JA1, JP5, or JP8).
7. ISSUES – RECEIVER'S AIRCRAFT INFORMATION.
 - a. Aircraft Command (e.g., Air Combat Command (ACC), Pacific Air Forces (PAF), Air Education Training Command (ATC), Special Operations Command (SOC), Air Force Materiel Command (MAT), United States Air Forces Europe (AFE), Air Mobility Command (AMC), United States Navy (USN), Air National Guard (ANG), United States Marine Corps (USM), Air Force Reserve (AFR), Foreign Military Sales (FMS).
 - b. Aircraft Type. Enter the receiver's aircraft type (e.g., C-5A, F-16C, F-16D, etc.).
 - c. Aircraft Number. Enter the receiver's aircraft tail number/BUNO.
 - d. Aircraft Call Sign. Enter the receiver's call sign (optional).
 - e. Aircraft (DoDAAC, Organization/Squadron, and Home Station)
 - (1) Enter the receiver's DoDAAC, Organization/Squadron Code, and Home Station (e.g., V09221, VFA-81, NAS Oceana, VA, etc.).
 - (2) If the fuel is jettisoned, write "JETTISONED" in this column and the quantity jettisoned in the "QUANTITY ISSUED" column.
 - f. Quantity Issued may be entered either as pounds or gallons.
 - (1) Pounds. Enter the quantity of fuel issued in pounds.
 - (2) Gallons. Enter the quantity of fuel issued in gallons.
 - g. Total. Enter either as pounds or gallons.
 - (1) Enter the sum of the fuel issued in pounds.
 - (2) Gallons. Enter the sum of fuel issued in gallons.
8. REFUELER'S NAME and GRADE. Enter the refueler's name and grade.