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SUPPLY

AVIATION FUEL MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 23-2, *Supplies and Material Management*. It describes procedures for the aviation fuel program (AVPOL) for 60 AMW aircraft. Procedures are established for correct documentation of forms/invoices, program oversight and personnel responsibilities, reference AFI 23-202, *Buying Petroleum Products, and Other Supplies and Services Off Station*. It applies to all flight crews assigned or attached to Travis AFB and 349th AMW personnel.

SUMMARY OF REVISIONS

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1. GENERAL:

1.1. Program Goals: All aircrew members will be familiar with procedures and documentation requirements of this instruction. Purchase of aviation fuel not complying with this instruction may become the financial responsibility of the purchaser. Aircraft will be refueled/defueled at Department of Defense (DOD) locations unless DOD owned fuel is not available. Fuel may be procured from other sources using the following priority.

- 1.1.1. Defense Fuel Supply Center (DFSC) or Canadian into-plane fuel contracts.
- 1.1.2. Foreign Government Air Forces.
- 1.1.3. Air-Card Government into-plane locations.
- 1.1.4. Open market purchases to include Shell International Trading Company (SITCO) agreement.

NOTE: DOD Flight Information Publication (FLIP) Enroute Supplements identify locations with into-plane contracts. Additionally, the Aircard web site can be accessed directly on the Travis AFB Crew Dog web page or at <http://www.avcard.com/index.stm>.

2. AVPOL DOCUMENTATION USE AND PROCEDURES:

2.1. AF Form 664, Aircraft Fuels Documentation Log, is used to log and store all AVPOL transactions and documentation. Log all transactions on the front of AF Form 664. Use one line entry per receipt/transaction. Insert supporting documentation into envelope. Exception: Specific aircrew procedures (i.e., *Flight crew bulletins* (FCB's)) may omit this requirement.

2.2. AF Form 15, **United States Air Force Invoice**, is used to purchase oil and ground services at non-DOD locations.

2.2.1. Instructions are printed on the reverse of AF Form 15. Additional guidance for completing this form is located in **Attachment 3**.

2.2.2. Log all transactions, on the front of AF Form 664. Place completed AF Form 15 and receipt inside AF Form 664.

2.3. AF Form 315, **United States Air Force Avfuels/Services Invoice**, is used to purchase fuel at non-DOD locations.

2.3.1. Instructions are printed on the reverse of AF Form 315. Additional guidance for completing this form is located in **Attachment 2**.

2.3.2. Log fuel transaction on the front of AF Form 664. Place completed AF Form 315 and receipt inside AF Form 664.

2.4. Aircraft commanders will sign the "Validating Official's" certification block on AF Form 15 and AF Form 315. Retain a legible copy of these documents and give the vendor the original top copy. Keep a legible copy of the vendor's invoice and attach it to AF Form 15 and AF Form 315.

2.4.1. Fund cites for ground and fuel services are different. Specific fund cites are listed in the FCBs. Record fund cites in Block 30 of AF Forms 15 and 315.

2.4.2. Enter the following appropriate address in Block 4, as the billing address on AF Forms 15/315:

AF Form 15, Send Bill To:	DFAS-FV-OM
	P.O. Box 7020
	Bellevue, NE 68005-1920

AF Form 315, Send Bill To:	SA-ALC/SFRF
	Attn. Invoice Validation Section
	1014 Billy Mitchell Blvd. Suite 1
	Kelly AFB, TX 78241-5603

2.5. In cases where the vendor will not accept an AF Forms 15/315 or uses their own delivery ticket, ensure the following information is legibly entered on their paperwork: Quantity of fuel in U.S. gallons or exact statement of services rendered, aircraft tail number, flying squadron, and aircraft home station.

2.5.1. Complete AF Forms 15/315 with the statement: "AF Forms 15/315 not provided to vendor".

2.5.2. Leave "Vendors Certification" section blank and mark Block 11 as follows: "AF Forms 15/315 not provided to vendor". Insert vendor's delivery ticket number.

2.5.3. Attach a copy of delivery ticket to AF Forms 15/315.

2.5.4. If problems with a vendor are encountered, make a note and place it inside the AF Form 664. Write "Attention WRDCO" on the note. Include type of payment made.

2.5.5. If vendor does not provide a signature, write: "vendor refused to sign" in block 11 of AF Form 315.

NOTE: Do not sign purchase orders or invoices of vendors for foreign governments if an AF Form 315 was used to purchase fuel or oil. When a seller requires both AF Forms 15/315 and their own invoices, both forms should be clearly marked to indicate duplicate forms were provided. This will prevent duplicate payments. Do not sign AF Forms 15/315 and AVCARD receipt for the same purchase, sign one or the other. If the vendor insists on signatures upon both receipts, notify the WRDCO promptly upon return to home station.

2.6. Purchases at Canadian into-plane contract locations (i.e., Gander, Newfoundland) will be documented using a local vendor's invoice. AF Form 315 and AVCARD will not be used. This is the only time the AVCARD will not be used for fuel purchases at a commercial location. Contractors will provide the crew with a copy of the invoice. Log the transaction and place a copy of invoice inside AF Form 664.

2.7. Purchases at Shell International Trading Company (SITCO) agreement locations require presenting the aircraft identaplate. The invoice must include: date of transaction, grade of product, quantity issued or defueled, unit of measure, and signature of Air Force representative. If the vendor also requires an AF Form 15 or AF Form 315 in addition to their invoice, annotate on vendor's invoice "AF Forms executed: Reference vendor invoice # ____". Log and place all documentation inside AF Form 664.

2.8. Purchases at commercial airfields are accomplished using the AVCARD first, then AF Forms 15/315. Refer to AFI 23-202, paragraphs 2.7. and 2.8, and Attachments 2, 3, and 4 of this instruction for guidelines on completing these forms.

2.9. Purchases at foreign military airfields, including Replacement-In-Kind (RIK) locations, use host nation forms to record purchases. Information from the aircraft's identaplate should be hand scribed on host nation forms. Log and place a copy inside AF Form 664.

NOTE: If contractors insist on completing their own forms or invoices in addition to DD Form 1898, Avfuels Into-Plane Sales Slip, the invoice must be annotated "Duplicate DD Form 1898 accomplished, reference DD Form 1898 # ____."

3. WING REFUELING DOCUMENT CONTROL OFFICER (WRDCO):

3.1. The Operations Group Commander will appoint a WRDCO. Responsibilities are listed in, but not limited to this instruction.

3.1.1. The WRDCO will:

3.1.2. Be an AVPOL Advisory Group member.

3.1.3. Be the central point of contact for fuels issues and any issues unresolved at lower levels. These issues include missing forms or packages, illegible or incorrect information, training, and payment of fuel and ground services.

3.1.4. Prepare a monthly AVPOL report from information supplied by Logistics Group Supply Fuel (LGSF) and Logistics Group Logistics Operation Analysis (LGLOA), consisting of the following data:

3.1.4.1. Organization.

3.1.4.2. Mission/Design/Series (MDS).

3.1.4.3. Actual flying hours for the month.

3.1.4.4. Cumulative flying hours for the year.

3.1.4.5. Positive/negative lessons learned.

3.1.5. Monitor and ensure SRDCO are following proper procedures as listed in this instruction.

3.1.6. Develop a training program for all assigned aircrew and maintenance personnel establishing responsibilities to prepare accurate and complete documentation. Ensure they are familiar with recording procedures for off- station or in-flight refueling transactions.

3.1.7. Ensure Base Fuels Accounting Office receives all fuel documentation (AF Form 791, **Aerial Tanker In-Flight Issue Log**) on a daily basis.

3.1.8. Review monthly inter-fund bill for any erroneous charges. Check for invalid tail numbers, duplicate transactions, organizational discrepancies, or improper fund codes. Forward a list of potential discrepancies to LGSF for verification. Forward a memorandum to OPLOC, Bellevue, Nebraska for identifying potential erroneous transactions in the monthly inter-fund bill.

3.1.9. Comply with additional directives outlined in HQ AMC Decentralization of AVPOL Funding Plan of Execution.

3.1.10. Review Wing Commanders financial report, briefs commander on variances, and corrective actions taken.

4. SQUADRON REFUELING DOCUMENT CONTROL OFFICER (SRDCO):

4.1. Each active duty flying squadron’s Deputy Commander for Operations (DO) (or designee) will be the SRDCO. Responsibilities are listed in, but not limited to this instruction: Reference: AFI 23-202, Paragraph 3.

4.1.1. The SRDCO will:

4.1.2. Be an AVPOL Advisory Group member.

4.1.3. Ensure aircrews are trained in proper documentation of AVPOL transactions.

4.1.4. Act as point of contact between the WRDCO and aircrew/maintenance personnel.

4.1.5. Ensure aircrew and maintenance personnel turn in all refuel/defuel documentation. Ensure all AF Forms 15, 315, 664, 791, DD Form 1896, **Jet Fuel Identaplate**, Air card receipts or other vendor delivery invoices are complete, accurate, and legible. In cases where errors are found, the SRDCO will coordinate with individuals responsible for resolution prior to forwarding to WRDCO.

4.1.6. SRDCOs are encouraged to develop their own in-house programs for distribution and quality control of refuel/defuel documentation.

4.1.7. Encourages crews to use the into-plane and AVCARD.

4.1.8. Hand-carry all fuel documentation to WRDCO once documentation has been reviewed and validated.

5. AIRCREW PROCEDURES:

5.1. KC-10A Aircrew Procedures:

5.1.1. KC-10A local sorties with an on-load:

5.1.1.1. The flight engineer will record in-flight fuel servicing on AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance Document**, IAW T.O. 00-20-5, *Aerospace Vehicle/Equipment Inspection and Documentation*, Section 3-18. Additionally, the flight engineer will include the tanker’s wing, base, MDS, and eight-digit Air Force tail number in the oil servicing portion of Block 16, of the AFTO Form 781H. Provide a photocopy of both sides of AFTO 781H with post mission paperwork. See **Table 1**.

Table 1. AFTO Form 781 H -Documentation for On-Load

GRADE	QTY SRVCD	TOTAL IN TANKS	OIL
JP-8	10,000 P	132,000 P	92ARW/Fairchild AFB/KC-135R/ 59-000123

5.1.2. KC-10A local sorties with an off-load:

5.1.2.1. The boom operator will record in-flight off-loads on the AF Form 791, IAW AFM 23-110, *USAF Supply Manual*, Volume 1, Part 3. See **Attachment 4** for further guidance.

5.1.2.2. The flight engineer will record in-flight fuel off-loads on AFTO Form 781H, IAW T.O. 00-20-5, Section 3-18. Enter offload quantity in red and carry a minus sign prefix. No additional information is required. See [Table 2](#).

Table 2. AFTO Form 781 H -Documentation for Off-Load

GRADE	QTY SRVCD	TOTAL IN TANKS	OIL
<i>JP-8</i>	<i>-25,000 P</i>	<i>100,000 P</i>	

5.1.3. KC-10A off-station sorties with an on-load:

5.1.3.1. The flight engineer will record in-flight fuel on-loads on AFTO Form 781H, IAW T.O. 00-20-5, Section 3-18. Additionally, the flight engineer will include tanker’s wing, base, MDS, and eight-digit Air Force serial number in the oil servicing portion of Block 16, of the AFTO Form 781H. See [Table 1](#). A photocopy of both sides of the AFTO Form 781H will be included in the AF Form 664.

5.1.4. KC-10A off-station sortie with an off-load:

5.1.4.1. The boom operator will record in-flight off-load on AF Form 791, IAW AFM 23-110, Volume 1, Part 3. See Attachment 4 for further guidance.

5.1.5. US Air Force, US Marine Corps, and US Navy Tail Numbers: Aircraft commanders will ensure tail numbers of receivers are verified after flight by the boom operator using USAF and USN/USMC Reliability and Maintainability Information System Spreadsheets (REMISS) available at maintenance debrief and on the Crew Dog web page. Attempt to resolve tail number discrepancies with offending unit(s) at the earliest opportunity. Using REMISS will identify errors early and allow 60 AMW to recover a significant amount of fuel charges.

5.1.6. In-flight issues from tanker to other aircraft will be recorded on AF Form 791, by the tanker boom operator.

5.1.6.1. Boom operators will ensure they have an AF Form 791, prior to departure for in-flight refueling missions. In-flight issues will not be consolidated.

5.1.6.2. Prior to a scheduled in-flight refueling mission, boom operators should obtain information about aircraft to be refueled. All available mission profile information will be utilized and entered on AF Form 791. Do not rely on the receivers home station as an indicator of the possessing MAJCOM, they may have other MAJCOM’s aircraft attached to them.

5.1.6.2.1. Obtain receiver information in-flight using the following means:

5.1.6.2.1.1. Visually, if receiver has tail numbers clearly visible.

5.1.6.2.1.2. By boom interphone on aircraft so equipped.

5.1.6.2.1.3. By aircraft radio, if communications will not compromise EMISSION OPTION 2, 3, or 4. Inter-plane radios will not be used during actual EMCON 2, 3, or 4 to obtain or verify air-refueling data, unless specifically authorized by competent authority. Utilizing HAVE QUICK II and/or Secure Voice should be considered.

NOTE: Under NO circumstances will any of this data be obtained by any of the aforementioned means if it interferes with or threatens safety of flight.

5.1.6.3. During post mission aircrew debrief, the boom operator will insure all information on AF Form 791 is correct and complete by validating with REMISS on Travis AFB Crew Dog web page.

5.1.6.3.1. After validation with REMISS.

5.1.6.3.1.1. Enter aircraft MDS, organization, and mission call sign.

5.1.6.3.1.2. Ensure all information written on the form is clear and legible.

5.1.6.3.1.3. Information not obtained prior to or in-flight shall be obtained after flight.

5.1.6.3.2. If unable to validate AF Form 791 information, call receiver aircraft's home base and correct the problem.

5.1.6.3.2.1. "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 fuel load reports at Travis AFB using REMISS tables. If aircraft tail number being billed was in maintenance, or unable to fly; the fuel bill will be rejected and 60 AMW will be liable for the fuel.

5.1.6.3.2.2. Incomplete AF Forms 791 should be turned into the SRDCO with a brief written explanation in remarks block.

5.1.6.4. AF Form 791 will be used for all in-flight off-load transactions and jettisons. All blocks will be filled out with the exception of gallons (pounds will be used for in flight refuels). When tanker aircraft jettison fuel, jettisoned quantity will be charged to the command in possession of the aircraft. Transactions will be recorded in pounds on AF Form 791, clearly annotated as "jettisoned."

5.1.6.5. In the event a classified in-flight refueling was accomplished, complete AF Form 791 with as much information as possible and forward to 60 OSS/AO.

5.1.6.6. Step-by-step instructions for completing an AF Form 791, are located in [Attachment 4](#) of this instruction.

5.1.7. Upon mission completion, aircraft commanders will review AF Form 664 entries and accompanying receipts. The aircraft commander will print name, squadron, mission number, date and sign below last entry on AF Form 664 to validate entries. Place a copy of all fuel documents into AF Form 664.

Table 3. AF Form 664-Example

REFUELING DATE	AIRFIELD NAME	AIRFIELD ADDRESS	TYPE OF FUEL	QUANTITY OF FUEL	UNIT OF MEASURE	TYPE OF DOCUMENT
2 Apr 01	EGUN	RAF Mildenhall, UK	JP-8	26,120	Gallons	AF Form 1994

NOTE: Each ground fuel receipt (each truck) requires a separate line entry on AF Form 664.

5.1.8. Stage aircraft commanders will draw a red line under last entry. Use the following statement: "I validate all entries from _____ through _____". The aircraft commander will print name, squadron, mission number, date and sign below last entry on AF Form 664 to validate

entries. Place a copy of crew orders into AF Form 664. The AF Form 664 (with all fuel documents) will remain in the aircraft forms binder and will be turned into debrief upon aircraft return to home station.

5.1.9. Post-Mission Paperwork. Completed fuel documentation forms (AF Form 791, AFTO Form 781H and AF Form 664 *with all receipts*) will be included with post-mission paperwork and forwarded to the SRDCO for review. The SRDCO will review forms for completeness and accuracy, and forwarded to the WRDCO on Mondays, Wednesdays and Fridays of each week. Incorrect or incomplete documents returned to squadron by the WRDCO will be corrected and returned within two working days.

NOTE: The Aircraft Commander is ultimately responsible to ensure all paper work is complete and all forms are turned into SRDCO at mission completion.

5.2. C-5 Aircrew Procedures.

5.2.1. C-5 On-Load (Locals and Off-Station):

5.2.1.1. The flight engineer will record in-flight fuel servicing IAW T.O. 00-20-5, Section 3-18. Additionally, the flight engineer will include the tanker’s wing, base, MDS, and eight-digit Air Force tail number in the oil servicing portion of Block 16, of the AFTO Form 781H. Provide a photocopy of both sides of AFTO 781H with post mission paperwork. See [Table 4](#).

Table 4. AFTO Form 781 H-Documentation for On-Load

GRADE	QTY SRVCD	TOTAL IN TANKS	OIL
<i>JP-8</i>	<i>+50,000 P</i>	<i>135,000 P</i>	<i>92ARW/Fairchild AFB/KC-135R/59-000123</i>

Table 5. AF Form 664-Example

REFUELING DATE	AIRFIELD NAME	AIRFIELD ADDRESS	TYPE OF FUEL	QUANTITY OF FUEL	UNIT OF MEASURE	TYPE OF DOCUMENT
<i>2 Apr 01</i>	<i>EGUN</i>	<i>RAF Mildenhall, UK</i>	<i>JP-8</i>	<i>32,100</i>	<i>Gallons</i>	<i>AF Form 1994</i>

NOTE: Each ground fuel receipt (each truck) requires a separate line entry on AF Form 664.

5.2.2. Upon mission completion, aircraft commanders will review AF Form 664 entries and accompanying receipts. The aircraft commander will print name, squadron, mission number, date and sign below last entry on the AF Form 664 to validate entries.

5.2.3. Stage aircraft commanders will draw a red line under last entry. Use the following statement: “I validate all entries from _____ through _____. The aircraft commander will print name, squadron, mission number, date and sign below last entry on AF Form 664 to validate entries. Place a copy of crew orders into AF Form 664.

5.2.4. Post-Mission Paperwork. Completed fuel documentation forms (AFTO Form 781H and AF Form 664 *with all receipts*) will be included with post-mission paperwork and forwarded to the SRDCO for review. The SRDCO will review forms for completeness and accuracy, then forward

to the WRDCO on Mondays, Wednesdays and Fridays of each week. Incorrect or incomplete documents returned to squadrons by the WRDCO will be corrected and returned within two working days.

NOTE: The Aircraft Commander is ultimately responsible to ensure all paper work is complete and all forms are turned in at mission completion.

6. MAINTENANCE PROCEDURES:

6.1. Maintenance Personnel will:

6.1.1. Appoint a Wing AVPOL advisory group representative.

6.1.2. Ensure that a copy of AFI 23-202 (or an extract) and this instruction are on board every aircraft; include examples of properly completed AF Forms 664, 1994, 1898, 15, 315, and 791.

6.1.3. Ensure each assigned aircraft has a valid DD Form 1896, AVCARD, and that these items are on board. Validate the DODAAC, CIC, ORG, and tail number for each aircraft assigned. Notify the local Base Fuels Management Flight (LGSF) immediately upon inter/intra-aircraft transfer or other changes that would require a new identaplate issued to the aircraft.

EXAMPLE: If all 60 AMW aircraft deploying to a Tanker Task Force were to become assets of that theater commander and fuel liability would rest with same, then a new DD Form 1896 would be cut for this event.

6.1.3.1. If AVCARD is lost enroute, make an entry on the AF Form 781A. Document search results and all relevant details.

6.1.3.2. If AVCARD is missing from a deployed aircraft, inform maintenance supervision and document missing card in the AF Form 781A.

6.1.3.3. In either case call 1-800-AVCARD, (1-800-282-2731 state side, (410) 771-3083 collect from overseas) inform AVCARD technician the AVCARD for the aircraft is lost. The technician will give you a new card number to use for the remainder of the mission. Insure a new card is ordered upon aircraft's return to home station.

6.1.4. Prior to deployment, ensure an adequate supply of fuels transaction documents are onboard the aircraft to complete the deployment. Ensure each aircraft has a sufficient supply of AF Form 664, for each mission.

6.1.5. Prior to aircrew going into crew rest, insure aircraft commander signs all required AF Forms 15/315 for services.

6.2. Maintenance debrief will establish procedures to:

6.2.1. Place copies of AFTO Forms 781H inside AF Forms 664 to be turned into SRDCOs.

6.2.2. Ensure all flying hours and fuels issue data are recorded accurately on AFTO Form 781, and AFTO Form 781H. Make sure AFTO Form 781H, Block 17, "Servicing Certification", reflects name, spelled out, of location where fuel servicing occurred. Abbreviations, such as TAFB, will not be used.

6.2.3. Establish a suspense file for AFTO Form 781H after removal from aircraft jacket files or a copy of AFTO Form 781H for aircraft PCSing out. Retain for 90 days after inter-fund billing to

provide a secondary audit trail for fuel issues and flying hours (Reference: AFI 23-202). Disposition for records will be in accordance with AFMAN 37-139, *Records Disposition Schedule*.

6.3. LGLOA will provide actual hours flown for each MDS to LGSF and FMS for previous month NLT the 10th calendar day of the month.

6.3.1. LGLOA will provide WRDCO a current aircraft tail number listing by MDS of all assigned aircraft and provide a new listing immediately upon any changes.

7. BASE FUELS MANAGEMENT (LGSF):

7.1. Base Fuels Management will:

7.1.1. Appoint a Wing AVPOL Advisory Group representative.

7.1.2. Process all fuel on-load and off-load documentation.

7.1.3. Tally all uploaded aircraft by MDS and subtract all in-flight off-loads.

7.1.3.1. Maintain this listing for each calendar month based on actual date of fuel transfer.

7.1.3.2. Maintain this listing for each calendar month, such that, late data may be filed from previous month's historical fuel activities. This information will be used to revise the previous month's AVPOL reports with current and accurate data.

7.1.4. Review the list of potential erroneous transactions provided by the WRDCO and annotate those transactions that are in fact erroneous. Return the annotated list to the WRDCO. Provide the WRDCO with the following data to be incorporated into the monthly AVPOL report:

7.1.4.1. Organization.

7.1.4.2. Mission/Design/Series (MDS).

7.1.4.3. Total gallons consumed monthly/yearly.

7.1.4.4. Total dollars monthly/yearly.

7.1.4.5. Free Fuel.

8. AIR OPERATIONS:

8.1. Air Operations will:

8.1.1. Appoint a Wing AVPOL Advisory Group representative.

8.1.2. Forward a projected monthly flying hour requirements to FMA, NLT the 10th day of each month.

8.1.2.1. Projected flying hours will be reported by MDS of assigned aircraft. KC-10 flying hours will be separated into active and reserve requirements.

9. FINANCIAL MANAGEMENT ANALYSIS:

9.1. Financial Management Analysis will:

9.1.1. Appoint a Wing AVPOL Advisory Group representative.

9.1.2. Provide DFAS-FV-OM a memorandum indicating the monthly AVPOL cost estimate based upon projected flying hours.

9.1.3. Upon receipt of the previous months actual flying hour data, establish and provide DFAS-FV-OM a memorandum indicating necessary Miscellaneous Obligation Reimbursement Document (MORD) adjustments.

9.1.4. Ensure DFAS-FV-OM is properly posting MORD adjustments on a monthly basis.

9.1.5. Receive inter-fund bills on disks/e-mail from DFAS-FV-OM and forward to WRDCO.

10. FORMS PRESCRIBED: AF Form 15, AF Form 315, AF Form 664, AF Form 791, AFTO Form 781H, DD Form 1896, and DD Form 1898.

JACK F. PETERS, Colonel, USAF
Director of Wing Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-2C-5, Volume 3, *Flying Operations*

AFI 11-2KC-10, Volume 3, *Flying Operations*

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

AFM 23-110, *USAF Supply Manual*

AFMAN 37-139, *Records Disposition Schedule*

T.O. 00-20-5, *Aerospace Vehicle/Equipment Inspection and Documentation*

Attachment 2

HOW TO COMPLETE AF FORM 315, UNITED STATES AIR FORCE AVFUELS INVOICE

This guide is provided to ease completion of AF Form 315. The accompanying sample form contains example and explanatory **BOLD** items in specific blocks to assist in filling out the form.

ITEM	SELLER ENTRIES
2. Pay To	Enter company, foreign government, or activity to be paid for the fuel.
12. Quantity	Enter quantity of product purchased.
13. Unit of Measure	Enter unit of measure. For example: 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 unit price, enter tax in block provided.
22. Sellers Name	Print name of individual making the sale. Do not list company's name.
23. Signature	Signed with regular signature by seller's representatives.
24. Date	Enter date of sale.

ITEM	PURCHASER ENTRIES
1. Date	Enter date of refuel or defuel.
3. Purchased at	Enter airport/airdrome/facility. Include city, state, and country in this block. Use International Civil Aviation Organization (ICAO) codes at foreign airports if available.
4. Send bill to	Enter complete mailing address of organization to be billed for the fuel. Billing address should indicate Defense Accounting Office at the base where the aircraft is assigned.
5. Organization	Enter wing, squadron or other Air Force unit designation. Example: "438 AW, 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. Example: "AMC".
8. M/D/S	Enter mission, design and series of aircraft. Example: C-5B
9. Tail Number	Enter full eight-digit aircraft serial number. Example: 83-000592. First two digits are always the year.
10. Orders	Enter applicable number and date of orders which directed aircraft to purchase location.
11. Type of Fuel/Oil	Enter the type of fuel or oil being purchased. Example: "Jet A", "Oil Grade 1010".

ITEM	PURCHASER ENTRIES
17. Purchaser Certification	Check appropriate block to indicate retention of an original copy of this invoice. If seller prepared a delivery ticket in addition to this form, enter ticket number.
18. Name of Purchaser	Print your name.
19. Grade	Print your grade.
20. Squadron	Print your organization.
21. Signature	Sign your payroll signature.
25. Printed Name	Aircraft commander / WRDCOs name goes here. Validating officials can be either Aircraft commander or designated representative.
26. Grade	Aircraft commanders grade.
27. Organization	Aircraft commanders squadron.
28. Signature	Aircraft commander / WRDCO's signature.
29. Date	Date form signed.
30. Accounting and Appropriation data	See Flight Crew Bulletin's (FCB's) for current fund site to use.

NOTE: 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.

REVERIFY BLOCKS - 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 17, 18, 19, 20, and 21, before providing vendor with original and 2 copies (when vendor retains original).

Sample AF Form 315

“WHEN USING BALL-POINT PEN PRESS HARD TO ASSURE LEGIBILITY ON ALL COPIES”

UNITED STATES AIR FORCE AVFUELS INVOICE

(See instructions on Reverse)

1. DATE

Date of Purchase

C

2. PAY TO (Name and Address of Payer)

Company, Foreign Government or Activity to be Paid for the Fuel. Enter the Complete Mailing Address.

AIRCRAFT DATA

5. ORGANIZATION

60 AMW

6. HOME STATION

Travis AFB, CA

PURCHASED AT AIRPORT/AIRDROME/FACILITY (*City, State, Country, or refer to Flip*)

Airport/Airdrome/Facility. Include City, State, and Country. Also include ICAO code.

7. MAJOR COMMAND

AMC

8. M/D/S

C-5 or KC-10

9. TAIL NO

Eight-digit tail number.

SEND BILL TO:

SA-ALC/SFRF Attn: Invoice Validation Section

1014 Billy Mitchell Blvd. Ste 1

Kelly AFB, TX 78241-5603

10. FLIGHT/OPERATIONS/MISSION ORDER NO.

11.

TYPE OF FUEL OR GRADE OF OIL
(TO BE COMPLETED BY VENDOR ONLY)

- 12 QUANTITY
- 13. UNIT 1
- 14. UNIT PRICE 2
- 15. TOTAL

Use the AVCARD first! Enter type of Fuel/Oil being purchased in this block, ex: JP-8. If vendor refuses to sign, write it here. If Embassy pays, note it here. Always obtain a vendor receipt and place both this form and receipt in AF Form 664.

Total Quantity in Gallons or Liters

Ex: 8,876.

Unit of Measure

**Ex: US Gallon,
Liter.**

Enter unit price and type of currency for non-US purchases.

Ex: \$1.28, 3.56 French Francs.

US Dollar or foreign currency total amount.

Do Not Leave This Block Blank!

*TAX (If not included
in unit price.)*

TOTAL

INSTRUCTIONS TO SELLER

16. For payment without further action on your part, complete copy 1 and return it to the aircraft commander or crewmember. Payment will be made directly to you after return of this document to aircraft home station.

If you wish to retain original copy of this form, you will not be paid until submission of the original of this form or an invoice with the original copy of this form to the address in block 4.

PURCHASER'S CERTIFICATION

17. I certify that the product listed above was received in good condition and in the quantity stated. I further certify that the aircraft for which the

fuel was purchased is engaged in an authorized cross country flight or is assigned at the point of purchase under proper authority:

I have retained the original (*AF Form 315*) (**check this block for prompt payment**)

Seller has retained original. (*AF Form 315*)

VENDOR'S DELIVERY TICKET NUMBER IS (*If applicable*)

18. PRINTED NAME OF PURCHASER

(Print name legibly.)

19. GRADE

20. SQUADRON

(Flying Squadron)

21. SIGNATURE

(Your signature here)

VENDOR'S CERTIFICATION

I certify that the above bill is correct and just, and that payment thereto has not been received.

22. PRINTED NAME OF SELLERS REPRESENTATIVE

23. SIGNATURE

24. DATE

VALIDATING OFFICIAL'S CERTIFICATION

25. PRINTED NAME

(Aircraft Commander or WRDCO)

26. GRADE

27 ORGANIZATION

(Flying Squadron)

28. SIGNATURE

(A/C or WRDCO signature here.)

29. DATE

30. ACCOUNTING AND APPROPRIATION DATA

See 60 AMW Flight Crew Bulletin (FCB) Vol 1 for correct fund cite.

PAYMENT

COMPLETE

PARTIAL

FINAL

34. PAID BY

APPROVED FOR = \$

EXCHANGE RATE - \$ 1.00

ON *(Name of Bank)*

Pursuant to the authority vested in me, I certify that this voucher is correct and proper for payment.

33. AMOUNT VERIFIED

31. SIGNATURE AND TITLE OF CERTIFYING OFFICER

(Aircraft Commander's signature)

32. DATE

(Today's Date)

CORRECT FOR

\$

D.O. VOUCHER NO.

CHECK NO.

**FOR PURCHASES IN FOREIGN COUNTRIES INDICATE: 1 Unit is imperial gallon, litre, etc.. 2
Type of currency is pounds, francs, lire, etc.**

**AF FORM 315, 19910801 (EF-V2)
EDITIONS ARE OBSOLETE**

PREVIOUS

Attachment 3

HOW TO COMPLETE AF FORM 15, UNITED STATES AIR FORCE INVOICE

This guide is provided to ease completion of AF Form 15. The accompanying sample form contains examples and explanatory **BOLD** items in specific blocks to assist in filling out the form.

ITEM	SELLER ENTRIES
2. Pay to	Enter name of individual, company or firm, or foreign government to be reimbursed. Include complete mailing address.
11. Articles/Services	Enter description of services provided and type of materials or supplies sold (such as: repaired flat, cleaned aircraft; towed vehicle, 50 pounds dry ice, refilled 60 oxygen bottles). Signed by seller's representatives.
12. Quantity of Supplies	List quantity materials or supplies sold. (Leave (if applicable) blank for services purchased).
13. Unit of Measure	List unit of sale or measure for articles or materials sold. Use litre, imperial gallon, etc., when applicable. (Leave blank for services purchases).
14. Unit Price	Enter unit cost of articles or materials sold. (Leave blank for services purchased).
15. Total Price	Enter total price of this invoice (unit cost X quantity sold or total cost of services provided). List total price for services.
22. Sellers Name	Print name of individual making the sale. Do not list company's name.
23. Signature	Signed by seller's representatives.
24. Date	Enter date of sale.

<u>ITEM</u>	<u>PURCHASER ENTRIES</u>
1. Date	Enter date of purchase.
3. Purchased at	Enter city, state, country. At foreign airports use International Civil Aviation (ICAO) codes.
4. Send bill to	Enter complete mailing address of organization to be billed for articles/ services.
5. Organization	Enter wing, squadron or other Air Force unit designation. 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. M/D/S or Vehicle ID	Enter type aircraft or vehicle. (C-141A, Ford Pickup, Chevrolet Station Wagon).
9. Serial Number	Enter aircraft or vehicle serial number.

10. Orders	Enter applicable number and date of orders, directing this mission.
17. Purchaser Certification	Check appropriate block to indicate retention of original of this invoice. Enter vendors 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	Sign.
25. Printed Name	Aircraft commander/WRDCOs name goes here. Validating officials can be either Aircraft commander or designated representative.
26. Grade	Aircraft commanders grade.
27. Organization	Aircraft commanders squadron
28. Signature	Aircraft commander/WRDCO's signature.
29. Date	Date form signed.
30. Accounting and Appropriation data	See Flight Crew Bulletin's (FCB's) for current fund site to use.

NOTE: 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.

REVERIFY BLOCKS - 1, 3, 4, 5, 6, 7, 8, 9, 10, 17, 18, 19, 20, and 21, before providing vendor with original and 2 copies (when vendor retains original).

“WHEN USING BALL-POINT PEN PRESS HARD TO ASSURE LEGIBILITY ON ALL COPIES”

UNITED STATES AIR FORCE INVOICE

(See instructions on Reverse)

1. DATE **Date of transaction.**

C

2. PAY TO *(Name and Address of Payer)*

Enter complete mailing address of Individual, Firm, or Foreign Govt. to be reimbursed.

AIRCRAFT DATA

5. ORGANIZATION

60 AMW

6. HOME STATION

Travis AFB, CA

3. purchased at (*City, State, Country or refer to flip*)

Enter City, State, or Country and ICAO code of foreign countries.

7. MAJOR COMMAND

AMC

8. M/D/S OR

VEHICLE ID

C-5 or KC-10

9. SERIAL NO.

Eight digit tail number

4. SEND BILL TO:

DFAS-FV-OM

P.O. BOX 7020

BELLEVUE, NB 68005-1920

10. OPERATIONS, FLIGHT, OR TRAVEL ORDER NUMBER AND DATE OF ORDERS.

11.

ARTICLES/SERVICES
(TO BE COMPLETED BY VENDOR ONLY)

12 QUANTITY

- 13. UNIT
- 14. UNIT PRICE
- 15. TOTAL

USE THE AVCARD FIRST!

Enter description of services provided or type of materials or supplies sold. Include copy of vendor ticket or receipt.

Ex: Airport Landing Fees.

List quantity of materials sold. Leave blank for services.

Unit of Measure. Leave blank for services.

Ex: US Gallon,

Litre.

Unit cost of articles or materials sold. Leave blank for services.

Enter total price of this invoice. (unit price x quantity sold = total) List total price for services.

*TAX (If not included
in unit price)*

TOTAL

INSTRUCTIONS TO SELLER

16. For payment without further action on your part, complete 1 copy of this form and return to the purchaser. Payment will be made directly to you after return of this document to home station.

If you wish to retain original copy of this form, you will not be paid until submission of the original of this form or an invoice with the original copy of this form to the address in block 4:

PURCHASER'S CERTIFICATION

17. Pursuant to authority vested in me. I certify that the supplies enumerated above or on an attached list have been received in good condition and in quantities as stated; that the services enumerated have been satisfactorily performed. That the supplies or services were purchased in an emergency for the maintenance, operation, or protection of Government equipment and were necessary for the public service.

I have retained the original

Seller has retained original. Company invoice payment will be made when invoice(s) supported by a copy of AF Form 15 is received.

VENDOR'S DELIVERY TICKET NUMBER IS *(If applicable)*

18. PRINTED NAME OF PURCHASER

(Print name legibly.)

19. GRADE

20. SQUADRON

(Flying Squadron)

21. SIGNATURE

(Aircraft Commander's signature)

VENDOR'S CERTIFICATION

I certify that the above bill is correct and just, and that payment thereto has not been received.

22. PRINTED NAME OF SELLERS REPRESENTATIVE

23. SIGNATURE

24. DATE

VALIDATING OFFICIAL'S CERTIFICATION

25. PRINTED NAME

(Aircraft Commander of WRDCO)

26. GRADE

32. DATE

(Today's Date)

CORRECT FOR

\$

D.O. VOUCHER NO.

CHECK NO.

FOR PURCHASES IN FOREIGN COUNTRIES INDICATE: Type of currency in pounds, francs, lire, etc.

AF FORM 15, 19910801 (EF-V2)

PREVIOUS EDITIONS WILL BE USED.

Sample AF Form 15

Attachment 4

BOOM OPERATOR'S GUIDE FOR COMPLETING AF FORM 791

The following guide is provided for use when completing AF Form 791. Numbered steps correspond with block numbers on example form, Attachment 5.

BLOCK NUMBER	REQUIRED INFORMATION
1. Mission Date and Time.	From: Enter Julian date and zulu take off time, i.e., Date 117, Time 0753. To: Enter landing date and time.
2. Tanker Organization and Home Station.	Enter: 60 AMW, Travis AFB CA.
3. Tanker M/D/S.	Enter: tanker M/D/S, KC-10A.
4. Tanker Serial Number.	Enter eight-(8)digit tanker serial (tail) number, i.e., 79-1949 is 79001949.
5. Fuel Grade.	Enter type of fuel off loaded, i.e., JP-4, JP-8, Jet-A, etc.
ISSUES SECTION.	Prepare a separate entry for each aircraft refueled. Enter data pertinent to aircraft being serviced, including possessing MAJCOM, MDS, complete tail/serial number, call sign, organization, and home station. Receiver aircraft M/D/S, tail number, call sign, and home station information is mandatory.
6. Aircraft Command.	Enter the receiver aircraft command of assignment, i.e., ACC (Air Combat Command), AMC (Air Mobility Command), AFMC (Air Force Material Command), ANG (Air National Guard), AFR (Air Force Reserve), etc. For non-USAF aircraft enter the aircraft command as applicable: Enter as USN (Navy), USMC (Marine), and USA (Army). Foreign military sales will be entered as FMS.
7. Receiver M/D/S.	Enter receiver aircraft M/D/S, i.e., F-16A, B-52H, F-15E, etc.
8. Receiver Tail Number.	Receiver A/C eight-(8) digit tail number is a mandatory entry (for USAF aircraft) and must be included on each entry. Enter receiver aircraft tail number using zeros between the 2-digit year and the last four-(4). For example 79-1952 would be 79001952. At present, tail numbers are not required for non Air Force receivers. USN/USMC aircraft require six-(6) digit bureau number i.e., 164234 (do not add zeros to make it eight-(8) digits).
9. Receiver Call Sign.	Enter receiver's call sign, i.e., Primo 61, Reach 09671, or Cobra 99.

BLOCK NUMBER	REQUIRED INFORMATION
10. Unit of Assignment and Aircraft Home Station.	Enter the aircraft, not the pilot's, unit of assignment (Wing or Squadron) and home station, i.e., 366 FW, Mountain Home AFB ID; 4 FW, Seymour Johnson AFB NC. If fuel was dumped enter JETTISON in this block. If fuel is for a Foreign Military Sale (FMS) receiver, enter FMS case number and country. When issues are made to FMS aircraft, FMS "case code" must also be entered in home station block. Examples of FMS case codes are: EG-D-YFW, K7-D-YAF, and IS-D-SPA. For USN/USMC issues home station must contain land-based squadron number or Unit Identification Code (UIC) for each aircraft being refueled. Examples of USN/USMC squadron numbers are: VA-97, VF-33, and VMFA-212. Examples of UIC's are: R63923, V09559, and R09434.
11. Pounds Off loaded.	Fuel spills occurring during fueling operation in-flight will be included in quantity shown as issued to the receiving aircraft. Enter off load to each receiver aircraft or jettisoned in pounds. The boom operator will total the quantity of fuel issued.
12. Boom Operators Name and Grade.	Enter name and grade in space provided.
13. Total MSN off load.	Enter total fuel off loaded or jettisoned.
REMARKS BLOCK.	In <u>remarks</u> block of AF Form 791 add the following information:
14. Mission Number.	Enter mission number for mission or leg being flown in remarks block.
15. Aircraft commanders name.	Enter aircraft commanders name in remarks block.
16. Squadron.	Enter squadron flying the aircraft mission in remarks block.
17. REMISS.	Add any questions or problems that were encountered with REMISS data-base in remarks block.

Sample AF Form 791

AERIAL TANKER IN-FLIGHT ISSUE LOG	MISSION DATE AND TIME (1)			
	FROM		TO	
	DATE	TIME (Zulu)	DATE	TIME (Zulu)
	117	1753	117	2100
TANKER ORGANIZATION AND STATION (2)	TANKER MDS (3)		TANKER SERIAL NO. (4)	FUEL GRADE (5)
60 AMW, Travis AFB CA	KC-10A		79-001951	JP-8

ISSUES							
AIRCRAFT (6) COMMAND	AIRCRAFT (7) MDS	AIRCRAFT (8) TAIL NO.	AIRCRAFT (9) CALL SIGN	AIRCRAFT (10) HOME STATION	QUANTITY ISSUED		
					POUNDS (11)	GALLONS	
ACC	F-15E	86000061	Eagle 12	0004 TFW, Seymour Johnson AFB NC	3,000		
ANG	F-16C	84001092	Falcon 26	0140 TFG, Fresno ANGB CA	2,500		
AMC	C-5B	85000010	Fred 99	60 AMW, Travis AFB CA	20,000		
USN	FA-18A	123456	Tango 01	VA-205, New Orleans, LA	4,200		
FMS	F-16D	93-029100	Sand 02	FMS Case # ????, Egypt	10,000		
				Jettison	10,000		
BOOM OPERATOR'S NAME AND GRADE (<i>Print</i>)					TOTAL (13)	49,700	
Smooth, Boom I. (12)							
3. ENTER COMMAND OF AIRCRAFT REFUELED, e.g., "ACC", "AMC", "ANG", etc.							
3. ENTER AIRCRAFT MISSION, DESIGN, , SERIES, e.g., "B52G", "F15A", "F106B", etc.							

PREVIOUS EDITION WILL BE USED.

AF FORM 791, 19830201 (EF-V2)

TANKER MDS		TANKER SERIAL NO.		FUEL GRADE		
KC-10A		79-001951		JP-8		
ISSUES						
AIRCRAFT COMMAND	AIRCRAFT	AIRCRAFT	AIRCRAFT	AIRCRAFT	QUANTITY ISSUED	
					POUNDS	GALLONS
					TOTAL	

REMARKS

(14) MSN #6PH60F815172

(15) Capt P. Williamson IV

(16) 9 ARS (17) REMISS problems, explain here.

AF FORM 791, 19830201 (EF-V2)

(REVERSE)