

WHAT ARE FUEL CARDS?

DESC Fuel Charge Cards are a mix of co-branded commercial charge cards, bank sponsored, or private label charge cards used to obtain fuel, fuel related supplies, & services. The acronym, “AIR” stands for Aviation Into-plane Reimbursement and “SEA” stands for Ships’ bunker Easy Acquisition Card. Additionally, DESC manages the DoD Fleet Card under the GSA SmartPay contract. The DESC fuel charge cards use the same technology as any other commercial fuel card. The embossed card identifies the DESC customer for end use billing purposes. The fuel cards can be electronically swiped if the facility is equipped, or mechanically imprinted, or hand-scribed onto a commercial delivery ticket or fuel sales slip (i.e. DD1898). The card data, merchant data, & the variable sales information is electronically transmitted or can be mailed/faxed to the card processor. The card processor electronically forwards fuel invoices within 24 hours of receipt to DESC for an electronic data interchange (EDI) transfer to DFAS-Columbus for payment.

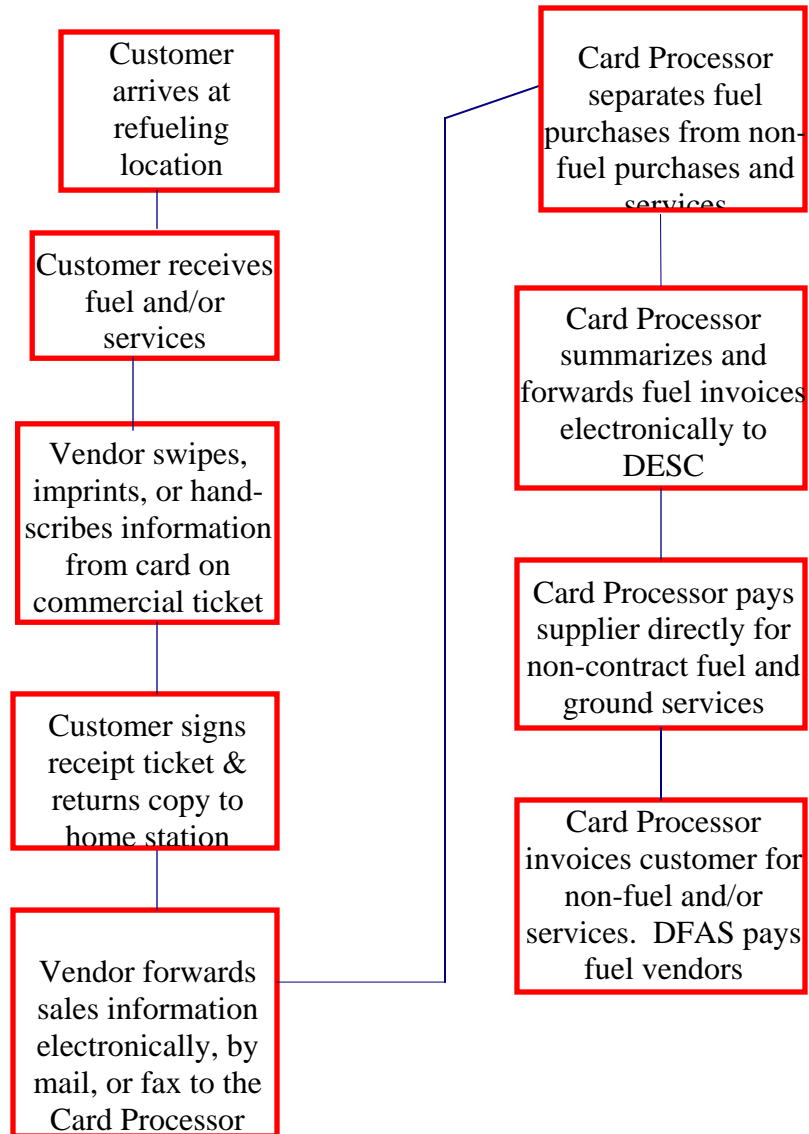
CUSTOMER SERVICE

- The AIR Card Contractor (ACC) is responsible for consolidating all invoices & will provide payment to non-contract vendors on behalf of the U.S. Government, PROVIDED the vendor will accept the card as a payment mechanism. If the vendor needs further information, or one time authorization to take the AIR Card, ask them to contact the ACC at 1-866-308-3811. This information is printed on the back of the AIR Card for your convenience.
- In the event an aircrew needs routing or flight planning assistance, AIR Card customers are encouraged to contact customer service, 365 days a year, 24 hours, at 1-866-308-3811, from overseas 1-913-217-9303 or via website www.airseacard.com. Vendors can also contact the ACC for account information if the aircrew forgot their AIR Card, or the card is not legible after imprinting.

Sample AIR Card



FUEL CARD PROCESS



HOW THE AIR CARD WORKS FOR THE DESC CUSTOMER AND CONTRACTOR.

- **Accountability:** AIR Cards are issued to the aircraft, not the personnel. Aviation Managers can easily track fuel expenditures to better manage flying hour programs. The AIR Card is the card authorized for purchasing aviation fuel and authorized ground services. The card is a payment mechanism for non-contract refuelers and the ACC acts as an agent or clearing house for DESC contractors.
- **Mission Oriented:** Using the AIR Card will reduce the amount of time the aircrew has to spend filling out cumbersome forms. The AIR Card is meant to simplify local purchase procedures and ensures the refueler is paid in a timely manner.
- **Discounts:** Using the AIR Card allows aircrews to receive discounts from the posted airport prices. Even deeper discounts are available when using the AIR Card at a DESC contract location and billed at the FY standard price.
- **Commercial Practice:** The use of the AIR Card mirrors industry processes. The technology utilized has proven to be a reliable and accurate method of purchasing fuel and making timely payments to vendors.
- **Worldwide Acceptance:** It is now mandatory that the AIR Card be used at all DESC Into-plane contract locations, (replacing the Identaplate) and is currently accepted at approximately 7000 airport locations worldwide. A complete up-to-date list of all DESC contract locations & AIR Card acceptors (non-contract locations) is available via the Internet at:
<http://www.airseacard.com>.
- **One Card Concept:** The AIR Card can be used at either DESC contract or non-contract locations for fuel and/or ground services. The ACC separates fuel invoices from any ground services and bills your home station accordingly. The squadron commander is responsible for providing any unique guidance to their aircrews regarding authorized ground/ramp service purchases. Eventually, DESC will install electronic equipment at military installations.

- **IMPORTANT:** The Identaplate (DD1896) will still be utilized at military installations to purchase fuel unless automated data capture (ADC) equipment is installed.

DoD FLEET CARD PROGRAM

The Fleet Card Program is intended to provide a commercially available method for purchasing fuel, parts & maintenance services for Department of Defense vehicles & equipment. The Program is designed to reduce costs while improving the management of the government's fleet of vehicles. The program benefits DoD by allowing the Defense Energy Support Center (DESC) to recoup taxes & receive rebates from the bank. Also, vehicle management is enhanced by the capture of detailed maintenance records.



Sample DoD Fleet Card

One advantage of the program is its use of commercial service stations & repair facilities. Use of the Fleet Card is limited to vehicles owned or leased by the Department of Defense. GSA leased vehicles are not covered.

Many individuals at the activity level play key roles in the success of the program. They are listed here with their primary responsibilities.

- **Commanding Officer (CO).** COs provide oversight & management of the Fleet Card Program within their commands.
- **Agency Program Coordinator (APC).** The APC is the primary liaison for establishing, administering, maintaining, & reporting on the Fleet Card Program.
- **Accountable Official (AO).** The AO is responsible for creating obligations & paying fuel card bills. The AO may be held liable for erroneous payments.
- **Certifying Official.** The Certifying Official is held liable for certifying & validating their agency's invoices.
- **Transportation Coordinator (if applicable).** The Transportation Coordinator is the point of contact (POC) at the activity responsible for the receipt of the Fleet Card, assigned vehicle, training, & documentation of the Fleet Card log.
- **Card User.** The Card User is the individual that uses the Fleet Card for the purchase of authorized goods and services.



POINTS OF CONTACT

Director/Program Manger	703-767-8606
Deputy Director	703-767-9665
Senior Policy Analyst	703-767-0687
Management Controls	703-767-0688
Program Integration	Vacant
Account Manager (USN, USAF)	703-767-9552
Account Manager (USA, Non-DoD)	703-767-0689
Contracting Officer	703-767-8495
Contract Specialist	703-767-8496

Fuel Card Component Managers

Army - 703-767-0661	Air Force - vacant
Navy - 703-767-7348	Federal Civilian Agencies - 1-866-308-3811

**ALL QUESTIONS, COMMENTS, AND
SUGGESTIONS ABOUT THE AIR CARD
PROGRAM ARE WELCOME**

1 [800] 2-TOPOFF / PRESS 3

or

Website: www.desc.dla.mil

**DEFENSE ENERGY SUPPORT CENTER
GOVERNMENT FUEL CARD
PROGRAM MANAGEMENT
OFFICE (DESC-K)**

JANUARY 2005

THE DEFENSE ENERGY SUPPORT CENTER'S VISION IS TO BE THE BEST ENERGY SUPPLIER TO THE MILITARY SERVICES, FEDERAL CIVILIAN AGENCIES, APPLICABLE FOREIGN GOVERNMENT AND STATE LAW ENFORCEMENT AGENCIES.

TO MAKE THAT A REALITY, WE MUST PARTNER WITH CONTRACTORS WHO WANT TO DO BUSINESS SMARTER AND BETTER.

WE ARE COMMITTED TO USING NEW TECHNOLOGIES AND PROCESSES THAT WILL AFFORD BOTH THE CENTER AND THE BUSINESS COMMUNITY A "WIN-WIN" RELATIONSHIP.

THE FUEL CARD PROGRAMS WILL ENABLE DESC TO IMPROVE OUR BUSINESS PRACTICES WITHOUT SACRIFICING OUR HIGH LEVEL OF CUSTOMER SUPPORT.

THE SEA CARD

COMING SOON TO A SHIP NEAR YOU!



Sample SEA Card