



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
8725 JOHN J. KINGMAN ROAD, SUITE 4950
FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY
REFER TO DESC-DCB

August 25, 2003

Dear AIR Card Account Holder, Aircrew/Aircraft Operator, or Financial Resource Manager:

Your renewal AIR Card(s) is enclosed. The Card(s) may be used immediately upon activation. To activate your Card(s) or address any concerns regarding renewal, please contact:

DESC-RRF, Attn: Alvin Morgan
FAX: (210) 925-0555 or DSN 945-0555
TEL: (210) 925-2438 or DSN 945-2438
Email: aircard@dla.mil

Please note the following change to the distribution of AIR Cards and administration of the AIR Card program. In accordance with DoD Financial Management Regulation, Volume 5, Chapter 33, and DoD Directive 7000.15, *DoD Accountable Officials and Certifying Officers*, once nominated, DESC will designate in writing an Accountable Official (AO) from your unit who will be responsible for all AIR Card accounts. The DESC Certifying Official will rely upon the actions of the AO when paying AIR Card invoices. Please note that under the referenced regulatory guidance, AO's may be pecuniarily liable for erroneous payments resulting from negligent performance of their duties. **By 1 DEC 03, accounts for which no AO is on file will be terminated from the program.**

Duties of the Accountable Official will include the following, relative to the accounts designated:

- Receipt, distribution, and responsibility for use of AIR Card(s);
- Report changes, transfers, additions, or deletions of assigned aircraft through applicable military service Contracting Officer's Representative (COR's);
- Review of AIR Card transactions;
- Immediate notification of any lost or stolen AIR Card must be reported to the applicable COR;
- Reporting, within 10 days of transaction posting to the FAS Enterprise Server or receipt of the obligation data, of exception to any listed transaction/forwarded obligation associated with AIR Card usage. (Exceptions should be based on tangible evidence of possible erroneous transactional data). Lack of a chit from the aircrew, in and of itself, is not sufficient grounds to withhold payment on a transaction.

The Resource Manager/Fund Holder for each unit participating in the AIR Card program already has responsibility for obligation data in accordance with DoD Financial Management Regulation, Volume 5, Chapter 33 at 330302 (A)(3). Given that the actions required to satisfy DoD AO requirements are already prescribed at this level, we recommend that each unit consider nominating its Resource Manager/Fund Holder as the AIR Card AO. Subsequent delegation within the unit for tasks such as Card distribution may be done at the discretion of the AO.

You must identify your unit's Accountable Official immediately upon receipt of the cards to the POC above. Failure to identify an AO within this time frame may result in deactivation of your AIR Card(s). Training for Accountable Officials, including information regarding access and use of the Fuels Automated System (FAS) Enterprise Server, may be found on DESC's home page at www.desc.dla.mil. Additional questions regarding the AIR Card program may be directed to Marlene Hines at 703-767-8496.

Sincerely,

DEBORAH L. VAN KLEEF
AIR Card Program Manager
Defense Energy Support Center

Enclosure(s): AIR Cards
Accountable Officer Designation Form



AIR Card Accountable Official Nomination Form - August 2003

FAX TO: DESC-RRF- (210) 925-0555

Attention all AIR Card holders—

(Military, Federal Civilian Agencies and State and Local Law Enforcement Agencies)

Enclosed is your new AIR Card that replaces the AIR card that expires 30 September 2003. You may begin using your new card *once you nominate an Accountable Official who can confirm the embossed information on the card. Please complete and return the Accountable Official Nomination Form. Once your cards are activated, please destroy any expired cards.*

Please verify the information, make any necessary revisions, sign and return this form to the facsimile number 210-925-0555. NOTE: Failure to return this form will result in cancellation of the attached cards, assuming they have been lost in the mail.

If you have any questions concerning the AIR Card(s) you have received, please call 1-800-AVCARD-1

DoDAAC/FedAAC: Signal & Fund Code: APC/ORG/TEC: Unit/Wing/Squadron: Card/Account #

Activity Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date Sent: _____ E-mail Address: _____

Country: _____ Phone: _____ Fax: _____

List of Aircraft #: (For more than one aircraft, please attach separate list) _____

Card #: _____ Make: _____ Model: _____ Tail/BUNO #: _____

I hereby establish myself as the Accountable Officer for the AIR Card account identified above. In this context, I agree to assume responsibility for AIR Cards associated with this account and their use in accordance with DoD Financial Management Regulation, Volume 5, Chapter 33. Specifically, I agree to:

- a. Receive the cards associated with this account, activate them, and control their distribution to users.
- b. Oversee the use of all cards, to include review of associated transactions and exception reporting as prescribed in DESC's procedures for card use.
- c. Promptly report any misuse, loss or theft of any card in accordance with DESC procedures.
- d. Maintain accuracy of the billing and contact data in the AVCARD database.

I understand that the DESC Certifying Officer and Program Manager will be relying on my performance of the above duties to administer the AIR Card program, including payment of the AVCARD invoice(s). I further understand that it is the policy of the Department of Defense to hold accountable officials, in addition to certifying and disbursing officers, pecuniarily liable in the event of erroneous payments resulting from negligent performance of duties.

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

**THIS FORM MUST BE COMPLETED AND RETURNED TO DESC-RRF IMMEDIATELY
FOR CARD ACTIVATION PURPOSES.
PLEASE FAX YOUR COMPLETED FORM UPON RECEIPT**