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MEMORANDUM FOR ALL MSWG PERSONNEL

FROM: MS/CC

SUBJECT: MSWG Policy and Procedures for Use and Control of Aviation Fuel Credit Cards

1. MSWG has a Multi Service Aviation Fuel Credit Card and a Phillips Aviation Fuel Credit Card for each MSWG assigned aircraft. Use of the aviation fuel credit cards (Cards) has a two-fold effect. It relieves MSWG pilots of the financial burden of having to pay for reimbursable aviation fuel and oil from personal funds, and it streamlines the “paperwork” involved in processing reimbursable missions, if the user of the card follows the procedures described herein.

2. The Cards are unique in that they are each assigned to a specific MSWG assigned aircraft, with its “tail” number, embossed on the assigned Card. Fuel and oil purchases are only authorized for the aircraft containing the “N” number matching the Card. In other words, you may only fuel an aircraft with the Card assigned to that aircraft. You may not use that same Card to fuel another MSWG assigned aircraft, or any other aircraft. Do not fuel more than one aircraft with one card! Each card will be kept in the Aircraft Information File and secured by locking the aircraft when not in use. The squadron hosting the aircraft is responsible for the security of the Card. If the Card is lost or stolen, MSWG/CC must be immediately notified.

3. The following procedures will be followed in using the Cards; these procedures are *in addition to* the usual CAP regulations requirements for submission of post-mission or post-cadet orientation flight (CAP and AFROTC) paperwork:

- Cards may only be used for purchases of fuel and oil on *reimbursable* flights, unless otherwise stated herein or approved in writing in advance by the wing commander. As used herein, the term “reimbursable flights” exclusively refers to flights with mission symbols “A”, certain “B” and “C” missions pre-approved by NOC and/or the wing commander, and other flights for which the pilot in command (PIC) would be reimbursed from an authorized source.
- Cards must not be used for personal proficiency flights, such as those with B12 or C17 mission symbols.
- Purchases of aviation fuel and oil for reimbursable missions for a particular aircraft must be purchased using a Card assigned to that aircraft.
- A separate fuel receipt must be obtained for fuel for each type of mission (mission number and/or mission symbol). For example, if both AFROTC and CAP orientation flights are being flown by the same aircraft on the same day, separate fuel receipts must be obtained for fuel expended for each type of flight – under current WMIRS procedures the mission number may be the same, but the flights are flown under different mission symbols – A6 for ROTC, and A15 for CAP cadets.
- When using the Card, the PIC must:
  - Verify the quantity of fuel received and confirm that the matching “N” number is on the receipt.

- Legibly write on the fuel receipt (1) the PIC's name, (2) the tail number, (3) the mission number, (4) the mission symbol, and (5) the Hobbs meter flight hours. Notation should also be made on the receipt of the date and the amount of the charge, especially in cases where the legibility of the receipt may be questionable.
- Transmit a legible copy of the fuel receipt via fax or scan/e-mail (in PDF format) or hand delivery to the wing administrator by the close (1600 local) of the next business day following the flight (business days are Monday thru Friday).

**NOTE: MSWG has a dedicated toll-free fax service number – (866) 467-3892 – that automatically delivers faxes received to the wing administrator's e-mail account in PDF format. Members are requested and encouraged to use this number to fax fuel receipts and mission paperwork to wing HQ. You must follow up with the wing administrator to be certain the fax was received and is legible.**

- Attach the original or a legible copy of the fuel receipt to the mission Form 104 or 84 or other mission paperwork, as applicable, and within two business days following the flight, forward such paperwork, with such fuel receipts attached, to the Incident Commander (IC). For purposes of this directive, IC includes:
  - the IC assigned to any actual mission or reimbursable training mission under a mission number, or
  - the wing Project Officer in charge of a reimbursable mission under an assigned mission number; for example, cadet orientation flights [CAP and AFROTC], Mx and RELO flights – mission symbols A6, A9, A15, A20, flown under monthly mission numbers assigned by USAF.

**See NOTE above regarding wing's toll-free fax service.** If you use this service, you may concurrently request the wing administrator to forward the paperwork to the IC for you via e-mail, thus avoiding duplication of effort -- be sure to provide the IC's correct email address. The wing administrator may accommodate your request, workload permitting, but the wing administrator is not obligated to do so.

4. **NON-REIMBURSABLE FLIGHTS:** The PIC must not use the Cards, but instead must personally pay for aviation fuel for any non-reimbursable flight, unless otherwise authorized in advance by the wing commander.

5. **EXCEPTION FOR OIL:** The Cards may be used for purchases of Exxon Elite aviation engine oil to be added to the assigned aircraft's engine before or after any flight, *regardless of whether or not the flight is reimbursable*. The purpose of this is to encourage pilots to add engine oil whenever needed. For non-reimbursable flights, the oil will be purchased separately by use of the Card, and the fuel will be paid personally by the PIC. The oil receipt must be forwarded to the wing administrator in accordance with the above described procedures. MS Wing will reimburse pilots for oil purchased from personal funds and added to wing aircraft engines on any flight, reimbursable or not, on submission of proper documentation. Again, the point is to add oil whenever needed, and wing will pay for it.

6. The Card will not be used for any purchases other than aviation fuel and oil placed directly into the specific aircraft listed on the applicable Card. The Card will not be used for paying any cost of maintenance, repairs, parts, tie down fees, charts or any other mission or non-mission related expenses unless approved in advance in writing by the Wing Commander.

7. **Use of the Cards is a privilege, not a right.** This privilege is granted or withheld at the discretion of the wing commander. Abuse of this privilege or failure to timely submit receipts and paperwork as required herein may result in the PIC's loss of use of the Cards and/or loss of flying status at the direction of the wing commander. It is the responsibility of the PIC and his/her unit commander to ensure compliance with the procedures and policies stated herein.

<<Signed>>  
 Tillman C. Carroll  
 Colonel, CAP  
 Commander, MSWG