



**DEFENSE LOGISTICS AGENCY  
ENERGY  
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September 18, 2025

**MEMORANDUM FOR AIR CARD® PROGRAM PARTICIPANTS**

**SUBJECT: AIR Card® Authorized Products and Services**

The DLA Energy Government Fuel Card Program Management Office Aviation Into-plane Reimbursement (AIR) Card® Program allows card purchases from a limited list of commercial aviation fuel and non-fuel services as referenced in Section 7, DLA Energy P-8: Fuel Card Program policy, June 2024.

The U.S. Government AIR Card® Authorized Commercial Products and Services list includes commercial aviation fuel products (i.e. Class III) and non-fuel services that may be procured at commercial airports where there is a card accepting merchant. It is the responsibility of the card account holder to ensure that only authorized products and services are procured.

Products and services procured that are not on the list are considered unauthorized purchases. In the event of unauthorized purchases, the respective AIR Card® Program participant is financially responsible by submitting direct payment to the merchant without DLA Energy reimbursement.

Please contact your Service or Agency Component Program Manager or DLA Energy AIR Card® Customer Account Specialist for inquiries regarding the authorized charges allowed to be applied to the AIR Card®.

**STEPHANIE LEWIS-VANCE  
AIR CARD® PROGRAM MANAGER  
DLA ENERGY**

Attachment:  
AIR Card® Authorized Commercial Products and Services

## **AIR Card® Authorized Commercial Products and Services**

### **AIR Card® Authorized Commercial Fuel and Fuel Additive Products**

The following authorized commercial aviation fuel and additive products are permissible charges to the U.S. Government AIR Card®. The commercial receipt and invoice provided to the Ordering Official (pilot or aircrew) for signature shall contain, at a minimum, the requested authorized product, quantity and price. The merchant or Ordering Official are financially responsible when **UNAUTHORIZED** products are rendered or requested.

#### **Fuel Products**

1. Jet A
2. Jet A with Additive
3. Jet A1
4. Jet A1 with Additive
5. Jet B
6. Jet B with Additive
7. JP-8
8. AVGAS

#### **Fuel Additives**

1. Corrosion Inhibitor
2. FSII
3. Prist
4. SDA
5. Anti-Ice

\*Merchant may deliver fuel product to the customer's aircraft, vehicle or bladder.

## AIR Card® Authorized Commercial Ancillary Services

The following authorized aviation ancillary services listed are permissible charges to the U.S. Government AIR Card®. The commercial receipt and invoice provided to the Ordering Official (pilot or aircrew) for signature shall contain, at a minimum, each requested authorized service, quantity and price. The Merchant and/or Ordering Official are financially responsible when **UNAUTHORIZED** services are invoiced.

| Authorized Ground Service                 | Acceptable Terms for the Authorized Ground Service                                            | Description of Authorized Ground Service                                                                                                                                    |
|-------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ABO Aviator Breathing Oxygen              | Liquid Oxygen, LOX, O2, Aviator Breathing Oxygen                                              | O2 for pressurized aircraft                                                                                                                                                 |
| Air Start                                 | External engine start, ASU                                                                    | External engine start                                                                                                                                                       |
| Aircraft Cleaning                         | Aircraft fleet service, Cabin cleaning                                                        | Clean the interior or exterior of the aircraft                                                                                                                              |
| Aircraft Emissions                        |                                                                                               | Charged per landing according to the amount of nitrogen oxide emitted.                                                                                                      |
| Aircraft Towing                           | Tow bar                                                                                       |                                                                                                                                                                             |
| Airport Fee                               |                                                                                               |                                                                                                                                                                             |
| APU                                       | Auxiliary power unit, ground power unit (GPU), generator, power cart, Alternate power unit    | Aircraft requires power                                                                                                                                                     |
| Baggage Fee                               | Baggage service, luggage                                                                      |                                                                                                                                                                             |
| Cargo Loading/Unloading                   | Porter, conveyor belt, loader, loading equipment, MDL (main deck loader), tractor, air bridge | Services charged to load or unload aircraft cargo                                                                                                                           |
| Catering                                  |                                                                                               | <b>ONLY AUTHORIZED</b> for passenger flights for non-per diem passengers (food and non-alcoholic beverages)                                                                 |
| Chocks                                    |                                                                                               | Used to keep aircraft from moving on the ramp                                                                                                                               |
| Communications                            | Phone, fax, internet                                                                          | Cell phones <b>MAY NOT</b> be purchased using the AIR Card                                                                                                                  |
| CAWI – Continuous Alcohol Water Injection | CAWI, Continuous alcohol water injection                                                      |                                                                                                                                                                             |
| Crane Truck                               |                                                                                               |                                                                                                                                                                             |
| Crew Transportation                       | Ramp transport                                                                                | Fee to transport aircrew to airport terminal.<br>Transportation services such as taxi, car rental, bus, van, outside of the airport is <b>NOT</b> a valid AIR Card® charge. |
| Customs                                   | Immigration, VISA, Port health                                                                | Airport customs occurring at OConus commercial airports. Military may be exempt, check with your Service or State Department.                                               |
| De-fuel                                   | Defuel, Defueling, De fuel                                                                    | Ordering Official requests, fuel removed from the aircraft. Generally, the charge is \$0.33 per gallon. The ordering official may request a payment for the fuel offloaded. |
| De-icing                                  | Deice, Deicing, De-ice                                                                        | Glycol used to de-ice an aircraft.                                                                                                                                          |
| Dispatch                                  |                                                                                               | Communication between airport ground crew and pilot                                                                                                                         |
| Disposal Fee                              | Disposal charge                                                                               | Fee to dispose of spilled fuel. Fee applies to non-contract fuel and is a ground charge.                                                                                    |
| Dolly                                     | Baggage cart                                                                                  | Used to move cargo.                                                                                                                                                         |
| Facility Fee                              |                                                                                               |                                                                                                                                                                             |
| Fire Truck                                | Fire car, fire brigade                                                                        |                                                                                                                                                                             |
| Flight Cancellation                       |                                                                                               | A pre-arranged flight cancellation charge when the merchant already obtained fuel and/or services in support of pre-arrangement.                                            |

| Authorized Ground Service | Acceptable Terms for the Authorized Ground Service           | Description of Authorized Ground Service                                                                                                        |
|---------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Flight Planning/Weather   | Flight tracking, Meteo                                       |                                                                                                                                                 |
| Follow Me                 | Nose car, leading, aircraft guidance                         | Cart that directs the aircraft to the ramp, taxiway or back to runway.                                                                          |
| Fork Lift                 |                                                              | Handling aircraft cargo                                                                                                                         |
| Fumigation                | Disinsection                                                 | Fumigate the aircraft                                                                                                                           |
| Hangar Rental             |                                                              | Charges not to exceed 5 days. If an extended arrangement is required, setup a contract with the merchant or use an alternate payment mechanism. |
| High Loader               | Loader                                                       | Handling aircraft cargo                                                                                                                         |
| Hydraulic Fluid           |                                                              |                                                                                                                                                 |
| Ice                       |                                                              |                                                                                                                                                 |
| Ladder                    | Stairs, Steps                                                |                                                                                                                                                 |
| Landing Fee               | Weight                                                       | Charge to an aircraft to land at an airport.                                                                                                    |
| Lavatory Services         | Latrine, toilet, toilet cart, water service                  |                                                                                                                                                 |
| Lighting                  |                                                              |                                                                                                                                                 |
| Maintenance               | Aircraft maintenance, labor                                  |                                                                                                                                                 |
| Marshaling                | Marshalling                                                  | Service crew directs the aircraft to a designated location on the airport.                                                                      |
| Nitrogen                  |                                                              | Used in aircraft tires                                                                                                                          |
| Noise Tax                 |                                                              | Charged by the airport authority for aircraft noise or noise pollution                                                                          |
| Oil                       |                                                              |                                                                                                                                                 |
| Overtime                  | Call out, holiday, weekend                                   | Fee charged when airport personnel support is required after normal business hours.                                                             |
| Parking Fee               | Reposition, RON, overnight, mooring, stay over, ramp parking | Fee charged to park aircraft at airport, typically for several hours or overnight.                                                              |
| Passenger Fee             | PAX                                                          | Typically, OConus airports charge a small fee based on the number of passengers onboard the aircraft.                                           |
| Passenger Handling        | PAX handling, PRM – passenger of reduced mobility            | Fee charged to handle boarding document, check in. Should be a nominal fee.                                                                     |
| Pilot Supplies            | Charts, maps,                                                | Fee charged should be a nominal fee.                                                                                                            |
| Potable Water             | Water, palletized water                                      | Water for lavatory sinks for hand washing purposes.                                                                                             |
| Preheat                   | Heater                                                       | Charged to heat the aircraft before flight.                                                                                                     |
| Push Back                 | Nose car, positioning                                        | Charged to push an aircraft into a hanger or different section of the ramp.                                                                     |
| Ramp Fee                  | Ramp handling, tarmac, apron,                                | Charged to aircraft for use of ramp                                                                                                             |
| Re-service                | Reservice                                                    | Charged to place de-fueled fuel back on aircraft.                                                                                               |
| Sampling Charge           |                                                              | Charge to sample the quality of non-contract commercial fuel.                                                                                   |
| Security Communication    |                                                              | Charge for security staff cell phone usage                                                                                                      |
| Security Force Vehicle    |                                                              | Charge for security forces guarding an aircraft and using the vehicle as the shed.                                                              |

| Authorized Ground Service | Acceptable Terms for the Authorized Ground Service               | Description of Authorized Ground Service                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Security Services         | Aircraft guarding, security escort service, security supervision |                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Slot Time & Fees          |                                                                  | Charged for slot time, typically at OCONUS high volume airports                                                                                                                                                                                                                                                                                                                                                                               |
| Take Off                  | Departure                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Terminal Operations       | Operations, terminal fee, flight services                        |                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Tie Down                  |                                                                  | Securing aircraft to ramp (Typically overnight).                                                                                                                                                                                                                                                                                                                                                                                              |
| Touch and Go              |                                                                  | Charge for aircraft to land and immediately take off. This is typically during a training exercise.                                                                                                                                                                                                                                                                                                                                           |
| Trash Removal             | Garbage, garbage removal, litter service, rubbish                |                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Vendor Admin Fee          | Agent fee, administration fee, arrangement/coordination fee      | <p>Fee charged by third party agents that arrange ancillary services with the local airport vendor that will not accept the AIR Card®. The local airport vendor often requires immediate payment.</p> <p><b>NOTE: Prior to signature, ensure VAF amount is present on the delivery receipt or invoice and is a reasonable amount. Additional guidance is located on the DLA Energy website.</b></p> <p><b>(Limit one VAF per invoice)</b></p> |

## AIR Card® Taxes

The following taxes, if applicable, are permissible charges to the U.S. Government AIR Card®.

| Taxes                                   | Tax Description                                                         |
|-----------------------------------------|-------------------------------------------------------------------------|
| Canadian Excise Tax                     | Tax may be applicable on Canadian goods and/or services*                |
| Canadian Harmonized Sales Tax           | Tax may be applicable on Canadian goods and/or services*                |
| Canadian Tax - Quebec Sales Taxes (QST) | Tax may be applicable on Canadian goods and/or services*                |
| Excise Duty Tax                         | Tax may be applicable on fuel and/or services*                          |
| Federal Excise Tax                      | Tax may be applicable ONLY on non-DoD military customer fuel purchases* |
| Federal Oil Spill Tax                   | Tax may be applicable on fuel*                                          |
| GST                                     | Tax may be applicable on goods and/or services*                         |
| Mineral Oil Tax                         | Tax may be applicable on fuel*                                          |
| Provincial Fuel Tax                     | Tax may be applicable on Canadian goods and/or services*                |
| SAGESS Tax (French Government Tax)      | Tax may be applicable on fuel procured in France*                       |
| Sales Tax                               | Domestic tax applicable on fuel and/or services*                        |
| State Tax                               | Domestic tax applicable on fuel and/or services*                        |
| Value Added Tax (VAT)                   | Tax may be applicable on fuel and/or services*                          |

**\*The United States and/or the Department of Defense may be exempt from many taxes. The cardholder/AO are responsible for asserting any exemption and should present any applicable exemption at the time of transaction or payment.**