



**DEFENSE LOGISTICS AGENCY
ENERGY
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6222**

July 10, 2024

MEMORANDUM FOR AIR CARD® PROGRAM PARTICIPANTS

SUBJECT: AIR Card® Authorized Products and Services

The DLA Energy Government Fuel Card Program Management Office (GFCPMO) advises participants that the 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 7.2(j), 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 IIIB) and non-fuel services that may be ordered at commercial airports where there is a card accepting merchant. Products and services ordered that are not on the list are considered unauthorized purchases. The card account is responsible for the unauthorized purchases by submitting direct payment to the merchant.

The merchant or Ordering Official are financially responsible when UNAUTHORIZED products or services are rendered or requested.

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®.

**ELIZABETH BAINES
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. Jet Fuel Russian Commercial
8. JP-8
9. 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		ONLY AUTHORIZED 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 MAY NOT 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. Transportation services such as taxi, car rental, bus, van, outside of the airport is NOT 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, liter service, rubbish	
Vendor Admin Fee	Agent fee, administration fee, arrangement/coordination fee	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. 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. (Limit one VAF per invoice)

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.**