



DEPARTMENT OF THE NAVY
NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2191

IN REPLY REFER TO:

NASOCEANAINST 4200.2J
30
21 JUN 2002

NAS OCEANA INSTRUCTION 4200.2J

Subj: PROCEDURES FOR CUSTODY, MAINTENANCE AND ISSUE OF FLIGHT
PACKETS USED FOR THE PROCUREMENT OF MATERIAL AND SERVICES
BY PILOTS ON EXTENDED FLIGHTS

Ref: (a) COMNAVAIRLANTINST 7310.1V
(b) Naval Supply Systems Command Manual, Volume II
(c) NAVSUP PUB 485
(d) NASOCEANAINST 3750.1E
(e) OPNAVINST 4790.2H
(f) AVCARD Website (www.avcard.com)
(g) Defense Energy Support Center Website
(www.desc.dla.mil)

Encl: (1) Procedures for Purchases by Pilots on Extended Flights

1. Purpose. To publish procedures for the custody, maintenance and issue of flight packets used for the procurement of aviation fuels, oil/lube, spare parts and services by the aircrew of Naval Air Station (NAS) Oceana aircraft while on extended flights, per instructions contained in references (a) through (g).

2. Cancellation. NASOCEANAINST 4200.2H. Due to numerous changes, paragraph markings have been omitted.

3. Background. NAS Oceana is responsible for maintaining an adequate supply of flight packets for issue to aircraft commanders or crew chiefs making extended flights in NAS Oceana assigned aircraft. The flight packets contain instructions to assist pilots of aircraft involved in extended flights to obtain materials or services that may be necessary for the continuation of a flight. The highly negotiable characteristic of the contents of flight packets demand that individuals exercise extreme care when these packets are in their possession. The responsibility placed on pilots and crew chiefs constitutes authorization to utilize the facilities incorporated in flight packets when required in performance of assigned tasks or in the accomplishment of an assigned mission. Signatures obtained on exchange of custody of flight packets are considered as meeting the requirements of adequate control procedures for accountability and safeguarding of Standard Form (SF) 44, as outlined in reference (a).

4. Action

a. Regional Supply Office Oceana. Ensure all procedural changes and forms affecting flight packets are current. This information shall then be passed to the Air Operations Department Material Control Officer.

b. Regional Comptroller Oceana. Ensure all accounting information is correct and forwarded to the Air Operations Material Control Officer.

c. Air Operations Department

(1) Ensure flight packets are inventoried by the Material Control Officer monthly.

(2) Assign individual flight packets to each aircraft assigned to the station.

(3) Recall all flight packets from assigned aircraft prior to 30 September, each year for appropriate accounting information changes.

(4) Maintain adequate security of flight packets being held for future assignment.

(5) Ensure applicable copies of all executed documents are forwarded to the Regional Supply Office Oceana for obligation in accounting records.

(6) Responsible for the initial preparation and outfitting of flight packets for use by station assigned aircraft. Ensure that the flight packets contain the following:

(a) Aviation Into-Plane Reimbursement Card (AIRCARD). The AIRCARD is a co-branded Aviation Credit Card (AVCARD). AVCARD is a commercial credit card that can be used to purchase fuel, lubricants and ground services from commercial sources. The card can be used to purchase from sources holding a Military Petroleum Supply Agency into-plane service contract as well as non-contract sources which accept AVCARD. Contract sources shall be used to the maximum extent possible.

(b) DD Form 1896 Aviation (AV) Fuels Identaplate. Purchase of fuel and lubricants from government sources (Department of Defense (DoD), Coast Guard, etc.). Data contained on the Identaplate must be transferred to the AV Fuels Into-plane Contract Sales Slip (DD Form 1898) or in Fuels Issue/Defuel Document (Air Force Form 1994) if the supply source is an Air Force activity.

(c) DD Form 1348. Procurement of aircraft parts and supplies at military installations. Per references (a) and (c), the following information will be pretyped on the DD Form 1348:

Block B - "60191 NAS OCEANA VA, (Name, Rate, SSN)" and applicable accounting data.

Columns 1-3 - "AOA"

Column 7 - "0"

Column 30 - "N" for shore activity
Columns 31-35 - "60191"

Columns 40-43 - requisition serial number

Columns 44 - "R" for requisitions for petroleum/oil/lubricant (POL) products: "N" for all other material services.

Columns 45 - "blank"

Columns 46-50 - "Job Order Number"

Columns 51 - "A"

Columns 52-53 - shore activities citing Service Designator Code "N" will cite Fund Code 2S and reflect applicable accounting data in the "REMARKS" block.

Blocks L-M - "UH3H Bureau Number (BUNO) _____"

Blocks N-O - purpose for which the DD Form 1348 is used and the aircraft type equipment code.

(d) SF-44. Procurement from commercial non-contract sources for fuel, oil, parts, labor, services, quarters and enlisted subsistence inside the USA when no other means of purchase is available (i.e. AIRCard). Not valid for use in other North Atlantic Treaty Organization (NATO) countries. The following information will be pretyped on the SF-44:

| <u>BLOCK</u> | <u>ENTRY</u> |
|------------------------------------|---|
| ORDER NO | "N60191 (<u>Julian Date</u>) (<u>Serial No.</u>)" |
| FURNISH SUPPLIES OR SERVICES TO | "N60191 Air Ops AOMD NAS Oceana 701 Operations Drive Virginia Beach, VA 23460-2292 UH-3H BUNO _____" |

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AGENCY NAME AND BILLING ADDRESS "Defense Finance and Accounting Service
Norfolk Operating Location
9712 Virginia Avenue
Norfolk, VA 23511-3297"

PURPOSE AND ACCOUNTING DATA Accounting data as applicable
"N60191 (Julian Date) (Serial No.)
Type of Purchase (Fuel only,
aircraft oil, *enlisted meals and
quarters, *officers' quarters)

* The following pretyped information
is used for meals and quarters in
the PURPOSE AND ACCOUNTING DATA
section:

"AA17 1804.60AE 000 60191 L 0687 32
 (1)

2D XZZZZ N 60191 8P"
 (2) (3)

(1) and (2) insert last digit of
fiscal year, (3) Julian date.

(e) Maintenance Visual Information Display
System/Maintenance Action Form 4790/60.

(f) SF-94 - Statement of witness.

(g) SF-95 - Claim for damage or injury.

(h) Carbon paper and black ballpoint pen.

(i) Copy of this instruction. Enclosure (1) contains
instructions concerning safeguarding and shipment of damaged
aircraft and instructions concerning procuring services, and
supplies.

(j) Reference (e), Engineering Investigation Reports.

(k) OPNAV 3710/4, Naval Aircraft Flight Record.

(l) Aircraft Inspection and Acceptance Record.

(m) Fuel Sample Record.

(n) OPNAV 4790/38, Daily/Turnaround Maintenance Record.

(o) DD Form 1898.

(p) NA01-230HLH-6-1, Maintenance Requirement Card (MRC) Turnaround Card Deck.

(q) NA01-230HLH-6-2, MRC Turnaround Card Deck.

d. Pilots of NAS Oceana Assigned Aircraft

(1) Obtain a flight packet from the Air Operations Maintenance Material Control Officer prior to all extended flights.

(2) Submit the applicable documents from the flight packet to the issuing activity for each item of material or service required, using enclosure (1) as a guideline.

(3) Comply with the instructions for the proper execution of the documents within the flight packet, per enclosure (1).

(4) Return the remainder of the packet, plus applicable copies of all executed documents, to the Maintenance Control Officer upon return to NAS Oceana. This will include refueling chits obtained at NAS Oceana.

5. Review Responsibility. The Air Operations Officer is responsible for the periodic review and updating of this instruction.


C. A. SILVERS

Distribution:
NASOCEANAINST 5216.1W
List I (11 and 30 only) and List III (RSOO only)

Copy to:
Each flight packet

PROCEDURES FOR PURCHASES BY PILOTS ON EXTENDED FLIGHTS

1. General. The following action will be taken by the pilot/crew chief in the applicable situation (The term pilot, as used in this enclosure, applies to pilot, co-pilot or crew chief).
2. Monetary Limitations. The purchase price of any article or group of similar items in the transaction applicable to an individual aircraft will not exceed \$2,500. When the repairs and services cost more than \$2,500, the pilot will request instructions from the Commanding Officer, NAS Oceana, by fax or long distance telephone. In emergency conditions in remote areas, pilots are authorized to spend up to \$5,000. DoD purchases of aviation fuel on the SF-44 are approved up to \$10,000, per reference (a).
3. Procurement from Government Sources (including USN).
 - a. Materials/services (excluding fuels and lubricants). Use a pre-typed DD Form 1348 (six part), a separate form is required for each item. The pilot shall:
 - (1) Print name, rank/rate and Social Security Number in data Block B and the BUNO in Blocks L-M.
 - (2) Ensure the legibility of entries on the green and hardback copies returned to you when you receive the goods or services.
 - (3) Submit the green and hardback copies to the Supply/Material Control Officer upon return to base.
 - (4) Ensure the issuing activity has made the following entries on the DD Form 1348:

| <u>DATA BLOCK/ COLUMNS</u> | <u>ENTRY</u> |
|--------------------------------|---|
| A | Service Designator Code, Unit Identification Code, name of issuing activity |
| 4-6 | Issuing activities Routing Identifier Code (if assigned) |
| 8-22 | National Stock Number, Navy Item Control Number or part number of item issued |
| 23-24 | Unit of issue |

Enclosure (1)

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| | |
|-------|----------------------------|
| 25-29 | Quantity supplied |
| 36-39 | Julian date of transaction |
| T-U | Unit price and total price |

b. Aviation Fuels and Lubricants. The DD Form 1896 (white Identaplate for jet fuel) will be used to procure aviation fuel and/or lubricants from government activities (DoD, Coast Guard, etc.). The DD Form 1898 (AV Fuels Into-plane Contract Sales Slip), or at U.S. Air Force facilities the Air Force (AF) Form 1994 (Fuels Issue/Defuel Document), will be imprinted by the Identaplate with the appropriate identification and billing data. The pilot shall:

(1) Ensure that the issuing activity:

(a) Imprints the DD Form 1898/AF Form 1994 with the Identaplate.

(b) Enters the type, quantity and unit price of the fuel/lubricant provided.

(c) Signs the issue-slip in the refueler's space.

(2) Ensure the issue-slip is signed in the space provided for the customer's signature.

(3) Ensure his/her name, rank/grade, Social Security Number and organizations are printed in the spaces provided.

(4) Ensure all entries are legible.

(5) Obtain one copy of the issue slip to be turned in to the Supply/Material Control Officer upon return to base.

4. Procurement from Commercial Sources

a. AIRCard. The AIRCard is a co-branded AVCARD. AVCARD is a commercial aviation credit card that is widely accepted by aviation facilities throughout the world. AIRCard shall be used to purchase fuels, lubricants and/or ground services from commercial activities to the maximum extent possible. The AIRCard is accepted at all activities which are under Defense Energy Support Center (DESC) contract and many activities without a contract. The AIRCard is intended to replace the DD Form 1896 and the SF-44 for these services. Reference (f) lists all airports accepting the AVCARD with U.S. Government Contractor fuel availability annotated. Reference (g) provides a listing of all available DESC contract locations. When making a purchase using AIRCard, the pilot shall:

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(1) Ensure that the issuing activity:

(a) Imprints the merchant's invoice with the AIRCard.

(b) Enters the type and quantity the fuel, lubricant or service provided.

(2) Ensure the invoice is signed in the space provided for the customer's signature.

(3) Ensure all entries are legible.

(4) Obtain one copy of the invoice to be turned in to the Material Control Officer upon return to base.

b. SF-44

(1) General. If no other means of purchase is available, supplies and services required to enable aircraft to continue assigned missions, while on extended flights away from their home station, may be purchased with the SF-44. If per diem funds are not authorized and government berthing or meals are not provided for personnel on extended flights, the SF-44 also may be used to purchase lodging for officers, or food and lodging for enlisted personnel. When supplies, services, food or lodging cannot be procured by use of a purchase order, they may be purchased at personal expenses subject to later reimbursement [reference (a)]. Verbal competition will be obtained when practicable and the order will be placed with the firm quoting the lowest price for satisfactory delivery.

(2) Pilot is responsible for:

(a) Entering on the SF-44 the BUNO and the Julian Date in the Order Number Block and Accounting Data Block.

(b) Requiring the dealer to enter on the SF-44 a brief description of the material and services furnished, the unit price and extension, name and address of the dealer, and the signature of the dealer or the dealer's representative.

(c) Insuring that charges for officers' quarters, enlisted quarters and enlisted subsistence are shown separately, and that the names, rates, and permanent duty stations of enlisted personnel receiving subsistence are entered.

(d) Printing his/her name, serial number, rank or grade and signing the procurement document as evidence of receipt of supplies or services.

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(e) Presenting copies 1 (original) and 2 of the SF-44 to the dealer at the time of the purchase and instructing the dealer to submit copy 1 as an invoice (or attach a commercial invoice to copy 1) to the disbursing activity indicated in the block entitled "Agency Name and Billing Address."

(f) Submitting the remaining copies of the SF-44 to the Material Control Officer.

5. Dealer will not accept any means in paragraph 4. Utilize merchant's invoice and SF-44. Pilot shall ensure that:

a. All pertinent information from the dealer's invoice is transferred to the SF-44.

b. Ensure the SF-44 is completed as outlined in Section D1.

c. Attach and retain one copy of merchant's invoice and turn in to the Material Control Officer upon return to base.

6. Procurement from NATO Countries. Use NATO country's document and SF-44. Pilot shall:

a. Ensure the SF-44 is filled out as in Section D1.

b. Attach and retain one copy of the NATO document and SF-44 and turn in to the Material Control Officer upon return to base.

7. Shipment of Damaged Aircraft. When it becomes necessary to ship a damaged aircraft or damaged part to a base or station, the pilot will report to the Commanding Officer, NAS Oceana for information and to the Commander Naval Air Base in whose district the aircraft is located for assistance in dismantling the aircraft, preparation for shipment, and protection of classified equipment.

8. Safeguarding Damaged Aircraft. At the discretion of the Aircraft Commander:

a. Taking into account the aircrews'/passengers' safety and well being, a member of the aircrew shall be posted as a guard until relieved by the shore patrol, military police, local police or fire crew, or other suitable security personnel.

b. Per reference (d), the posted guard shall:

(1) Allow only authorized personnel in the crash area.

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(2) Prevent onlookers from "souvenir hunting" at the sight.

(3) Attempt to keep media/photographers 40 feet from the wreckage.

c. Abandon the aircraft as necessary.