



CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
HEADQUARTERS, FLORIDA WING



01 January 2011

GENERAL INFORMATION BULLETIN – (GIB)

GIB: 11-03

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FROM: FLWG-CAP/CC
USCG AS Miami
14750 NW 44 Court
Opa Locka, FL 33054

SUBJECT: MULTISERVE AIRCRAFT CREDIT CARDS

1. The following is a reprint of the 01 Oct 08 FLWG Command Memo.
2. FLWG utilizes the MultiServe aviation credit cards for certain fuel purchases to alleviate the need for our pilots to personally pay for funded mission flying. They are provided for purchasing fuel and oil for **funded "A" missions only**. The credit card will be maintained in the aircraft binder at all times and used for only the aircraft for which they are assigned. A copy of Policy Letter #08-09 should be placed in the Aircraft Information File, Tab #13, or as amended. Use of the credit card eliminates the need for pilots to pay for fuel out of pocket when flying funded missions. It does not eliminate the requirement to submit fuel receipts.

Credit card use for fuel costs on certain "B" and "C" flights may be authorized in writing by the Wing Commander, the Deputy Chief of Staff – Operations, or the Wing Aircraft Maintenance Officer. Use of the card for C14-series flights conducted under an approved Memorandum of Understanding and flights conducted as a C-911 are authorized.

3. **CUSTODIAL UNIT COMMANDER RESPONSIBILITIES:** The custodial unit commander will receive the credit card via courier. The custodial unit commander is responsible for the aircraft credit card at all times and will insure that it is used only for the purpose intended.
4. **PILOT RESPONSIBILITIES:** After purchasing fuel, the pilot will clearly annotate the fuel receipt with the mission number, sortie number(s), the pilot's name, and CAPID number. The receipt must be clearly marked with the details of purchase to include the date, location, aircraft tail number, the number of gallons purchased, and total cost. The fuel receipt(s) will be forwarded to FLWG/HQ, within 72 hours of mission completion via email (with scanned attachment) to fuel@flwg.us, via fax at (888) 400-0699, or via USPS. Attaching the fuel receipt(s) and details to a blank sheet of paper prior to faxing is recommended.
5. Failure to submit fuel receipts or to submit them in a timely manner will result in a charge to the pilot's unit of record, or if it cannot be determined, the aircraft custodial unit for the amount of fuel as indicated on the credit card statement. After the second incident, the pilot's privilege to use any fuel credit card will be rescinded.

6. Any aircraft fuel credit card that is lost or stolen must be reported immediately to the credit card issuer, Wing Commander and Director of Operations.
7. Each pilot will complete an “Aircraft Credit Card Statement of Understanding” (Attachment 1). The signed statement will be retained in the members’ pilot file.
8. Aircraft Fuel Credit Cards **will not** be used for personal expenditures at any time.



CHRISTIAN F. MOERSCH, Col, CAP
Commander

**AIRCRAFT CREDIT CARD
STATEMENT OF UNDERSTANDING**

Each pilot will complete this statement prior to use of a Florida Wing credit card for funded missions. The completed statement should be maintained in the member's pilot file.

I have read and understand the instructions for use of MultiServe aircraft credit cards, and the reporting requirements associated with its use. I understand that the card is only for approved aircraft fuel and oil purchases.

I further understand that use of the aircraft credit card for any purpose other than as authorized constitutes fraud and will result in appropriate legal and/or administrative action in accordance with CAP Regulations.

Pilot Name _____ CAPID _____ Date _____

Signature: _____