

Aircraft Fuel Cards



NHQ Program Contact:

Drew Sims

Senior Financial Accountant

asims@capnhq.gov

**CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY**

Overview



- NHQ will begin distributing Shell Navigator Fleet cards for each aircraft
- The primary goal is to eliminate the need for wing and member mission reimbursement
- These cards will become the primary means of purchasing fuel on reimbursed missions
- Shell cards are only to be used for NHQ reimbursable AFAMs



Authorized Card Use



- These cards will only be used for NHQ reimbursable missions
- Examples: All “A” and some “B” Mission Symbols
 - Actual Missions like SAR, CD, HLS (A1, A3 & A18)
 - Funded Training, Flight Evaluations and Proficiency (A5, A7, & A12)
 - Cadet Orientation Flights (A6, A8, A15 & A20)
 - Maintenance Flights (A9)
 - FEMA, NOAA & NWS, and other Federal Agency Missions (B10, B11 & B13)
 - NHQ Directed and Funded Missions (B21)
- When in doubt please ask



The Card



- Shell Fleet Navigator Cards are tail number specific and should only be used with the assigned aircraft. Do not use the cards with any other aircraft.
- The cards will stay with that aircraft even if it is transferred to another wing
- Pin numbers will be the first four digits of the tail number. If there is not 4 digits add a zero to the end of the pin.

Ex. N948CP – 9480

Ex. N5347G - 5347



Usage Expectations



- Sorties should be completed within 72 hours
- All documentation must be completed as required for the sortie
- Receipts must be scanned and uploaded to the sorties in which the aircraft was fueled



Usage Expectations



- When completing your sortie please select “NHQ Shell Card Paid” (see red arrow below)
- “NHQ Shell Card Paid” must be selected to ensure proper payment and documentation

Hobbs To/From: <input type="text" value="0.5"/>	Hobbs In Area: <input type="text" value="1"/>	Hobbs Total: <input type="text" value="1.5"/>					
<input type="checkbox"/> No Fuel	Fuel Used (Gal): <input type="text" value="18.0"/>	Oil Used (Qt): <input type="text"/>	Fuel & Oil Cost: <input type="text" value="84.07"/>	Receipt #: <input type="text"/>	<input type="checkbox"/> Wing Paid	<input checked="" type="checkbox"/> NHQ Shell Card Paid	
Reimburse To: <input type="text" value="NHQ"/> <input type="text" value="NHQ Credit ("/> <small>(Unit or CAPID)</small>	<input type="checkbox"/> Direct Pay to Member						

At the pump / FBO



- The cards can only be used to purchase fuel & oil
- At the time of purchase the pilot will be asked to put in a driver ID (pin).
- If the merchant asks for a Zip Code use **36112**. This is the NHQ zip code.
- Some stations will not prompt you for a pin number. This depends completely on the merchants equipment and requirements.

Common Mistakes



Below is a list of important tips to avoid the most common mistakes we have seen

- Shell cards are only for NHQ reimbursable AFAM fuel
- Cards are aircraft specific and should only be used with the aircraft specified on the card
- Don't forget to check the "NHQ Shell Card Paid" box in WMIRS

We greatly appreciate your support in this new program!

What is next?



- **NHQ will begin the process of replacing the WEX card in all vehicles with the Shell Navigator Fleet Card**
- **“Shell – Ground” cards may only be used for vehicle maintenance and NHQ reimbursable AFAM fuel**
- **All vehicle maintenance receipts must be given to NHQ at the end of each billing period**
- **All processes will mirror the “Shell – Air” program**
- **Both programs are expected to be fully implemented by 12/31/16**