



DEPARTMENT OF THE ARMY
JOINT READINESS TRAINING CENTER AND FORT POLK
HEADQUARTERS, 5TH AVIATION BATTALION (PROVISIONAL)
7885 CALIFORNIA AVENUE, BUILDING 4239
FORT POLK, LOUISIANA 71459-5368

REPLY TO
ATTENTION OF:

AFZX-AVN-CO

9 March 2015

MEMORANDUM FOR FBO Vendors and Airfield Managers

SUBJECT: AIR® Card Vendor Information Memorandum

1. References.

- a. DOD 5500.07-R, Joint Ethics Regulation
- b. 18 U.S.C. 201(B), Bribery of Public Officials and Witnesses
- c. 5 CFR 2635.702, Standards of Conduct for Employees of the Executive Branch
- d. Executive Order 12731, Principles of Ethical Conduct for Government Officers and Employees

2. The purpose of this letter is to provide information on the interaction of Joint Readiness Training Center (JRTC) aircraft and local Fixed Base Operators within the JRTC and Fort Polk local flying area. It will also serve as a source of information for becoming either a contracted or non-contracted fuel vendor, if desired.

3. Aircraft operating out of JRTC and Fort Polk are authorized to use the Aviation Intra-plane Reimbursement (AIR®) card for refuel and minor ramp fees at approved FBOs. While the mission of those aircraft dictates the ultimate location for refuel, the priority for AIR® card usage adheres to the following locations in order:

- a. DOD Military Installations
- b. DLA Energy contract locations
- c. Non-contracted merchants who accept the AIR® card

4. When receiving fuel at a FBO, pilots and crewmembers are governed by Executive Order 12731 which prohibits the receipt of any "gifts" or "gratuities" in return for preferential utilization of the AIR® card. It is permissible for the pilots and crewmembers to utilize the FBO's amenities, such as courtesy cars, discounted food, rest areas, etc, provided those amenities are offered to all other patrons of the FBO receiving fuel.

5. For information and questions regarding how to become an authorized government contract fuel vendor, please visit the Defense Logistics Agency (DLA) energy web site: (http://www.energy.dla.mil/govt_fuel_cards/Pages/AIRCard.aspx).

AFZX-AVN-CO
AIR® Card Vendor Information Memorandum

6. For information and questions regarding how to become an authorized non-contract AIR® card vendor please visit the merchant AIR® web site: <http://www.khinc.com/air-card/>.

7. Please understand that authorized AIR® card status, either contracted or non-contracted, does not guarantee the use of your facility by JRTC and Fort Polk aircraft. Refueling of aircraft is dependent on mission requirements and FBOs will be selected by pilots in accordance with those requirements.

8. The point of contact for this memorandum is the battalion AIR card manager, CW3 [REDACTED] at (337) 531-7039 [REDACTED]


JAMIE L. WALLACE
LTC, AV
Commanding