

Civil Air Patrol



NHQ Fleet Master Card Program

09 November 2018



Overview for Air

- NHQ has distributed EFS **MasterCards** for every aircraft
- The primary goal of the EFS Air Program is to eliminate the need for wing and member mission reimbursements for a/c fuel
- These cards should be the primary means of purchasing fuel on all NHQ and AFAM reimbursed missions
- Shell cards are only to be used for **NHQ and AFAM reimbursable**
- The EFS MasterCard is to be kept in the assigned aircraft to be used as needed



Authorized Shell Air Card Use

- These cards are only to be used for all 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 call me!**



The Shell Air Card

- EFS Mastercards are tail number specific and should only be used with the assigned aircraft
- The EFS Mastercards are to be kept in the aircraft to be used as needed
- Pin numbers are the first four digits of the tail number. If there is not 4 digits add a zero to the end of the pin

Ex. N262CP – 2620

Ex. N98426 – 9842





Usage Expectations

- Sorties should be completed within **72 hours**
- All documentation must be completed as required for the sortie and the **NHQ Paid box must be checked when the Shell MasterCard has been used**
- Receipts must be scanned and uploaded to the sorties
- **The EFS MasterCard or the card numbers should NEVER be on file at the FBO**





Fuel Usage Expectations

- When completing your sortie please select **“NHQ Credit Card Paid”**
(see red arrow below)
- “NHQ Credit Card Paid” must be selected to ensure proper documentation of fuel purchases made on the EFS MasterCard

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 or in the FBO

- EFS MasterCards **MUST** be present at the time of purchase. **DO NOT** give the card number to the FBO to keep on file
- The cards should only be used to purchase fuel & oil
- At the time of purchase the pilot will be asked to put in a driver ID – **That is the PIN NUMBER. This is the first four digits of the tail number!**
- It will also ask for an odometer reading – **Please input your CAP ID Number.**
- If the merchant asks for a Zip Code use **36112**. This is the NHQ zip code



Things to Remember

- Shell cards are only for NHQ and AFAM reimbursable fuel and oil
- Cards are aircraft specific and should only be used with the aircraft specified on the card
- Do not give the FBO the MasterCard number to keep on file
- Don't forget to check the "NHQ Shell Card Paid" box when completing sorties in WMIRS



Overview for Shell Ground Cards

- NHQ has distributed EFS Fleet Master Cards for each vehicle.
- The function of these cards is to be used for all vehicle maintenance purchases, as well as fuel purchases for NHQ and AFAM reimbursable missions
- Shell cards are only to be used for NHQ and AFAM reimbursable missions and Vehicle MX
- Car washes are not to be charged to the Shell card unless previously approved by Gary Schneider or KC Jones



The Shell Ground MasterCard

- EFS Master Cards are vehicle number specific and should only be used with the assigned vehicle
- The EFS Master Cards are to be kept in the vehicle to be used as needed
- Pin numbers will be the first four digits of the vehicle number
 - Ex. 32012 – 3201
 - Ex. 32002 - 3200





Vehicle Usage Expectations

- Sorties should be completed within **72 hours**
- All documentation must be completed as required for the sortie and the **NHQ Paid Box must be checked**
- Receipts must be scanned and uploaded to the sorties in which the vehicle was fueled
- Maintenance receipts must be uploaded to the vehicle maintenance records in ORMS.



Fuel Usage Expectations

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

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)<br="" type="text" value="NHQ Credit ("/> <small>(Unit or CAPID)</small>	<input type="checkbox"/> Direct Pay to Member					



At The Pump

- The cards can only be used to purchase fuel & vehicle maintenance
- At the time of purchase the driver will be asked to put in a driver ID – **This is the PIN NUMBER**
- The driver will be asked for an odometer reading – **Please input your CAP Member ID**
- If the merchant asks for a Zip Code use **36112**. This is the NHQ zip code



Things to Remember

- Shell cards are only for NHQ and AFAM reimbursable fuel and vehicle maintenance
- Cards are vehicle specific and should only be used with the vehicle specified on the card
- Car Washes are not eligible for EFS Mastercard Use unless previously approved
- Don't forget to check the "NHQ Credit Card Paid" box in **WMIRS**