

Group 3 Pilots:

Change in procedure for submitting the "Aviation Fuel Card" receipts as discussed at commanders call this week. In order to make this as simple as possible and to limit any burden on Group 3 Pilots when using the fuel card in any Group 3 aircraft we want to make a minor change to how the fuel receipt's are submitted to FLWG. **Instead of faxing the receipt to Judi Levitch, fax it to Group 3 HQ or scan & email to Group 3 HQ within 24 hours. You are still only forwarding to one place so this will not be an additional burden.** A copy of the fuel receipt should be placed in the aircraft AIF with the fuel card also, as backup. **Group 3 HQ will forward the fuel receipt to FLWG within 24 hours.**

Group 3 HQ Fax: 727-683-9650

Group 3 HQ Email: group3scribe@yahoo.com

This applies to fuel receipts for powered O'flights, ES funded training missions and real missions.

There are a couple of reasons for this change;

- we have had receipts not get forwarded to FLWG,
- we have had receipts forwarded to FLWG that do not include all the required info written on the receipt,
- we have had receipts forwarded with incorrect info and unable to identify the pilot signature on the receipt and nothing scheduled in FSP,
- powered O'flights fuel receipts require special info to be written on it per FLWG, so once Group 3 HQ receives the receipt, Lt Frazier will handle the hand written info required on the o'flight fuel receipt. (*which is the sortie numbers after he enters the info in WMIRS*)
- if problems continue with the fuel cards, FLWG will pull the cards from use.....

The following info needs to be on the fuel receipt, if not preprinted, hand written if needed on the side/top/bottom of the receipt:

- **Fuel receipts need to have the aircraft number printed on it,**
- **Date printed on the receipt,**
- **Mission Number,**
- **Mission Symbol (A5, A9, A15, etc),**
- **Pilot signing fuel receipt needs to PRINT name under signature, first initial last name is fine.**

If the aircraft is fueled on date other than when the aircraft is used, this should also be written on the side of the receipt or info passed in email to group. The reason we need to know this, is FLWG or Group may cross reference usage with FSP and if the aircraft is fueled on a date when nothing is scheduled in FSP, this can cause some confusion. Why is aircraft fuel card being used on a date when the aircraft was not being used.

And this leads to another problem that has occurred, when pilots fly real missions most MP's do not schedule the aircraft in FSP, then when we look back to see why the fuel card was used, FSP does not show any usage to match the date on the fuel receipt and if the fuel receipt does not have a mission symbol or mission number or pilot signature can not be read, then it is very difficult to track why there is a fuel receipt for the card usage....sound confusing, it is!

Mission Pilots when flying real missions need to scheduled the time in FSP. If you do not know how long the aircraft will be needed, just block a time frame and edit when you have completed your sortie or cancel if the aircraft was not used. This will also enable the aircraft to get the credit for hours used counted in FSP reports, which FLWG has informed us they utilize for calculating hours. This will also prevent another pilot from reserving the aircraft in FSP and then showing up at the airport only to not find the aircraft there....which has happen.

This was discussed at the commanders call this week, so if you have any questions contact your squadron commander for further clarification or instructions.

ROD MILES, Major, CAP
Group 3/8 Headquarters, FLWG
Commander