



NHQ EFS Credit Card Program for Aircraft

National Activities and National Flight Academies





Program Managers

EFS Aircraft Fuel Cards NHQ Program Contacts

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EFS Air Program Overview

- NHQ distributed EFS **MasterCards** for every aircraft
- Primary goal of the EFS Air Program is to eliminate the need for wing and member mission reimbursements for a/c fuel, oil, or oxygen
- These cards are the primary means of purchasing fuel on all NHQ and AFAM reimbursed missions as well as NHQ funded activities.
- EFS Air Program cards are to be used **ONLY for fuel/oil, and oxygen** if applicable, **that are reimbursable by NHQ or are AFAM-funded**
- The EFS Air card is to be kept in the assigned aircraft to be used as needed.



EFS Air Program Overview cont'd

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

Ex. N948CP – 9480

Ex. N5347G – 5347

- The EFS cards or the card numbers should **NEVER** be on file at the FBO



EFS Air Program Authorized Use

- These cards are only to be used for any NHQ or AFAM
- 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)
 - National Flight Academies (A22)
 - Cadet Wings Flight Training (A41)
 - 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 one of the Brandies!



EFS Air Program Use Expectations

- Required sortie documentation should be completed within **72 hours**
- Receipts must be annotated as required, scanned and uploaded to the sorties
- **“NHQ Credit Card” box must be checked in sortie debrief payment area when EFS card used** to ensure proper documentation of fuel purchases (Available in standard screen or Flight Academy Management screen debrief areas.)





EFS Air Program

Use Expectations cont'd

- “NHQ Credit Card Paid” locations
- Flight Academy Management screen view

Home > Mission Info > Operations > Air Sortie List

[Students](#) [Student/Instructor Log](#) [Download Spreadsheet](#) [Enter Misc. MX Time](#)
[Instructors](#) [Aircraft Log](#)
[Aircraft](#) [Discrepancy Log](#)
[Other Personnel](#) [Maintenance Snapshot](#)

| Sortie | Date | Tail No. | Sortie Type | Hobbs | Tach | Ldgs | Student | CFI | Back Seat | Fuel/Oil | Reimburse To | No Fuel | Duplicate Sorties | Add |
|--------|--------------|--------------|-------------|-------|-------|------|--------------|--------------|--------------|----------|-----------------|--------------------------|-------------------|-----|
| New | -- Select -- | -- Select -- | - Sel - | End | End | | -- Select -- | -- Select -- | -- Select -- | | NHQ Credit Card | <input type="checkbox"/> | 0 | |
| | | | | Start | Start | | | | | | | <input type="checkbox"/> | | |

* Time is shown in Hours for powered aircraft and Minutes for gliders. [Access Standard Sortie List](#)

No Fuel NHQ Credit Card

- Standard screen view

Hobbs To/From: Hobbs In Area: Hobbs Total:

No Fuel Fuel Used (Gal): Oil Used (Qt): Fuel & Oil Cost: Receipt #:

Wing Paid NHQ Shell Card Paid

Reimburse To: Direct Pay to Member
(Unit or CAPID)





At the Pump or in the FBO

- Be sure you have the correct card. Tail number matches. Also, some wings have a credit card for use on local missions, as well as the EFS Mastercard.
- 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 and/or oxygen.
- 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! Add a zero to end of tail number if it does not have 4 digits.**
- It also will ask for an **odometer reading** – **Enter your CAP ID.**
- If the merchant asks for a **zip code**, use **36112**. This is the NHQ zip code.





Things to Remember

- EFS MasterCards are only for NHQ and AFAM reimbursable fuel, oil and oxygen.
- Cards are aircraft specific and should only be used with the aircraft specified on the card.
- Be sure you are using the correct card. Some wings have credit cards for local missions.
- Do not give the FBO the MasterCard number to keep on file.
- Don't forget to check the "NHQ Paid" box when completing sorties in WMIRS





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