



## CAPR 173-1-02

1 January 2019

APPROVED/H. LAGERMAN/CAP/FM

FINANCIAL PROCEDURES and ACCOUNTING

EFS Credit Card

This instruction prescribes the procedures for use of the Fleet Credit Cards issued for CAP Aircraft and Vehicles. This instruction does not change the requirements IAW CAPR 173-1 concerning prior authorization to expend wing/squadron funds.

173-1 20. e. (Added.) Aircraft Credit Card Procedures: Aircraft Information File (AIF) has two fuel cards in separate pouches; a Gray National EFS Master Card and a RED Wing Phillips Card. Cards are tail number specific each with its own 16-digit number

- (1) The GRAY National EFS Master Card is to be used when the Air Force and other Federal Agencies are paying for the fuel. All A mission sorties will use the Gray EFS card. Pilots will check the WMIRS fuel block NHQ card paid.
- (2) The RED Phillips card will be used for all wing, state or member paid sorties. This includes B-12 and other B mission wing or member paid sorties. All C mission sorties including the state paid Fire Patrol C-14 will use the RED Phillips card.
- (3) If asked for a zip code with the National EFS MasterCard, it is 36112 (NHQ zip code) and if asked for a pin, it is the first four numbers on the tail. If the tail only has three numbers put a zero on the end (N827CP is 8270). These numbers are in the Gray EFS fuel card pouch. If asked for an odometer use the CAPID.
- (4) Pilots will take the correct fuel card into the FBO Customer Service Representative to pay for the fuel. This procedure is to prevent using the wrong card. It is not the FBO's responsibility to use the appropriate card; it is the pilot's responsibility.

173-1 20. f. (Added.) Ground Vehicle Credit Card Procedures: The vehicle book has a National Gray National EFS MasterCard specific to each vehicle. Cards are vehicle number specific each with its own 16-digit number. The Gray National EFS MasterCard cannot be used for any other wing vehicle.

- (1) Gray National EFS Master Card is only for fuel for Air Force Assigned missions and vehicle maintenance.
  - (1.1) All maintenance receipts will be delivered to the person in charge [nhwg.cap.gov](http://nhwg.cap.gov) at the end of the month. Posting period is the last day of the month.
  - (1.2) Enter PIN number when prompted. PIN number is the first four digits of the vehicle number. Some vehicles will have the same PIN and that is acceptable (example: 28001 thru 28009 will be 2800. 28010 thru 28014 will be 2801).

- (1.3) Enter odometer as it reads on the dashboard in the correct sequence for accurate tracking and maintenance reporting.
- (1.4) Each card must only be used with the assigned vehicle and will stay with the vehicle if transferred to another squadron or wing.
- (1.5) If prompted for a zip code, use 36112 (NHQ zip code).
- (1.6) Fuel receipts must be uploaded into WMIRS; driver will check the WMIRS fuel block NHQ Gray National EFS paid. If the receipt cannot be uploaded into WMIRS, it will be sent immediately to the Incident Commander by scanning and email.

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Commander

**Attachment 1  
COMPLIANCE ELEMENTS**

| OPR     | # | Compliance Question  | How to Verify Compliance                           | Discrepancy Write-up                            | How to Clear Discrepancy                                |
|---------|---|--|--|---|---|
| NHWG/FM | 1 | Are Aircraft Fleet Cards assigned to each aircraft IAW NHWG OI 173-1-02? | Inspect AIF for each aircraft to insure compliance | Aircraft Fleet card is missing from AIF.        | Place Fleet card in AIF and note correction in the DTS. |
| NHWG/FM | 2 | Are Vehicle Fleet Cards assigned to each vehicle IAW NHWG OI 173-1-02    | Inspect Vehicle logs to insure compliance          | Vehicle Fleet Card is missing from Vehicle Log. | Place Fleet card in AIF and note correction in the DTS. |