

Civil Air Patrol



NHQ Shell Fleet Master Card Program

CITIZENS SERVING COMMUNITIES



Shell Navigator Aircraft Fuel Cards

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Civil Air Patrol

United States Air Force Auxiliary



Overview for Shell Air

- NHQ has distributed Shell Mastercard Fleet Navigator cards for every aircraft
- The primary goal of the Shell 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 reimbursables**





Authorized Shell Air Card Use

- These cards are only to be used for 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

- Shell Fleet Navigator Cards are tail number specific and should only be used with the assigned aircraft.
- Pin numbers will be the first four digits of the tail number. If there is not 4 digits add a zero to the end of the pin.

Ex. N948CP – 9480

Ex. N5347G - 5347





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





At the pump / FBO

- The cards can 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**
- It will also ask for an odometer reading – As we all know and aircraft does not have an odometer. Please enter whatever number that you wish.
- 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**
- **Don't forget to check the "NHQ Shell Card Paid" box when completing sorties in WMIRS**



Shell Navigator Vehicle Cards

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Overview for Shell Ground Cards

- NHQ has distributed Shell Navigator Fleet Master Cards for each vehicle.
- The primary function of these cards is for all vehicle maintenance purchases, as well as fuel purchase for NHQ and AFAM reimbursable missions
- Shell cards are only to be used for NHQ and AFAM reimbursable missions and Vehicle MX





The Shell Ground MasterCard

- **Shell Fleet Navigator Master Cards are vehicle number specific and should only be used with the assigned vehicle. .**
- **Pin numbers will be the first four digits of the vehicle number.**
Ex. 90025 – 9002
Ex. 53157 - 5315





Vehicle Usage Expectations

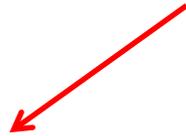
- Sorties should be completed within **72 hours**
- All documentation must be completed as required for the sortie and the NHQ Paid Box must be checked.
- Receipts must be scanned and uploaded to the sorties in which the vehicle was fueled
- Maintenance receipts must be turned in to the Wing. These will be emailed to me monthly





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 type="text" value="NHQ Credit C"/> <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
- 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**
- **Don't forget to check the "NHQ Credit Card Paid" box in WMIRS**