



HEADQUARTERS
CIVIL AIR PATROL, TENNESSEE WING
UNITED STATES AIR FORCE AUXILIARY
2441 E. General Aviation Drive
Alcoa TN 37701

On behalf of the Director of Transportation.

Transportation Officers,

TNWG will transition to using Shell Fuel Cards in corporate vehicles on **NHQ funded missions only and maintenance.**

Please send the WEX card back to Tennessee Wing Headquarters: 2441 E General Aviation Drive, Alcoa, TN 37701.

Please have ALL drivers, read this information as well as go through the short NHQ PowerPoint Slides that are attached, regarding the new Shell Navigator Fleet MasterCard Program for each vehicle.

Once your drivers have read all the documentation, please have them go to this link ...and fill out the form, acknowledging that they have read the attached documents, and understand the new credit card program.

Drivers who have not completed the Shell Usage Training **ARE NOT authorized** to use a CAP corporate fuel card.

Please don't hesitate to call Jeannie or email her with any questions!

JAMES DUFFY, Maj CAP
Director of Transportation

Shell Navigator Vehicle Cards



TNWG Program Contact:
Jeannie Evans
Wing Administrator
Jeannie.evans@tncap.us

CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY

Overview



- NHQ will begin distributing Shell Navigator Fleet cards for each vehicle to replace the current WEX card
- The primary function of these cards will be for all vehicle maintenance purchases
- These cards will also become the primary means of purchasing fuel on reimbursed missions
- Shell cards are only to be used for NHQ reimbursable AFAMs and Vehicle MX

***Drivers must acknowledge they have read and understood the policies contained in the presentation by filling out the form at this link
<https://goo.gl/forms/MXoAHv2OX8ngM7CQ2>.



The Card



- Shell Fleet Navigator Cards are vehicle number specific and should only be used with the assigned vehicle. Do not use the cards with any other vehicle.
- The cards will stay with that vehicle even if it is transferred to another wing
- Pin numbers will be the first four digits of the vehicle number. If there is not 4 digits add a zero to the end of the pin.

Ex. 90025 – 9002

Ex. 53157 - 5315



Usage Expectations



- Sorties should be completed within 72 hours
- All documentation must be completed as required for the sortie
- Receipts must be scanned and uploaded to the sorties in which the vehicle was fueled
- Maintenance receipts must be turned in as they currently are in the WEX program



Fuel Usage Expectations



- When completing your sortie please select “NHQ Shell Card Paid” (see red arrow below)
- “NHQ Shell 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 ("/> (Unit or CAPID)		<input type="checkbox"/> Direct Pay to Member				

At the pump



- The cards can only be used to purchase fuel & maintenance
- At the time of purchase the driver will be asked to put in a driver ID (pin).
- If the merchant asks for a Zip Code use 36112. This is the NHQ zip code.
- Some vendors will not prompt you for a pin number. This depends completely on the merchant's equipment and requirements.

Common Mistakes



Below is a list of important tips to avoid the most common mistakes we have seen

- Shell cards are **only for NHQ reimbursable AFAM 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 Shell Card Paid" box in WMIRS

We greatly appreciate your support in this new program!

**SHELL MASTERCARDS AND GUIDELINES MUST REMAIN IN THE
VEHICLE LOGBOOK AT ALL TIMES!**

Shell Navigator Fleet Credit Cards

Highlights:

- One Mastercard credit card will be issued per vehicle Number
- These cards are vehicle number specific and ***MUST stay with that vehicle AT ALL TIMES***
- Credit Cards will remain at the front of the Log Books, in the RFID protected paper sleeve within the plastic sheet protector provided.
- Credit Cards are to be used for only ***NHQ REIMBURSABLE Missions:***
 - All “A” Mission Symbols (ex: SAR, MX Flight, Proficiency, Cadet O-Rides)
 - Some “B” Mission Symbols (B10, B11, B13 – FEMA, NOAA & NWS/other Federal Agencies)
 - All Maintenance.
- **Cards are never to be used for C Missions, TN-Misc Missions, or pilot-paid proficiency**
- Should a vendor not accept Master card, please be sure to let Jeannie @ Wing know.

Payment Procedures:

1. Credit Cards are vehicle Number specific and must stay with that vehicle (even if the vehicle is transferred to a new Wing).
2. Pin Numbers (could be called “Driver ID”) will be the first four numerical digits of the tail number. *
 - If there is not 4 digits, add a zero to the end of the pin until you get to four digits.
 - Ex: 41003 = 4100 pin
 - Ex: 41035 = 4103 pin
 - Ex: 41222 = 4122 pin
 - *Some stations may not require a pin/driver ID
3. **If the Merchant asks for a zip code, it is 36112.**
4. If a hand written receipt is provided by the fuel vendor, please write “NHQ Card” on the fuel receipt to indicate that this was the form of payment
5. All Sorties still need to be completed in WMIRS within 72 hours, including ALL documentation/receipts scanned and uploaded.
 - On your Air Sortie Page, please check the “NHQ Shell Card Paid” Box next to the receipt number field to ensure proper documentation.
6. ANY Questions – Please call or email Jeannie Evans @ Wing (865-342-4880 or jeannie.evans@tncap.us)

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VEHICLE LOGBOOK AT ALL TIMES!**