

## EFS FLEET CREDIT CARD INSTRUCTIONS

1. Each powered COV within New York Wing has a EFS FLEET Credit Card assigned to it.
2. The individual cards are coded to the COV to which they are assigned and may not be used for any other vehicle.
3. EFS CARD is a MASTERCARD and should be accepted at all fuel and maintenance vendors.
4. The EFS FLEET Card can only be used for two (2) reasons:
  - a. U.S. Air Force Authorized Mission (AFAM) fuel.
  - b. Approved Vehicle Maintenance.
5. All fuel purchases must be entered into WMIRS with the "NHQ EFS Card Paid" box checked.
6. The PIN is the first 4 digits of the vehicle number. Some vehicles will have the same PIN. Example: COV 31015 becomes 3101.
7. Not all gas pump prompts ask the same request for information. When the question appears for what the driver anticipates for PIN, it may ask VEHICLE NUMBER, DRIVER NUMBER, PASSWORD, ID, PIN or something else. There is no standard. For CAP: all these possibilities mean PIN.
8. If prompted for a Zip Code, use the Maxwell AFB Zip Code **36112**.
9. Purchase of standard COV maintenance and service must be preapproved by NYWG/LG or NYWG/LGT. (*Emergency Repairs up to \$ 250.00 are preauthorized*). Copy of paid work order and EFS FLEET CARD receipt must be forwarded to NYWG/LGT within 24 hours of completed service. Email accepted.
10. Fuel and maintenance costs may not be combined into one transaction.
11. The card may not be used for any other purchases than those listed above.
12. If a card becomes lost, stolen, damaged, or inoperative immediately contact NYWG/LG or NYWG/LGT by telephone or email.
13. For direct assistance, click a name below to contact one of the following officers:

Mission Fuel issues:	Lt Col Paul Ghiron
Fuel/Mtc. issues:	Maj Bruce Hutchinson
Fuel/Mtc. issues:	Lt Col Paul Zuckerberg

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