

MEMORANDUM

THIS MESSAGE REPLACES THE 31 MARCH 2026 “NEW AIR Card® EAS GO-LIVE” ANNOUNCEMENT:

TO: All AIR Card® Program Participants, Accounting Officials (AOs), Into-Plane Contractors, and
Open Market Merchants

FROM: Defense Logistics Agency (DLA) Energy Fuel Card Program Management

DATE: July 24, 2026

SUBJECT: Comprehensive Program Updates: AIR Card® Electronic Access System (EAS) Requirements and Phased Deadline Modification

1. Purpose

This memorandum outlines critical operational updates, compliance mandates, and modified timelines for the **AIR Card® Electronic Access System (EAS)**. All program participants must review and implement these changes immediately to maintain transaction accuracy and ensure uninterrupted mission-critical fueling support.

2. Customer & Accounting Official (AO) Guidance

- **EAS Portal Launch:** The new [AIR Card EAS Portal](#) officially went live on **April 1, 2026**.
- **Invoice Validation Mandate:** AOs must systematically review and mark each weekly invoice within the EAS to verify absolute transaction accuracy and regulatory compliance.
- **Validation Timelines:** Full monthly validation must be finalized in the EAS within **41 days** of the initial invoice billing date. Supplemental procedural details will be released before the end of the **FY26 4th Quarter**.
- **Price Dispute Tool:** The newly integrated **Price Reasonableness Tool** and its corresponding training modules are available in the EAS to allow immediate dispute submission for unreasonable market pricing.
- **Signature Requirements:** Physical customer signatures remain strictly mandatory on all transactions. Exceptions are authorized only for **rapid refuels** and **aircraft de-icing** operations.

3. Merchant & Into-Plane Contractor Guidance

- **Phased Implementation Schedule:** The strict implementation deadline originally set for August 1, 2026, has been adjusted to a **phased approach**. This modification allows commercial industry partners adequate time for necessary system upgrades without impacting operations. **Non-compliance penalties are temporarily suspended during this transition.**
- **Tax Management:** Vendors can now manage tax exemptions and reimbursement filings using the documentation provided in the **Tax Repository** tool.
- **Mandatory Pricing Uploads:** Merchants must submit their weekly fuel and authorized ancillary service rates into the **Price Repository**. All weekly pricing updates must be finalized **no later than Tuesday** of each week.
- **Fully Itemized Delivery Tickets:** All contract and open market transactions must be fully priced and itemized. A merchant ticket or point-of-sale (POS) slip must be directly issued to the customer at the time of delivery.
- **Elimination of \$0 Invoicing:** Into-Plane contractors are prohibited from submitting \$0 transactions. Contractors must actively maintain their current rates within the Price Repository to calculate correct pricing.
- **Required Documentation Uploads:** Merchants and contractors must upload fully itemized signed delivery tickets and their corresponding priced invoices into the EAS within **15 days** of transaction submission.

4. Next Steps & Actions Required

- **AOs:** Access the AIR Card® EAS Portal to process pending weekly invoices and monitor the 41-day validation window.
- **Merchants:** Initiate integration with the Price Repository and ensure point-of-sale slips are completely itemized for all customers.

For direct technical assistance or platform support, please contact the AIR Card® Help Desk at US (866) 308-3811, INT (913) 217-9303, or via email at support@aircardsys.com.