



LRC-Belvoir SOP

**DLA Energy P-7
Accountability and Custodial
Responsibilities for Defense Wide
Working Capital Fund Inventory and
Government Property SOP**

Defense Fuel Support Point (DFSP) External Standard Operating Procedures (SOP)

**Logistics Readiness Center
Fort Belvoir, VA
6 May 2024**

**Logistics Readiness Center-Belvoir
Defense Fuel Support Point
External Standard Operating Procedure (SOP)**

By Order of the Director

CARLOS D. MORRISON
Director
Logistics Readiness Center Fort Belvoir, Virginia

History

This is a new SOP effective 6 May 2024.

Purpose

This SOP prescribes the Defense Logistics Agency (DLA) directives and procedures for implementing the external fuel operations and reporting requirements. Also, this SOP provides procedures for requesting and receiving quick response (QR) codes from Logistics Readiness Center-Belvoir (LRC-Belvoir), Fort Belvoir, VA.

Applicability

This SOP applies to all supported customers from LRC-Belvoir, Fort Belvoir, VA.

Suggested Improvements

The proponent for this SOP is the LRC-Belvoir Supply and Services Division. Users are invited to send comments and suggested improvements on DA form 2028 (Recommended Changes to Publications and Blank Forms) ASCE-LBE.

Distribution

This publication is available in electronic media only. It may be obtained upon request. It is the user's responsibility to ensure they are working with the most current version.

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Chapter 1 General Information

1–1. Location and Hours of Operation

- a. The Defense Fuel Service Point (DFSP) is located at 6000 16th Street, building 1124, Fort Belvoir, VA, 22060.
- b. The fuel facility is operational 24 hours a day and customers can disperse fuel using a QR code or GSA credit card assigned to their GSA vehicle.
- c. The business office hours of operation are 0700 to 1530 EST, Monday through Friday, excluding federal holidays and post closures due to adverse weather conditions, etc. Any approved, anticipated closures will be announced as far in advance as practical via electronic mail.
- d. Customer assistance is available during normal working hours by contacting the government personnel MS Teams 520-669-9001 or at email box usarmy.belvoir.406-afsb-lrc.mbx.belvoir-issa@army.mil. The customer can expect assistance with QR code generation, troubleshooting, and fuel transaction reports.

1–2. Points of Contact

- a. Emergency "Life Threatening" Accidents and Fires: Dial 911.
- b. Fort Belvoir Fire and Emergency Services - Spills: (703) 806-6911.
- c. Fort Belvoir Installation Safety Office: (703) 806-3447.
- d. Responsible Officer/Vehicle Purchase Media Manager (VPMM): (520) 669-8958 or usarmy.belvoir.406-afsb-lrc.mbx.belvoir-issa@army.mil.
- e. TMP: (520) 669-8615, (520) 669-8838 or (520) 669-8619 or usarmy.belvoir.406-afsb-lrc.mbx.belvoir-tmp@army.mil

1–3. Forms of Payment

- a. Quick Response (QR) codes
 - (1) QR codes are the primary purchase media for Army tactical equipment at Fort Belvoir fuel dispensing facilities.
 - (2) QR code requests are submitted to the DLA energy helpdesk for 25 or more lines of equipment.
 - (3) QR code requests for less than 25 pieces of equipment are submitted through the VPMM at the LRC-Belvoir.
 - (4) Detailed QR code request and use instructions are located at Chapter 2.
- b. GSA credit cards
 - (1) Each TMP vehicle has an assigned GSA credit card located at the TMP, dispatcher's office, building 189.
 - (2) These cards are issued upon request provided by the transportation coordinator (TC) and approved for use by the fleet manager.
 - (3) Contact the TMP dispatcher's office for more information regarding GSA credit cards.

1–4. DLA Energy Electronic Point of Sale (EPoS)

- a. The DLA energy point of sale has replaced the automated fuel service station (AFSS).
 - (1) VIL keys are no longer in use and are to be turned into the fuel responsible officer for return to the DLA.
 - (2) A DA form 3161 will be generated by the losing organization to the fuels responsible officer.
- b. QR codes are the primary purchase media for EPoS for Army tactical equipment.
 - (1) A QR code will be affixed to each fuel consuming piece of equipment.
 - (2) QR codes limit the possibility of theft and fraud.
 - (3) QR codes allow for data collection on equipment, unit-level, and Army-wide consumption.
 - (4) QR codes can be used at any DFSP, Continental United States (CONUS) and outside the

Continental United States (OCONUS).

Chapter 2 QR Codes

2–1. QR Code Request Procedures

a. Addition of 26 or more pieces of equipment.

(1) Pull all fuel consuming LIN equipment for your organization from Global Combat Support System-Army (GCSS-Army) LIN consuming layouts.

(2) Fill out DLA Form 2063 DLA energy request for customer QR code. See Appendix D.

(3) Attach GCSS-Army LIN consuming spreadsheets (excel format and PDF format) to the DLA 2063.

(4) Add a column “fuel type” after the serial number column; you will list “diesel or gasoline”.

(5) If requesting QR codes for fuel cans or any other non-standard MTOE items or non-standard LINs not contained in the GCSS Army layout, you must add that equipment onto the excel spreadsheet that is embedded/attached inside the DLA form 2063.

(6) Packet is validated IAW published operation orders (OPORDs) for your organization and submitted to the DLA helpdesk at eposrequest@dla.mil.

(7) Helpdesk will provide a case number, acknowledging receipt of your packet.

(8) Your packet is processed based on priority of the EPoS fielding schedule.

(9) Any errors found on the packet by the contractor will be forwarded to the Army Petroleum Center (APC) to work with the unit to fix. At this point the case number is closed, and the unit will be required to fix the errors and resubmit to the helpdesk as a new submission and will receive a new case number.

(10) QR codes are mailed to the VPMM if the unit is stationed on an installation.

(11) The customer unit should arrange for pickup of the permanent QR codes at the LRC-Belvoir, building 767 within 5 business days.

(12) Once QR codes have been received, the requesting individual must fill and sign blocks 39-41 on DLA Form 2063. Return to the helpdesk to avoid deactivation.

b. Addition of 25 or fewer pieces of equipment.

(1) Fill out DLA form 2063, using the add equipment button for each piece of equipment.

(2) Packet is validated IAW published OPORDs for your organization and submitted to the VPMM at LRC-Belvoir

(3) The VPMM will acknowledge receipt and return temporary QR codes as a PDF within 3 business days.

(4) Permanent QR codes will be mailed to the VPMM, and the customer notified immediately upon receipt.

(5) The customer unit should arrange for pickup of the permanent QR codes at the LRC-Belvoir, BLDG 767 within 5 business days.

(6) The requesting individual must fill and sign blocks 39-41 and return to the VPMM for submission to DLA to avoid deactivation.

c. Replacement of QR codes

(1) Loss or damage of existing QR codes require a memorandum from the commander establishing the circumstances of loss or damage.

(2) The memorandum should verify that there have been no erroneous or illegitimate charges to the equipment QR code line of accounting.

(3) The memorandum will be submitted to the VPMM at LRC-Belvoir.

(4) A new QR code request will be submitted by the VPMM through DLA.

(5) The customer unit should arrange for pickup of the permanent QR codes at LRC-Belvoir, building 767, 9925 Tracy Loop, Fort Belvoir, VA, within 5 business days.

2–2. Guidance and Examples for Affixing QR Codes

- a. QR codes will be placed on the inside of the door that is on the same side as the equipment fuel tank.
- b. For equipment without doors, i.e. gators, golf carts, the QR code will be place in an easily accessible area that minimizes exposure to the elements.
- c. For bulk fuel equipment, i.e. M978, M969, TRM's, etc., the QR code will be affixed on the same side as the bulk loading port.
- d. QR codes for fuel cans will come with a blank white plastic card. Affix the QR code to the card and properly mark with fuel type.

2–3. Loss of Equipment with a QR Code

- a. Organization will not remove the QR code prior to a lateral transfer. Losing organization must submit a DLA 2063 to the VPMM or DLA Energy help desk, eposrequest@dla.mil, to have the LOA removed from that equipment ID. The gaining organization will be responsible for submitting a DLA form 2063 to get their LOA added to the equipment ID.
- b. Organizations will remove the QR code from the piece of equipment coded out for turn-in. Organization must submit a DLA form 2063 to the VPMM or DLA energy help desk, eposrequest@dla.mil, to have the QR code deactivated.

Appendix A

References

AR 710-4

Supply Policy Below the Wholesale Level

DA PAM 710-2-4

Supply Support Activity System: Manual Procedures

DLA Energy P-7

Accountability and Custodial Responsibilities for Defense Wide Working Capital Fund Inventory and Government Property

DLA Energy P-29

EPoS Customer QR Codes

DLA Energy P-30

DFSP EPoS Facility Responsibilities

Appendix B

Resources

<https://www.dla.mil/Energy/Business/Electronic-Sales/>

EPoS Fact Sheet

EPoS Frequently Asked Questions

DLA Energy Fuels Training Portal

DLA Account Management and Provisioning System (AMPS)

DLA Customer Interaction Center (CIC) - 1-800-446-4950 or email energy.helpdesk@dlam.mil.AR
710-2, Supply Policy Below the Wholesale Level

<https://dlam.deps.mil/sites/dlaenergy/scm/SitePages/Publications.aspx>

DLA Energy P-29, EPoS Customer QR Codes

DLA Energy P-30, DFSP EPoS Facility Responsibilities

<https://www.dla.mil/Working-With-DLA/Forms/DLFormList/>

DLA Energy Form 2063,

DLA Energy Request for Customer QR Code

Appendix C

Abbreviations

AFSS

Automated Fuel Service Station

APC

Army Petroleum Center

CONUS

Continental United States

DFSP

Defense Fuel Support Point

DLA

Defense Logistics Agency

EPoS

Electronic Point of Sale

GSA

General Service Administration

LIN

Line-Item Number

LOA

Line of Accounting

LRC

Logistics Readiness Center

MTOE

Modified Table of Organization and Equipment

OCONUS

Outside the Continental United States

QR

Quick Response

TC

Transportation Coordinator

TMP

Transportation Motor Pool

VIL

Vehicle Identification Link

VPMM

Vehicle Purchase Media Manager

Appendix D

DLA Form 2063

Print Form	Email Form	Clear
CUI (WHEN FILLED)		
DLA ENERGY REQUEST FOR CUSTOMER QR CODE		OMB No.: 0704-0640 OMB Approval Expires: October 31, 2025
AGENCY DISCLOSURE NOTICE		
The public reporting burden for this collection of information, 0704-DLQR, is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil . Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.		
1. A. DATE OF REQUEST* (MM/DD/YYYY)		1. B. HOME STATION / BASE
<input type="text"/>		<input type="text"/>
REQUESTER ADDRESS		SHIP TO ALTERNATE MAILING ADDRESS?* <input type="radio"/> Yes <input type="radio"/> No
2. NAME*	<input type="text"/>	12. NAME
3. RANK/GRADE*	<input type="text"/>	13. RANK/GRADE
4. ORGANIZATION*	<input type="text"/>	14. OFFICIAL E-MAIL
5. OFFICIAL E-MAIL*	<input type="text"/>	15. BUSINESS PHONE
6. BUSINESS PHONE*	<input type="text"/>	16. ORGANIZATION
7. STREET*	<input type="text"/>	17. STREET
8. CITY*	<input type="text"/>	18. CITY
9. COUNTRY*	<input type="text"/>	19. COUNTRY
10. STATE*	<input type="text"/>	20. STATE
11. ZIP CODE+4*	<input type="text"/>	21. ZIP CODE+4
EQUIPMENT BILLING INFORMATION		
22. DoDAAC*	23. BOS*	24. SUB-ACCOUNT DATA*
<input type="text"/>	<input type="text"/>	<input type="text"/>
25. SIGNAL CODE*	26. FUND CODE*	27. SUPPLEMENTAL DoDAAC
<input type="text"/>	<input type="text"/>	<input type="text"/>
VEHICLE / EQUIPMENT LISTING		
28. ENTER NUMBER OF VEHICLES, SPREADSHEETS, OR EQUIPMENT NEEDING QR CODES: <input type="text" value="1"/>		
29. EQUIPMENT ID*		
<input type="text"/>		
MAKE*	MODEL*	
<input type="text"/>	<input type="text"/>	
USE CODE*	REGISTRATION NUMBER / LICENSE PLATE	
<input type="text"/>	<input type="text"/>	
TAG NUMBER	<input type="text"/>	
QR CODE EXPIRATION DATE	EXPIRATION DATE	NOTE:
<input type="text"/>	<input type="text"/>	<input type="text"/>
PRODUCT TYPES* <input type="checkbox"/> Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> Bio-Diesel <input type="checkbox"/> Ethanol <input type="checkbox"/> Aviation Fuel		
Add Vehicle/Equip		

DLA FORM 2063, JAN 2024

CUI (WHEN FILLED)

PDF (DLA)

Controlled by: DLA Energy
CUI Category: General Financial Information (FNC)
Limited Dissemination Control: FEDCON
POC: energy.asg@dlia.mil

Clear

OMB No.: 0704-0640
OMB Approval Expires:
October 31, 2025

[Print Form](#)[Email Form](#)[Clear](#)

CUI (WHEN FILLED)

DLA ENERGY REQUEST FOR CUSTOMER QR CODEOMB No.: 0704-0640
OMB Approval Expires:
October 31, 2025

PURPOSE: This form enables authorized DLA Energy Customers to request Customer Quick Response (QR) Codes to affix to equipment to purchase fuel. All entries marked with "*" are mandatory.

PROCEDURE: Fill in applicable data and sign the form. Print to a PDF then route to the organizations Financial Resource Official for signature. Once returned, send the form to the local Vehicle Purchase Media Manager for processing. Note: How to print to PDF: 1. Choose "File" > "Print". 2. Choose "Adobe PDF" from the list of printers in the print dialog box. 3. Click "Print" to use the Acrobat PDF printer. 4. Click "OK" and enter a new file name for your PDF. Save to your desired location.

DATE OF REQUEST - Request Date.

- 1.A. DATE OF REQUEST* - Input calendar date of request, (MMDDYYYY)
1.B. HOME STATION / BASE: Input current home station or base.

REQUESTER ADDRESS - QR codes are shipped to the home station/base Defense Fuel Supply Point (DFSP) Fuels Management Office for pick-up. National Guard and Reserve units not located at an installation that has a DFSP, codes will be shipped to the address specified on the form.

2. NAME* - Full Name of Requester
3. RANK/GRADE* - Rank/Grade (i.e., civilian, contractor, E5, CW02, GS12, etc.)
4. ORGANIZATION* - Branch of Service or Agency
5. OFFICIAL EMAIL* - Contact Email
6. BUSINESS PHONE * - Work Phone number (for DSN begin prefix with DSN)
7. STREET* - Street mailing address
8. CITY* - City mailing address
9. COUNTRY* - Country mailing address
10. STATE* - State mailing address (If APO/FPO indicate here)
11. ZIP CODE+4* - Zip Code mailing address

ALTERNATE MAILING ADDRESS - Optional for units not collocated with a DFSP.

12. NAME - Full Name of Requester
13. RANK/GRADE - Rank/Grade (i.e., civilian, contractor, E5, CW02, GS12, etc.)
14. OFFICIAL EMAIL - Contact Email
15. BUSINESS PHONE - Work Phone number (for DSN begin prefix with DSN)
16. ORGANIZATION - Branch of Service or Agency
17. STREET - Street mailing address
18. CITY - City mailing address
19. COUNTRY - Country mailing address
20. STATE - State mailing address (If APO/FPO indicate here)
21. ZIP CODE+4 - Zip Code mailing address

EQUIPMENT BILLING INFORMATION - Billing information for fuel purchases to be validated by Financial or Resource Manager.

22. DODAAC* - Enter six-character Department of Defense Activity Address Code.
23. BRANCH OF SERVICE* (BOS) - Select BOS from the drop-down list.

ANG - Army National Guard	OGA - Other Government Agency/Non-DOD
AFR - US Air Force Reserves	UAF - United States Air Force
ARG - Air National Guard	UCG - United States Coast Guard
CIV - Civilian	USA - United States Army
DLA - Defense Logistics Agency	USM - United States Marine Corps
GSA - Government Services Agency	USN - United States Navy
24. SUB-ACCOUNT DATA* - Enter a sub account. If Army - GFEB5 / STANFINS an APC (4 alpha/numeric character) and for LMP / SOMARDS a JONO (6 alpha/numeric characters) are required, For Navy (required if signal code is B otherwise, enter N/A). All others, if no sub-account enter N/A.
25. SIGNAL CODE* - Enter signal code designating the "bill to" activity for fuel purchases. Enter signal code "A," when the DODAAC is the same as the payment office. If the DODAAC and payment office are different, use the applicable Signal Code "B," "C," "D," "J," "K," or "L," and enter the Supplemental DODAAC in block 27. See Volume 4 Defense Logistics Manual 4000.25., Military Standard Billing System - Finance, for applicable Signal Codes.
26. FUND CODE* - Enter fund code. Fund codes are two position alpha/numeric codes used in conjunction with Service or Agency Code of the billed activity to designate how a fuel purchase will be billed. If unknown, consult with your finance office. Additionally, see Volume 4 Defense Logistics Manual 4000.25, Military Standard Billing System - Finance, for Fund Code description.
27. SUPPLEMENTAL DODAAC - Enter six-character supplemental DODAAC. Required if anything other than "A" is selected for the Signal Code. (Identifies bill-to activity).

[Print Form](#)
[Email Form](#)
[Clear](#)

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DLA ENERGY REQUEST FOR CUSTOMER QR CODE

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VEHICLE/EQUIPMENT LISTING - Each Vehicle/equipment inputted will be issued a QR code for fuel purchases.

28. Enter up to 25 vehicles, or equipment needing QR codes. If more than 25, see line 29 bulk QR code upload instruction. ARMY Only - If attaching spreadsheets, indicate the number of sheets in Block 28. There should have no more than three (3).
29. EQUIPMENT ID* - Enter up to a 50-character alpha/numeric ID to identify the equipment. One QR code is authorized for each piece of equipment listed and is not transferable to another activity. The Equipment ID is printed on the QR Code.
 - MAKE* - Make of Equipment or N/A if none. (i.e., GMC, International, Ford)
 - MODEL* - Model of Equipment or N/A if none. (i.e., Yukon, F250)
 - USE CODE* - QR codes are only intended to be issued for ground products, enter the correct Use Code: 1 - Automatically assigned to Vehicle Integrated Management System (VIMS), 2 - Utilities, 3 - Aero Space Ground Equipment, 4 - Other Non-VIMS, 5 - VIMS on Base, 6 - Power Production, 7 - Alternate Fuels, 8 - Army Navy, O/ DoD Reimbursable Fuel, 9 - GSA Reimbursable Fuel, N - Non-Flight Issues of Aviation Fuel, V - Ground Reissue (non-aviation) - Secondary Sale, W - Aviation Ground Reissue - Secondary Sale. (All Army Ground Fuel Purchases are to use, "Use Code" 8)
 - REGISTRATION # / LICENSE PLATE - Vehicle or Equipment Registration Number that represents the unique DoD/GSA/Rental vehicle or equipment registration number.
 - TAG NUMBER - Enter vehicle tag number if applicable.
 - QR CODE EXPIRATION DATE* - Choose "Yes" if a specific expiration date for the QR code is needed other than the Defense Logistics Agency's Enterprise Business System Line of Accounting expiration date. Example: A rental car or other short term use item that will no longer require fuel after a specific date. Requesters with DLA Energy Fuel Purchase Agreements cannot exceed the expiration date of the agreement.
 - EXPIRATION DATE - Enter the date the QR code will expire. The date cannot be extended and requires a new request.
 - NOTE - Enter any notes about the equipment for future reference that will be visible in EPoS Enterprise.
 - PRODUCT TYPES* - Select the fuel grades authorized for the equipment: Unleaded, Diesel, Bio-Diesel, Ethanol, Aviation Fuel.

Bulk QR Code Upload - If requesting 25 or more QR codes:

Open the attached pre-formatted excel spreadsheet and fill in the applicable data in each column. Do not exceed the maximum character size of the fields. Equipment ID* (50), Make* (50), Model* (50), Use Code* (1), For Army Ground Fuel Purchases do not include Use Code on the spreadsheet, License Plate (50), Tag # (50), Authorized Product Types* - Unleaded/ Diesel/ Bio-Diesel, Ethanol/Aviation Fuel - (Enter one or more with "/" as a separator), Notes (<1000), DODAAC (6), Sub Account (APC/JONO)* (5/6), Fund Code* (2), Signal Code* (1).

1. Complete the spreadsheet and save to desired location. (Spreadsheet will be used to create QR codes).
2. Additionally, save a copy of the spreadsheet in PDF Format. The copy will be used as evidential matter.
Note: Choose option "Fit to paper width" then convert to PDF and save to your desired location.
3. Complete the DLA Energy 2063 and print to PDF. (Note: printing to PDF will remove drop downs and other active items)
Note: How to print to PDF:
 - a. Choose "File" then "Print".
 - b. Choose "Adobe PDF" from the list of printers in the print dialog box.
 - c. Click "Print" to use the Acrobat PDF printer.
 - d. Click "OK" and enter a new file name for your PDF then save to your desired location.
4. Open the printed PDF form and attach the excel and PDF spreadsheets to the form, digitally sign then save to desired location.
5. Send form with attachments to the organizations Financial or Resource Manager who will fill out blocks 35-38, then return the signed copy. Once the form is received, it is sent to the Vehicle Purchase Media Manager (VPMM) for processing.

REQUESTER RESPONSIBILITIES - Understanding of policy, procedures and responsibilities associated with Customer QR codes.

30. Acknowledge understanding of EPoS policy, procedures, and responsibilities by checking box*.

DOD ACTIVITY REQUESTER AND FINANCIAL RESOURCE OFFICE CERTIFICATION - Affirms a valid request along with the activities correct billing information and ability to pay for fuel.

31. REQUESTER FULL NAME* - Full name of individual requesting QR codes.
32. SIGNATURE* - Signature of the individual requesting QR codes.
33. DATE - Date of signature.
34. FINANCIAL OR RESOURCE MANAGER FULL NAME* - Unit or organization financial resource manager responsible for oversight or management of unit or organization operating funds to verify billing data per DoD 4140.25.
35. SIGNATURE* - Signature of Financial or Resource Manager.
36. DATE - Date of signature.
37. FINANCIAL OR RESOURCE MANAGER EMAIL ADDRESS* - Input official email address.
38. FINANCIAL OR RESOURCE MANAGER PHONE NUMBER* - Input business phone number.

DOD ACTIVITY RECEIPT - This field to be signed by the individual requesting QR codes once permanent QR codes arrive in the mail. Once signed, a complete copy including all previous signatures is required to be provided to the DLA Energy Help Desk (energy.helpdesk@dlm.mil) to acknowledge receipt of permanent QR codes to avoid deactivation after five business days from first use of the QR code. The helpdesk can be reached at 1-800-446-4950.

39. REQUESTER FULL NAME* - Full name of individual acknowledging receipt of QR codes.
40. SIGNATURE* - Signature of the individual acknowledging receipt of QR codes.
41. DATE - Date of signature.

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PDF (DLA)