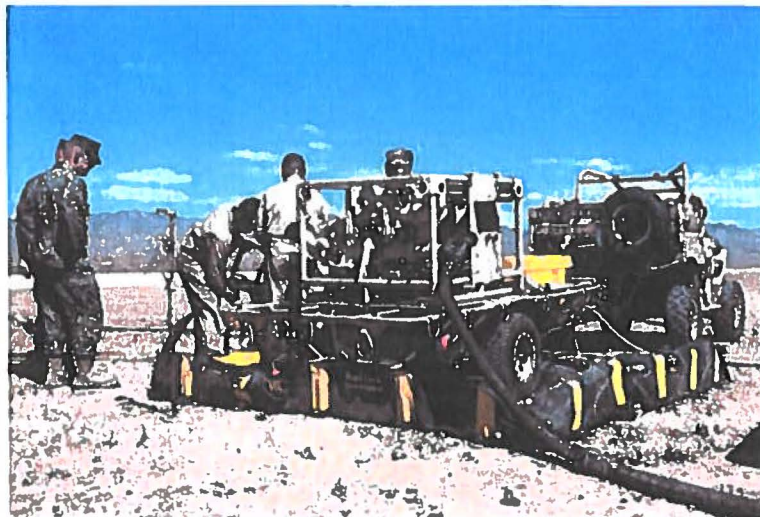


# Marine Corps Government Fuel Procurement User's Manual

December 2022



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Headquarters Marine Corps Installations & Logistics

Since Fiscal Year 2020, we have made significant progress to discipline the Marine Corps' fuel procurement process and fuel purchasing methods. Leveraging our strategic partners at Naval Supply Systems Command, we introduced internal controls to govern fuel card, VIL Key, and future procurement usage across the enterprise which has resulted in a sharp reduction in delinquent payments and misuse. We appointed Agency Program Coordinators in writing and instituted hierarchy levels within the Marine Corps.

In my role as the Assistant Chief of Staff G-4, Assistant Deputy Commandant, Installations and Logistic (Facilities) I am committed to improving Marine Corps fuel procurement methods. Therefore, I task all leaders to commit and assume an active role in supervising your organization's fuel procurement related activities. Users remain vigilant and ensure fuel cards and VIL Keys you are entrusted with are handled properly and safeguarded when not in use.

It is in this line of thinking that I directed my Senior Fuels Officer to develop a Fuel Procurement User's Manual. This tool is intended as a reference guide occupying a corner of each user's desk assisting them in their daily duties. Leaders and users will find this manual provides succinct guidance to supporting them in navigating day-to-day business processes pertaining to the fuel card program.

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ADC I&L (LF) A/CS G-4

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## 1.0 General Overview

The Marine Corps Government Fuel Procurement Manual assigns responsibilities and provides procedures to procure fuel using government fuel cards (GFC), Department of Defense (DoD) Fleet/Voyager Card, Aviation Into-Plane Reimbursement (AIR) Card, Swipe Ship's Bunkers' Easy Acquisition (SEA) Card), Logistics Fuel (LOGFUEL) Card, Vehicle Identification Link (VIL) Key, and the customer Quick Response (QR) code system. This manual is intended to simplify the processes and procedures associated with obtaining, utilizing, accountability of, and administrative effort required for the proper fuel card usage and procurement of fuel.

Under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment, Defense Logistics Agency (DLA) administers the GFC programs and provides energy commodity support to authorized customers. Management for the GFC programs is done in accordance with Subpart 213.3(4) of the Defense Federal Acquisition Regulation Supplement (DFARS).

The Marine Corps Government Fuel Procurement Manual was developed using references in Appendix B.



## 2.0 Government Fuel Card

Government fuel cards are intended for official government business. Fuel card users and management must comply with applicable regulations, policies, procedures, and ethics rules, and appropriate reporting procedures. Fuel card management remains highly visible requiring consistent senior leadership oversight.

Commands and activities are responsible for implementing and maintaining internal controls and accountability requirements for government fuel cards as required per current references and guidance. Agency Program Coordinators (APC) provide oversight and operational control of the Command's fuel card program. Approving Officials (AO) directly control fuel card custodians. Fuel Card custodians, and sub-custodians, and fuel card users are responsible with the safeguarding and preventing the misuse of fuel cards assigned to their units.

### 2.1 Government Fuel Card Hierarchy Levels

The GFC program consists of hierarchy levels (HL) to improve efficiency, oversight, and communication. The process owners of each HL are responsible for adhering to and ensuring the proper administration of the GFC program at each level. The HL's do not apply to Vehicle Identification Link (VIL) Keys.

Hierarchy	Process Owner
1	DLA-E
2	DON Consolidated Card Program Management Division (CCPMD)
3	Head Quarters Marine Corps (HQMC), Assistant Deputy Commandant (ADC) Installation & Logistics (IL)
4	Marine Forces (MARFORs), Marine Corps Installation Command (MCICOM), Marine Corps Recruiting Command (MCRC), Marine Corps Systems Command (MARCORSYSCOM), Training and Education Command (TECOM)
5	MARFORs, Marine Expeditionary Force (MEFs), MCICOM Regions, MCRC Districts
6	Division/Wing/Marine Logistics Group (MLG), Marine Corps Logistics Command (MARCORLOGCOM), Installations
7	Commands with requisition authority (i.e., Department of Defense Activity Address Directory (DoDAACs) with "00" authority)

*Table 1 – Hierarchy Overview*

## 2.2 Government Fuel Card Roles and Responsibilities

The Assistant Deputy Commandant, Installations and Logistics (Facilities) (ADC I&L LF) shall serve as the HL 3 Agency Program Coordinators (APC) for the Marine Corps. Commanders will appoint APCs and alternate APCs in writing using the DD Form 577 "Appointment/Termination Record-Authorized Signature" and appointment letter for each HL.

Fuel card users will be delegated in writing by the AO using a Navy and Marine Corps (NAVMC) 11869 "Delegation of Authority" (DOA). The user shall receive training and sign a statement of understanding (SOU) prior to using the fuel card for the first time. The SOU and DOA shall be maintained by the AO for all fuel card users.

### Agency Program Coordinator

- Provide GFC oversight and operational control
- Coordinate with the fuel card company to establish single purchase limits and monthly purchase limits for assigned fuel cards
- Conduct compliance reviews for all subordinate APCs within their commands or activities; or subordinate AO, custodians, and fuel card users if they are the lowest-level APC
- Document compliance reviews using a memorandum for the record
- Develop corrective action plans as required
- Submit compliance results to the commander
- Retain compliance results for ten years
- Monitor the rotation dates for subordinate APCs and fuel card users
- Initiate communications to collect the appropriate documentation for replacement APCs and fuel card users
- Assist program participants on GFC issues and replacements
- Perform root cause remediation for accounting key performance indicators, delinquencies, or other account conditions
- Complete mandatory training prior to appointment, complete refresher training every three years, and understand the applicable regulations, procedures, and consequences for inappropriate actions
- Maintain DD Form 2875 "System Authorization Access Request (SAAR)" as needed for access to the vendor's online fuel card/account management system, DD Form 577 for fuel card program AOs and subordinate APCs, and training certificates for the APCs in HLs one level down

### SupO/Unit Fund Manager

- Request creation of point of sale (POS) fuel cards
- Ensures all GFC users are trained in the use and limitations of the GFC
- Maintains copies of card user statement of understanding

- Receives/processes monthly vendor account bank statement
- Inventories the GFCs on a semi-annual basis
- Responsible for the safekeeping of the GFCs

### Fuel Card User

- Card users are responsible for knowing and understanding the policies and procedures regarding authorized AIR, SEA, and DoD Voyager Fleet Card purchases and record keeping requirements
- Unless otherwise specified, card users must use self-service fuel pumps whenever available
- Purchase of authorized non-fuel items are the responsibility of the card user's command or authorized agency and will be billed separately by the card contractor and paid by the unit home station payment office. Card users are liable for any unauthorized purchases
- Card users will ensure all purchase receipts are retained and used to validate fuel and non-fuel charges
- Priority for Fuel Resources: Whenever possible, customers should use military installation fuel resources and related services due to significant cost savings relative to prices charged at commercial contract and non-contract facilities

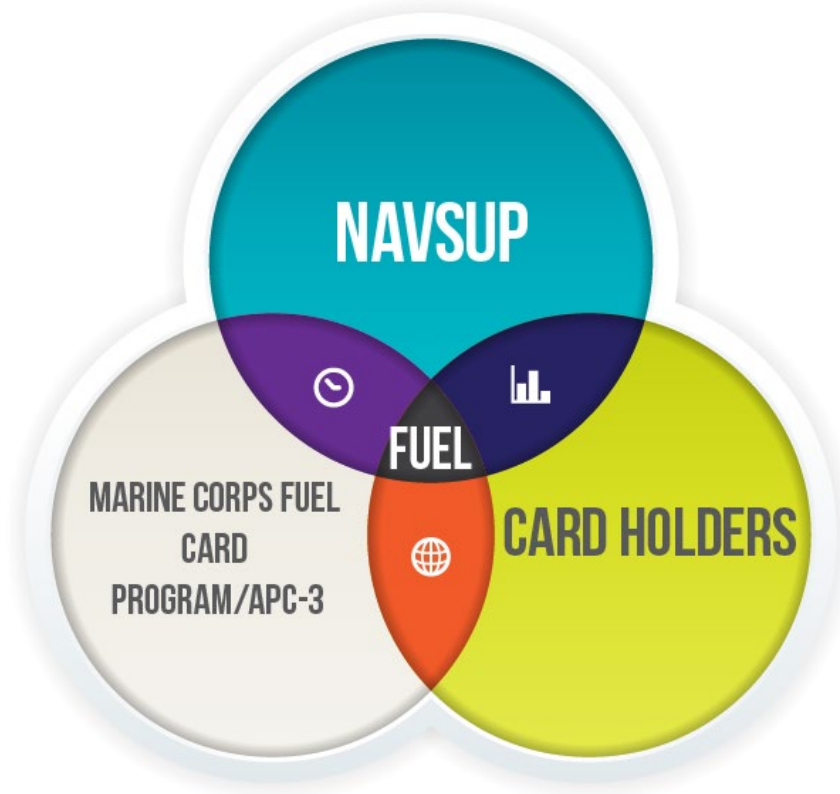


Figure 1 – The Fuel Triad



## 2.3 Fuel Card Provisioning

The steps represented in this section outline the actions necessary in obtaining and using a DoD Voyager Fleet Card, AIR Card, SEA Card, LOGFUEL Card.

- Complete the Naval Supply Systems Command (NAVSUP) user training by going to URL, <https://dla.deps.mil/sites/dlaenergy/card/SitePages/Home.aspx>
  - Specific training for the DoD Voyager Fleet Card
  - Specific training for the SEA Card
  - Specific training for the LOGFUEL Card
  - Specific training for AIR Card - [DLA Energy Government Fuel Card Program Management Office \(GFCPMO\) - AIR Card Program Page \(deps.mil\)](#)
- For the Voyager Fleet Card, SEA Card, and LOGFUEL Card complete the NAVSUP “U.S. Bank New User Request Form,” see Appendix B
- For the AIR Card complete the “U.S. Government AIR Card® Accountable Official Nomination Form,” see Appendix C
- Must have a signed NAVMC 11869 DOA
- Complete and sign the SOU
- Upon completion of training forward the following documentation to the next level APC
  - NAVSUP training certificate
  - U.S. Bank New User Request Form
  - Signed NAVMC 11869
  - Signed SOU
- The APC forwards the documentation to ADC I&L (LF) for approval
- ADC I&L (LF) forwards the documentation to NAVSUP and Defense Logistics Agency (DLA) for card issuance
- The SOU and the DOA shall be maintained by the AO for all card users on the Fuel Infrastructure Management (FIM) SharePoint site under the Fuel Card Management

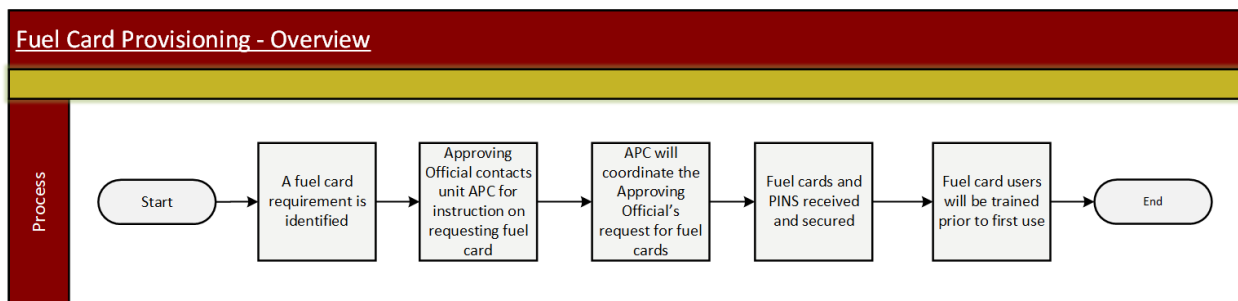


Figure 2 – Fuel Card Issuance Overview

## 2.4 Lost or Stolen Fuel Cards

Personnel entrusted with a fuel card are held to the highest ethical standards. Failure to comply with these guidelines, policies and procedures will result in permanent revocation of fuel card privileges and may be subject to non-judicial punishment depending on the circumstance and whether military or civilian. Accountability and security of fuel cards are controlled as if they were cash.

Report lost or stolen account numbers and fuel cards immediately to the charge card contractor's Client Services Center, which accepts calls 24 hours a day and 7 days a week. Consult the DLA Energy website for the Client Services Center contact information at <http://www.dla.mil/energy>.

### 2.4.1 Reporting

Report loss or theft of fuel cards to APC, Certifying Officer, or Supply Officer (SupO)/APO or AO

#### Loss

- Users who have misplaced a fuel card will report the loss to the APC
- The APC reports the lost fuel card information to the AO/Certifying Officer and SupO/Fund Holder/Supply Resource Manager
- The AO/Certifying Officer and SupO/Fund Holder/Supply Resource Manager initiate investigation procedures

#### Theft

- All suspected thefts will be reported to the APC, AO/Certifying Officer and SupO/Fund Holder/Supply Resource Manager
- The APC, AO/Certifying Officer and SupO/Fund Holder/Supply Resource Manager initiate investigation procedures

### 2.4.2 Investigation

The APC shall immediately notify the charge card contractor and the DLA Energy Fuel Card Program Management Office to cancel a DoD Fuel Card whenever a fuel card is lost, stolen, or suspected of being used for unauthorized purchases by an unauthorized person.

- SupO/APO or AO will submit a request for investigation, Financial Liability of Investigation of Property Loss (FLIPL) DD Form 200 or initiate a command investigation on how the fuel card was stolen or lost
  - Lost - Convening Authority will launch investigation or preliminary inquiry on how fuel card was lost or stolen
  - Stolen – Reported to Naval Criminal and Investigation Service (NCIS)
- Take appropriate action depending on investigation results

## 2.5 Department of Defense Voyager Fleet Card

The DoD Voyager Fleet Card is used to procure ground fuel, parts, maintenance, and roadside assistance worldwide at commercial service stations while conducting official government business. The Voyager Fleet Card is limited to vehicles owned and leased by the Marine Corps. The program is managed by DLA Energy under a tailored task order with the GSA. The Voyager Fleet Card is not approved for purchasing aviation fuel. Voyager Fleet Cards may be used for DOD owned and leased cars, trucks, forklifts, small boats, tugs, barges, and similar vehicles or equipment as authorized by the activity.

### Using the Voyager Fleet Card

- Check out Voyager Fleet Card from secure and controlled location from card custodian
- Use Voyager Fleet Card assigned to vehicle for fuel purchase, parts, maintenance, and roadside assistance

NOTE: Authorized for use at any commercial gas station

- Get receipt for reconciliation
- Log transaction into logbook
- Return Voyager Fleet Card to secure and controlled location

NOTE: Voyager Fleet Cards are inventoried at a minimum every six months by the APC that has physical oversight of the card

- Voyager Fleet Card users will provide receipt, or receipts and logbook to responsible fiscal party to certify transactions and payments within 3-5 days after Voyager Fleet Card use

NOTE: Responsible fiscal party will process and verify payment, reconciling with DLA for the current fuel price– US Bank, as well as Wide Area Work Flow (WAWF)/iProcurement Module within Defense Acquisition Initiative (DAI)/Financial System of Record (FSR)



## 2.6 Aviation Into-Plane Reimbursement Card

The AIR Card is the only card which DoN personnel are authorized to use to purchase aviation fuel, fuel related supplies, and ground services, for DoN-owned aircraft from DLA Energy Into-Plane contract sites and non-contract locations. The AIR Card provides a means to procure aviation fuel, fuel-related supplies, and approved ground services worldwide at both DLA Energy contract locations and at DLA approved merchant locations. Per DLA-E P-8, the AIR Card is not to be used for bulk fuel purchases. The AIR Card can be electronically swiped, mechanically imprinted, or hand-scribed onto a commercial delivery ticket or a DD Form 1898 "Energy Sales Slip." The accountability standards for AIR Cards are the same as for Fleet cards. Users can access a directory to identify worldwide DLA-E contracted sites which accept the AIR Card at [https://aircardsys.com/cgi-bin/fbo\\_locate](https://aircardsys.com/cgi-bin/fbo_locate).

### Using the AIR Card

- Aircraft are re-fueled in fueling pits, cold re-fueled, or at DLA locations
- Pilot and or air crew will present the AIR Card to re-fueler/s  
NOTE: Any AIR Card assigned to that unit can be utilized to fuel aircraft. These cards must always stay in the unit/wing/squadron's possession.  
NOTE: AIR Cards are inventoried at a minimum every six months by the APC that has physical oversight of the card
- Pilot and or air crew will swipe the card on a DD Form 1898  
NOTE: Air crew will maintain a copy
- Re-fueling personnel responsible for retaining and filing a copy of DD Form 1898 and annotating sale in unit fuel transaction logbook
- Within 24 hours the Responsible Officer (RO) of the fuel facility must process that transaction in The Fuel Manager Defense System (FMD)  
NOTE: FMD communicates with FSR
- The receiving aircraft/unit takes DD Form 1898 to financial personnel for verification and processing of payment
- Financial personnel verify sales receipt and logbook, certify payment within the FSR, and verify payment within 3 – 5 business days



## 2.7 Swipe Ship's Bunkers' Easy Acquisition Card

The SEA Card provides a charge card to purchase fuel up to the simplified acquisition threshold and in support of vessels that cannot meet the minimum quantity on DLA Energy bunker contracts. The SEA Card is intended for use at marinas where small boats can "gas and go." Users can access a directory to identify worldwide DLA-E contracted sites which accept the SEA Card at [https://www.seacardsys.com/cgi-bin/fw\\_user\\_login\\_local](https://www.seacardsys.com/cgi-bin/fw_user_login_local).

### Using the SEA Card

- Check out SEA Card from secure and controlled location from card custodian
- Use SEA Card assigned to watercraft to purchase gas  
NOTE: Authorized for use at any commercial gas station
- Get receipt for reconciliation
- Log transaction into logbook
- Return SEA Card to secure and controlled location  
NOTE: SEA Cards are inventoried at a minimum every six months by the APC that has physical oversight of the card
- SEA Card users will provide receipt, or receipts and logbook to responsible fiscal party to certify transactions and payments within 3-5 days after card use  
NOTE: Responsible fiscal party will process and verify payment – US Bank, as well as WAWF/DAI/FSR





## 2.8 Logistics Fuel Card

The LOGFUEL Card provides customers with a more efficient and effective method of obtaining fuel for small and unsupportable requirements. The LOGFUEL Card program is a dual platform card solution that provides the DoD and Federal Civilian agencies with a means to procure ground fuel, quantity requirements differ between Continental United States (CONUS), 10,000 gallons and Outside Continental United States (OCONUS) 20,000 gallons at commercial service stations, fuel vendors, or approved DLA merchant locations. The use of the LOGFUEL Card constitutes a government order for fuel in accordance with the Federal Acquisition Regulation (FAR) and is subject to the micro-purchase dollar threshold of \$10,000.

### Using the LOGFUEL Card

- Check out LOGFUEL Card from secure and controlled location from card custodian
- Use LOGFUEL Card for fuel purchase  
NOTE: Authorized for use at any commercial gas station
- Get receipt for reconciliation
- Log transaction into logbook
- Return LOGFUEL Card to secure and controlled location  
NOTE: LOGFUEL Cards are inventoried at a minimum every six months by the APC that has physical oversight of the card
- LOGFUEL Card users will provide receipt, or receipts and logbook to responsible fiscal party to certify transactions and payments within 3-5 days after card use  
NOTE: Responsible fiscal party will process and verify payment – US Bank, as well as WAWF/iProcurement Module within DAI/FSR



### 3.0 Vehicle Identification Link Key

The VIL Key is a plastic key fob that is associated with a specific vehicle and is fuel grade specific. VIL Keys are used to purchase Defense Working Capital Fund fuel products from a Defense Fuel Service Point (DFSP) aboard Department of Defense (DOD) installations.

Note: DLA will be implementing a scannable bar code system known as the customer Quick Response (QR) code between 2022 and 2025, to replace the VIL Key. For further information refer to section 3.5.

#### 3.1 VIL Key Roles and Responsibilities

Commands and activities will appoint VIL Key custodians in writing who will be charged with the safeguarding and preventing the misuse of VIL Keys assigned to their units. All vehicles are currently Class B-assigned and have Responsible Officer (RO)/Responsible Individual (RI) that sign for the assets through their local Consolidated Memorandum Receipt (CMR) or Consolidated Asset Report (CAR).

##### DFSP RO/RI

- Approves, encodes, and issues VIL Key request and VIL Keys
- Processes requests from Supply Officer for new VIL Keys
- Request creation of point of sale (POS) VIL Keys
- Issues, recovers, and safeguards VIL Key

##### AO (SupO/APO)

- Submit the VIL Key request

##### VIL Key User

- Using the VIL Key for official government business only
- Complying with applicable regulations, policies, procedures, and ethics rules
- Reporting misuse of the VIL Key to the appropriate authority
- Personnel entrusted with a VIL Key are to be held to the highest ethical standards. Failure to comply with these guidelines, policies and procedures will result in permanent revocation of privileges and may be subject to non-judicial punishment depending on the circumstance

### 3.2 VIL Key Provisioning

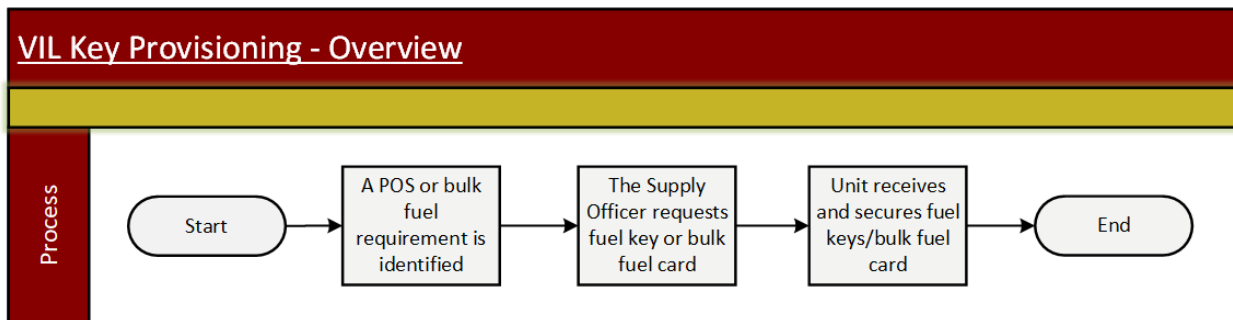
The steps represented in this section outline the actions necessary in obtaining and using a VIL Key. The VIL Key Custodian assigned by the AO (SupO/APO) is responsible for VIL Key accountability and issuance. The logbook is utilized to keep track of VIL Key issuance.

- The AO (SupO/APO) submits a complete vehicle and/or equipment listing with accurate customer billing information to the DFSP's RO/TM  
Note: The listing will provide the fuel grade; type, model, year, and license plate number of each vehicle (vehicle registration number if a government vehicle) or equipment item.
- The DFSP's RO/TM reviews and approves the VIL Key request and encodes the VIL Key
- The AO (SupO/APO) signs for the VIL Key
- The AO (SupO/APO) assigns a unique identifier to the VIL Key for accountability purposes within the DOD Fuel Master Advance/Enhanced (DOD FM/AE)  
Note: Using a VIL Key requires a distinctive UID assigned at creation of the VIL Key receipt by the AO (SupO/APO). It is acceptable to label UIDs with a label maker or tag. UIDs shall not be written or etched on to VIL Keys. UIDs listings will be stored in a secure and controlled location with access limited to the AO, appointed custodians, and sub-custodians. Sequential or repeating numbers are not authorized.



### Using the VIL Key

- Check out the VIL Key from secure and controlled location
- Fill out the logbook
  - Issuer printed name and contact information
  - User printed named, Primary, and alternate POC information (e.g., phone number, email, and unit address) and organization
  - The VIL Key's UID number
  - Date of issue
  - Signature of both issuer and user
  - At a minimum, assets requiring fuel (e.g. vehicles and equipment) will be assigned an individual vehicle logbook that will contain the following information:
    - Operator's printed name and POC information
    - The VIL Key UID number assigned
    - Date and time vehicle or equipment was checked out/in
    - The phone number of the VIL Key recipient
    - The gallons purchased with the VIL Key
    - Provide the receipt for fuel purchase
    - Destination
    - Mileage
    - Operator's signature



*Figure 3 – Fuel Key Issuance*

#### 3.3.1 Single Fuel Issuance

A single fuel purchase is intended to fulfill a one-time use requirement. Single fuel sale transactions are tracked and logged by the AO (SupO/APO) unit.

- Single requirements are not required to be processed through an approved system following the below process
- Utilize logbook entry for authorization/approval of issuance of VIL Key

- When a vehicle is dispatched, and the logbook is not available the NAVMC Form 10627 "Vehicle and Equipment Operational Record" can be utilized in place of logbook entry as the authorization and obligation Key Supporting Documentation for fuel purchases
- Regardless of NAVMC Form 10627 the VIL Key is required to be checked out via the logbook

### 3.3.2 Bulk Fuel Issuance

Units procuring fuel in bulk quantities with the intent to subsequently issue (reissue) it to another Unit and seeking financial reimbursement must submit a request for authority by submitting a DLA Form 2027 "Authorization to Process Ground Re-Issues." Requests for bulk fuel are normally known in advance and routed from the RO (or delegated individual) to the AO (SupO/APO) for approval prior to issuance of the bulk fuel VIL Key and DD Form 1898.

- The vendor or RO/TM on behalf of a vendor will properly complete a DLA DD Form 2027 and submit for authorization to process to the DFSP RO/TM
- DFSP RO/TM submits the DD Form 2027 to the Inventory Management Division DLA-E FENA's office  
NOTE: The routing and approval process can be captured in the approved system (e.g. DAI, Global Combat Support System – Marine Corps (GCSS-MC))
- When approved, the request serves as authorization and supporting documentation for the purchase and shall be maintained with the DD Form 1898
- The owning unit issues from the bulk tank to the individual vehicle or equipment, transactions will be recorded in a logbook and the vehicle's trip ticket and/or logbook  
Note: Bulk fuel purchased to be used by the owning unit without further resale or reimbursement



### 3.4 Lost or Stolen VIL Key

Personnel entrusted with a VIL Key are held to the highest ethical standards. Failure to comply with these guidelines, policies and procedures will result in permanent revocation of VIL Key privileges and may be subject to non-judicial punishment depending on the circumstance and whether military or civilian. Accountability and security of VIL Keys are controlled as if they were cash.

When not issued to a user, the VIL Key is to be stored in a secure and controlled location with access limited to AO/RO/RI. VIL Keys are inventoried at a minimum every six months by the AO. VIL Keys may be issued more than 24 hours with prior written authorization (i.e., logbook entry, official letter head, etc.) from the AO (SupO/APO) but will not be permanently issued under any circumstances

#### 3.4.1 Reporting

Report lost or stolen VIL Keys immediately to the RO/Terminal Manager (TM).

##### Loss

- Users who have misplaced the VIL Key will report the loss to the RO/TM.
- The RO/TM promptly notifies the DFSP that encodes VIL Keys whenever a VIL Key is lost, stolen, fraudulent fuel purchases are suspected, or when an invalid VIL Key is detected

##### Theft

- All suspected thefts will be reported to the AO/Certifying Officer and SupO/Fund Holder/Supply Resource Manager

#### 3.4.2 Investigation

The AO (SupO/APO) immediately notifies DLA Counsel Energy's office whenever a VIL Key is lost, stolen, or suspected of being used for unauthorized purchases by an unauthorized person. Coordinate with NCIS and the DLA Criminal Investigative Activity (DCIA).

- SupO/APO or AO will submit a request for investigation or initiate a command investigation on how the VIL Key was stolen or lost
  - Lost - Convening Authority will launch investigation or preliminary inquiry on how VIL Key was lost or stolen
  - Stolen – Reported to NCIS
- Take appropriate action depending on investigation results

### 3.5 Quick Response Code

The Marine Corps' physical VIL Key program is being phased out by DLA-E to be replaced by a customer QR code system. Customer QR codes are another form of Authorized Purchase Source Media (APSM) used to buy petroleum and aerospace products from DLA-E. Permanent scannable stickers will be affixed to the vehicle or equipment that is associated with a specific fuel billing account using Electronic Point of Sale (EPoS) to capture service station sales. Units should retain VIL Keys until EPoS is fully deployed within their geographical area in order to obtain fuel from other installations which have not converted to the EPoS enterprise. Once the entire geographical area is converted, units can dispose of the VIL Keys as determined by their respective regions. This transition is expected to be complete by FY25.

Note: Currently there are no internal controls or clear guidance on how the QR Code transition process will be implemented. Once guidance has been published the Marine Corps Government Fuel Procurement User's Manual will be updated to provide consistent guidance across the enterprise. Additionally, Marine Corps aviation platforms will continue using the air card for fuel purchases.

### 3.6 Quick Response Code Roles and Responsibilities

Account Management and Provisioning System (AMPS) is an account management and provisioning system used by DLA-E to assign roles and responsibilities for the management of QR codes accounting for fuel transactions.

#### RO/TM

- Has administrative capabilities and assigns all the roles in AMPS

#### Vehicle Purchase Media Manager (VPMM)

- Apply for required EPoS system access roles and attach VPMM appointment letter to
- AMPS role request
- Process DLA-E Form 2063 "DLA Energy Request for Customer QR code." Available at <https://www.dla.mil/Forms/DLFormList/>
- Issue temporary QR codes to customers
- Notify the VPMM Appointing Authority at least two weeks prior to permanent departure
- Respond to the annual AMPS annual Revalidation request to maintain system access

#### Authorized User

- Send an accurate and complete DLA-E Form 2063, Request for Customer QR code, to the VPMM  
Note: The form is location at [https://www.dla.mil/Forms/DLFormList](https://www.dla.mil/Forms/DLFormList/)
- Acknowledge receipt of permanent QR codes.

- Request deactivation of QR codes no longer required
- Accept responsibility for all fuel purchases made using the organization's Customer QR code until the purchase media is deactivated or the fuel purchase authorization with DLA Energy is deactivated or the fuel purchase authorization with DLA Energy is terminated

#### DLA ENERGY HELP DESK

- Issue permanent QR codes
- Upload the DLA-E Form 2063 signed receipt to EPoS Enterprise
- Deactivate permanent QR codes if the fully completed form, to include authorized signature on the receipt block, is not provided to the DLA Energy Help Desk within five business days after first use of the code

### 3.7 Request and Create Quick Response Codes

The VPMM enters all the data into the EPoS Enterprise<sup>1</sup> system and emails a temporary QR code to the requesting customer. The DLA-E Help Desk then prints a permanent QR code label and mails it to the customer to be affixed to the applicable equipment. Once the permanent QR code is received, the customer emails a signed copy of the completed DLA-E DD Form 2063 for the receipt of the QR code to the DLA-E Help Desk.

#### Request

- Complete and submit a DLA-E Form 2063  
Note: Download the form from <https://www.dla.mil/Forms/DLFormList/>. Only one unique QR code is authorized for each piece of equipment to include vehicles, lifts, tractors, etc. listed on the form. Exceptions: Two unique codes are authorized for a vehicle, when one code is used for vehicle fuel and the other for bulk purchases. One QR code can be used for multiple fuel cans
- Route the form for signature through the unit or organization Resource Manager responsible for oversight or management of unit or organization operating funds to verify billing data associated with the QR code is correct. This action also confirms responsibility for bill payment of fuel purchases.
- Send signed DLA-E Form 2063 to the VPMM

#### Create

- The VPMM inducts all required information into EPoS
- The VPMM coordinates with DLA-E Help Desk to generate a temporary QR code that is emailed to the customer

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<sup>1</sup> The Electronic Point of Sale (EPoS) system is DLA Energy's front-line customer and business partner-facing system. EPoS is used to capture real-time military fleet management fuel retail transactions at unattended military service stations, mobile ground fuel transactions, and aviation fuel transactions for mobile airfield/flight line operations. EPoS meets the current standards for Cybersecurity, complies with the security control requirements of the National Institute of Standards and Technology (NIST) and Audit Readiness.

- The customer prints the temporary QR code on standard printer paper or other material to buy fuel for equipment associated with the QR code until the permanent code arrives. The code is deactivated after 30 days or upon first use of the permanent QR code, whichever occurs first
- DLA-E Help Desk sends the customer a QR code package containing the permanent QR codes label(s), Customer QR code instructions, and a copy of the original DLA-E Form 2063 sent to the VPMM
- The customer signs the receipt signature block of the original DLA-E Form 2063 and returns the completed form to the DLA-E Help Desk at [energy.helpdesk@dla.mil](mailto:energy.helpdesk@dla.mil) within five business days after the first use of the QR code. Failure to send the completed form to the DLA-E Help Desk will result in deactivation of the customer QR code and require a new DLA-E Form 2063 to be submitted
- DLA-E Help Desk uploads the DLA-E Form 2063 signed receipt to EPoS Enterprise and sends confirmation email to requester
- The customer will attach the Permanent QR code on the vehicle/equipment in a place that allows easy scanning during refuel. If attaching the QR code to vehicle/equipment is not possible, establish local procedures to secure and prevent misuse of the code
- All QR codes, except for those issued for fuel cans, will be affixed to the piece of equipment using the following guidelines:
  - QR codes will be placed on the inside of the door that is on the same side as the equipment fuel tank
  - For equipment without doors, e.g., gators, the QR code will be place in an easily accessible area that minimizes exposure to the elements
  - For bulk fuel equipment, such as the M970-5,000 refueler, SIXCONs or 2,500 gal flatrack refueling capability, the QR code will be affixed on the same side as the bulk loading port. Bulk tank QR codes must have the word "bulk" manually typed at the end of the equipment id (no space between id and the word) on DLA form 2063 (block 29)
  - 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

### 3.7.1 Quick Response Codes for Personnel on Temporary Duty

Personnel on temporary duty assignments are not authorized QR codes for rental vehicles. Commercial vehicles leased or rented by a base/installation for temporary vehicle fleet augmentation or in supporting special events are authorized QR codes. QR codes are authorized for issue to DLA-E authorized foreign government or Non-DoD customers that use commercial rental vehicles or US government vehicles during US military installation visits. QR codes are not to be permanently attached to rental vehicles and must be deactivated when the vehicle is no longer being used by the organization.

### 3.8 Quick Response Code Accountability and Security

If the vehicle/equipment is transferred to another organization or if the QR code is lost or stolen, immediately contact the DLA-E Help Desk to have the QR code deactivated. Submit a new DLA-E Form 2063 to request a new QR code for the equipment if required. The customer is responsible for all fuel purchases using the QR code until it is deactivated.

### 3.9 Quick Response Code Maintenance

QR codes remain active until deactivated or replaced. Certain circumstances may require DLA-E Help Desk to replace QR codes that are misplaced or damaged.

- Replacement QR codes. If QR code is damaged and not readable, contact the DLA Energy Help Desk for a replacement to be sent to the requester on DLA Energy Form 2063
- Locking/Unlocking QR codes. A QR code can be temporarily locked and be made unusable. If this action is needed, contact the DFSP RO/TM who will then contact DLA-E Help Desk to have the QR code locked or unlocked. The QR code must be unexpired for this action. Once expired, the code is deactivated and requires a new request form submission
- Deactivating QR codes. If the vehicle/equipment is transferred to another organization or if the QR code is lost or stolen, immediately contact the DLA Energy Help Desk to have the QR code deactivated. Submit a new DLA-E Form 2063 to request a new QR code for the equipment if needed. The customer is responsible for all fuel purchases using the QR code until it is deactivated
- Refer to the DLA-E Fuels Training Portal at <https://www.fuelstraining.com> for
- EPoS user guides, DLA Energy Base Level System Access Matrices, training videos and other resources

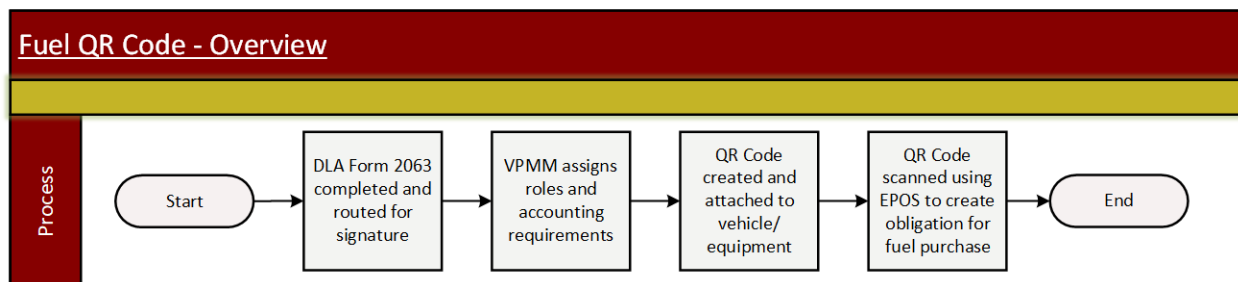


Figure 4 – QR Code Overview



## 4.0 Fuel Billing and Financial Reconciliation

Following financial policy and guidance will develop and sustain workforce competence, ensure compliance with applicable laws and regulations, and more effectively support the Marine Corps in meeting its mission objectives. Reconciliation between the fuel systems, accounting system, and source documents which includes the posting of obligations, expenses, and payments is critical to managing funds accurately.

- Military Standard Requisitioning and Issue Procedures (MILSTRIP) document number for the point-of-sale fuel purchases is not known until the charge processes via DLA-E and the obligation posts in the FSR
- The certifying officer validates and reconciles fuel purchases that post in the FSR by cross-referencing the Julian date of the MILSTRIP document number and the number of gallons purchased against the logbook entry and/or the receipt for the date of purchase
  - Fuel purchases posted in the FSR that cannot be reconciled with a logbook entry and/or receipt will be researched by the certifying official in DLA's Enterprise External Business Portal (EEBP). EEBP detailed purchasing reports provide additional information concerning any unreconciled fuel charges that can be used to mitigate future recurrence
- Upon reconciliation of fuel obligations posting in the FSR, the MILSTRIP document number is annotated in the logbook and on the receipt for reconciled postings
- Fuel charges post within three to five business days
  - Fuel charges that fail to post to the FSR within three to five business days are researched to determine the cause. Contact the DLA-E Help Desk when research efforts via the chain of command are unavailable
- Non-fuel purchases are manually inducted into the iProcurement module in DAI
- At the end of the GFC billing cycle the AO shall reconcile all non-fuel purchases posted against the GFC Account, with the approved request and receipt documentation for each line item appearing on the statement
- The AO will process the invoice for payment in an approved system once reconciliation is complete (e.g., WAWF)
- The SupO/APO will conduct and document reconciliations of allotted funding with ROs and section/department heads that have been appointed as fund holders at least every two weeks

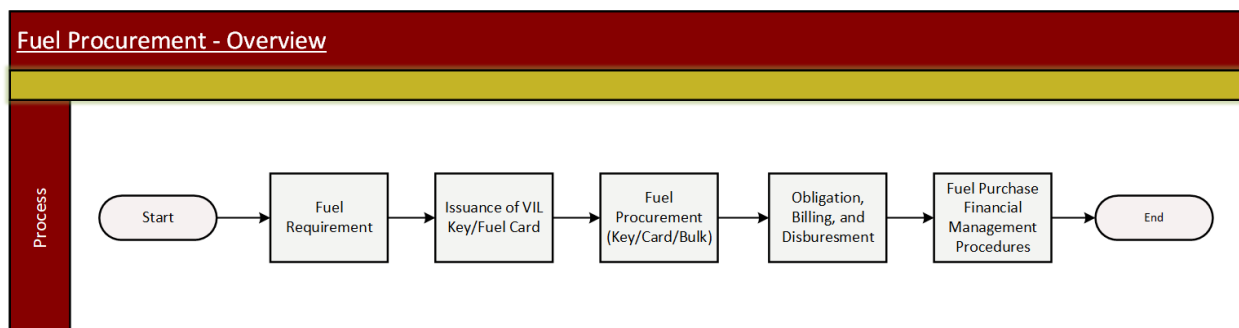



Figure 5 – Fuel Procurement – Process Overview

## 5.0 Fuel Delinquencies and Violations

Fuel program delinquencies and purchase violations are unacceptable, and every effort shall be made to mitigate these circumstances.

- Fuel card users shall be thoroughly knowledgeable of authorized purchases and purchase thresholds
- AIR Cards users will be knowledgeable of DLA approved merchant locations to refuel aircraft. Every effort will be made to forecast aircraft refueling points at DLA approved merchant locations  
NOTE: It is understood that this might not always be the case and there may be a point where aircraft will need to land and refuel at a non-approved DLA merchant location. In the event this occurs the fuel card user shall notify next level HL APC of the purchase
- Certifying officials shall be proactive and establish recurring internal SOP's ensuring payments are posted no later than the due date
- On a monthly basis the HL 3 APC shall review delinquency reports and notify the lower-level HL 4 APC. The fuel card owning APC shall follow up until the delinquency has been resolved
- On a monthly basis the HL 3 APC shall review violation reports and notify the lower-level HL 4 APC. Depending on the purchase violation the lower-level APC shall provide the HL 3 APC the circumstances behind the violation and the date the fuel card user was counseled. In the event of misuse an inquiry shall be conducted concerning the violation

Appendix A: U.S. Bank New User Request Form "CONUS"



## New user request form

Voyager CONUS (Continental United States)

User ID:\*

First name:\*

Middle initial:

Last name:\*

Job title:

Branch of service:\*

Phone:\*

Cell phone:

Email address:\*

Address 1:\*

Address 2:

City:\*

State:\*

Country:\*

Zip code:\*

Time zone:

Other info:

Organization level 4 number:

Organization level 5 number:

Organization level 6 number:

Organization level 7 name (Navy only):

Select one

Fill out this form, and send it to the appropriate email address:

Army

DLAArmyUsers@usbank.com

Navy

DLANavyUsers@usbank.com

Air Force

DLAAirForceUsers@usbank.com

Coast Guard

dod eetcard@uscg.mil

NOTE: Marine Corps utilize Navy

DLANavyUsers@usbank.com

Account number:\*

Account name:\*

Account number:\*

Account name:\*

Account number:\*

Account name:\*

Account number:\*

Account name:\*

Account number:\*

Account name:\*

Account number:\*

Account name:\*


Role:\*

Select one

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U.S. Bank Confidential  
04-0082-01 (B/18) CAT-16621715



Appendix B: U.S. Bank New User Request Form "OCONUS"



## New user request form

Branded Fleet/OCONUS (Outside the Continental United States)

User ID:\*

First name:\*

Middle initial:

Last name:\*

Job title:

Card product\*: ☐ Swipe Sea ☐ DLA Fleet OCONUS

Phone:\*

Cell phone:

Email address:\*

Address 1:\*

Address 2:

City:\*

State:\*

Country:\*

Zip code:\*

Time zone:

Other info:

Fill out this form, and send it to the appropriate email address:

**Army**  
DLAArmyUsers@usbank.com

**Navy**  
DLANavyUsers@usbank.com

**Air Force**  
DLAAirForceUsers@usbank.com

**Coast Guard**  
seacardswipe@uscg.mil

Account number:* <input type="text"/>	Account number:* <input type="text"/>
Account name:* <input type="text"/>	Account name:* <input type="text"/>
Account number:* <input type="text"/>	Account number:* <input type="text"/>
Account name:* <input type="text"/>	Account name:* <input type="text"/>
Account number:* <input type="text"/>	Account number:* <input type="text"/>
Account name:* <input type="text"/>	Account name:* <input type="text"/>

Role\*:

## Appendix C: U.S. Government AIR Card® Accountable Official Nomination Form

<b>U.S. Government AIR Card® Accountable Official Nomination Form</b>																															
<b>Attention DoD/Military and Federal Agencies:</b> It is a requirement to nominate an Accountable Official (AO) to manage the AIR Card® Program. AIR Cards® will not be issued to non-government owned or leased aircraft. In order to qualify as a government leased aircraft, the aircraft must be leased to the government for its exclusive use for a period of at least sixty consecutive days. AIR Cards® for government leased aircraft will be issued through and billable to the government activity lessee and require appointment of an Accountable Official, who is a government employee, DOD/military member and will be responsible for monitoring and controlling the AIR Card® use. Complete and return the AO Nomination Form by clicking on the "submit" button found at the end of the document. Otherwise, print the completed package, sign, date and fax forms to (703) 767-8746 or DSN 427 or scan and send the form to <a href="mailto:aircard@dla.mil">aircard@dla.mil</a> . Failure to return this form will result in the deactivation of your AIR Cards®.																															
<b>Accountable Official Nominee Information:</b> The information provided below should reflect the Accountable Official (AO) at the unit/wing/squadron who is responsible for managing the AIR Cards®. <b>NOTE:</b> A physical mailing address is required for all Federal Express deliveries as they will not deliver to a PO Box address.																															
<table style="width: 100%; border: none;"><tr><td style="width: 30%;"><b>Enter account information</b></td><td style="width: 10%;"><b>DoDAAC/ FEDACC</b></td><td style="width: 10%;"><input type="text"/></td><td style="width: 10%;"><b>Fund Code</b></td><td style="width: 10%;"><input type="text"/></td><td style="width: 10%;"><b>Signal Code</b></td><td style="width: 10%;"><input type="text"/></td><td style="width: 10%;"><b>Sub Account</b></td><td style="width: 10%;"><input type="text"/></td><td style="width: 10%;"><b>Supplem ental DoDAAC</b></td><td style="width: 10%;"><input type="text"/></td></tr><tr><td><b>AIR Card® Customer Number</b></td><td><input type="text"/></td><td><b>Activity Name</b></td><td colspan="4"><input type="text"/></td><td><b>Unit/Wing/ Squadron</b></td><td colspan="2"><input type="text"/></td><td></td></tr></table>										<b>Enter account information</b>	<b>DoDAAC/ FEDACC</b>	<input type="text"/>	<b>Fund Code</b>	<input type="text"/>	<b>Signal Code</b>	<input type="text"/>	<b>Sub Account</b>	<input type="text"/>	<b>Supplem ental DoDAAC</b>	<input type="text"/>	<b>AIR Card® Customer Number</b>	<input type="text"/>	<b>Activity Name</b>	<input type="text"/>				<b>Unit/Wing/ Squadron</b>	<input type="text"/>		
<b>Enter account information</b>	<b>DoDAAC/ FEDACC</b>	<input type="text"/>	<b>Fund Code</b>	<input type="text"/>	<b>Signal Code</b>	<input type="text"/>	<b>Sub Account</b>	<input type="text"/>	<b>Supplem ental DoDAAC</b>	<input type="text"/>																					
<b>AIR Card® Customer Number</b>	<input type="text"/>	<b>Activity Name</b>	<input type="text"/>				<b>Unit/Wing/ Squadron</b>	<input type="text"/>																							
<b>Primary Accountable Official Contact Information:</b>																															
<b>Title</b>		<input type="text"/>			<b>Last Name</b>		<input type="text"/>																								
<b>First Name</b>		<input type="text"/>			<b>Email Address</b>		<input type="text"/>																								
<b>Acty Adrs 1</b>		<input type="text"/>			<b>Acty Adrs 2</b>		<input type="text"/>																								
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<b>Intl Prefix</b>	<input type="text"/>	<b>Country Code</b>	<input type="text"/>	<b>Phone</b>	<input type="text"/>	<b>Extension</b>	<input type="text"/>	<b>DSN</b>	<input type="text"/>	<b>FAX</b>	<input type="text"/>																				
<b>Card Shipping Address:</b> <input type="checkbox"/> Yes <small>same as AO address</small>																															
<b>Shipping Adrs 1</b>		<input type="text"/>			<b>Shipping Adrs 2</b>		<input type="text"/>																								
<b>Shipping City</b>		<input type="text"/>			<b>Shipping State</b>		<input type="text"/>																								
<b>Zip Code</b>		<input type="text"/>			<b>Country</b>		<input type="text"/>																								
<b>Alternate Accountable Official Contact Information:</b>																															
<b>Title</b>		<input type="text"/>			<b>Last Name</b>		<input type="text"/>																								
<b>First Name</b>		<input type="text"/>			<b>Email Address</b>		<input type="text"/>																								
<b>Acty Adrs 1</b>		<input type="text"/>			<b>Acty Adrs 2</b>		<input type="text"/>																								
<b>City</b>		<input type="text"/>			<b>State</b>		<input type="text"/>																								
<b>Zip Code</b>		<input type="text"/>			<b>Country</b>		<input type="text"/>																								
<b>Intl Prefix</b>	<input type="text"/>	<b>Country Code</b>	<input type="text"/>	<b>Phone</b>	<input type="text"/>	<b>Extension</b>	<input type="text"/>	<b>DSN</b>	<input type="text"/>	<b>FAX</b>	<input type="text"/>																				



**Agency/Activity Hierarchy Contact Information:**

HL3 Major Command, Region/Dist, Reserve Component Agency			
HL4 Intermediate Command/Base Command/Agency			
Last Name		First Name	
Email Address		Phone Number	

I hereby nominate the above individual as the Accountable Official for the AIR Card® account identified above. In this context, (he/she) agrees to assume responsibility for AIR cards® associated with this account and their duties are carried out in accordance with Department of Defense Financial Management Regulation Volume 5 Chapter 33, DoD 4140.25-M Chapter 16 and their respective applicable Service Instructions or Policies. Specifically, (he/she) agrees to:

- A. Comply with all policies and procedures
- B. Oversee the use of all AIR cards®, to include review of associated transactions and exception reporting as prescribed in DLA Energy's procedures for card use
- C. Provide Certifying Official with timely and accurate data and information to certify non-fuel invoices billed directly to your organization
- D. Implement internal procedures and controls to minimize opportunities for erroneous payments and safeguard the accuracy of proposed payments
- E. Track any outstanding balances
- F. Promptly report any misuse, loss or theft of any AIR card® in accordance with DLA Energy procedures.
- G. Maintain accuracy of the AIR Card® account contact data for AIR Cards®
- H. Monitor and validate MILSBILLS fuel transactions
- I. Ensure all receipts are retained for 6 years and 3 months
- J. Notify DLA Energy when you are no longer the Accountable Official and provide the contact information for the individual who has taken over the duties.

<b>Authorized Signature (Nominee's Supervisor)</b>		<b>Date Signed</b>	
<b>Full Name and Title (Printed)</b>		<b>Phone Number</b>	
<b>Email Address</b>			

## Marine Corps Government Fuel Procurement User's Manual

U.S. Government AIR Card® Program Aircraft Fuel Tank Capacity Form								
<p>Attention all customers assigned a U.S. Government AIR Card®: All aircraft assigned an AIR Card® must have on file the aircraft's tank capacity, both internal and external, reported and maintained by the current Accountable Official. Failure to report and maintain accurate information will result in suspension of your AIR Cards®. As a management control used to track and validate fuel sales, each questionable transaction will require your immediate attention. Verification of the questionable transaction as well as receipts may be requested by a Government Fuel Card Program Management Office (DESC-K) Account Manager. Please Email this form to <a href="mailto:aircard@dla.mil">aircard@dla.mil</a> or FAX 703-767-8647 (DSN 427)</p>								
DoDAAC	Signal	Fund Code	Sub Account	Sup DoDAAC	Tail Number/BUNO	Mission Design Series (Aircraft Type)	Internal Tank Capacity (US Gallons)	External Tank Capacity (US Gallons)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## **U.S. Government Aviation Into-Plane Reimbursement (AIR) Card® Program**

### **Card User Statement of Understanding (SOU)**

I certify that I have read the "U.S. Government AIR Card® User Guide" and completed the AIR Card® User Training. I understand that I am authorized to use the AIR Card® only for those necessary and reasonable expenses incurred by me for official government business for aviation fuel and authorized ground services and supplies for government owned/leased aircraft.

I understand that the issuance of this U.S. Government AIR Card® to me is an extension of the employee-employer relationship and that I am being specifically directed to:

- Abide by all rules and regulations with respect to the charge card. ....
- Use the charge card only for official government business. ....
- Notify the AO, APC, CPM or GFCPMO of any problems with respect to my usage of the charge card. ....
- Notify the AO, APC, CPM or GFCPMO immediately if my charge card is lost or stolen. ....

#### **(U.S. Government AIR Card® users must initial all the above provisions.)**

I also understand that failure on my part to abide by these rules or to otherwise misuse the card may result in disciplinary action being taken against me and the loss of my security clearance. I also acknowledge the right of the AIR Card® APC, CPM or GFCPMO to revoke or suspend my AIR Card® privileges if I fail to abide by the terms of this agreement. As indicated in the DoD FMR Volume 5, Chapter 33, I am considered an Accountable Official and as such, I may be held liable to the government for improper use of the AIR Card®. (Card User's Signature) (AO, APC or CPM Signature)  
(Card User's Printed Name) (AO, APC or CPM Printed Name)

**NOTE: Service AOs, APCs or CPMs will not authorize usage of an AIR Card® unless the card user signs this Statement of Understanding and receives training as mandated by the DoD 4140-M, Chapter 16.**

**I also understand that failure on my part to abide by these rules or to otherwise misuse the card may result in disciplinary action being taken against me and the loss of my security clearance. I also acknowledge the right of the AIR Card® APC, CPM or GFCPMO to revoke or suspend my AIR Card® privileges if I fail to abide by the terms of this agreement. Official and as such, I may be held liable to the government for improper use of the AIR card®.**

\_\_\_\_\_  
Signed By  
(Card User's Signature)

\_\_\_\_\_  
Signed By  
(AO, APC, or CPM Signature)

\_\_\_\_\_  
Signed By  
(Card User's Printed Name)

\_\_\_\_\_  
Signed By  
(AO, APC, or CPM Printed Name)

**NOTE: Service APCs or CPMs will not authorize usage of an AIR Card® unless the card user signs this Statement of Understanding and receives training as mandated by the DoD 4140-M, Chapter 16.**

## Appendix D: Fuel Related References

Reference	Summary/Overview
DLA-E P-08 Fuel Card Program	Established responsibilities and procures to prepare and administer the DoD Fleet Card Task Order under the GSA SmartPay®, SEA Card®, and the AIR® Card contracts
DLA-E P-05 Vehicle Identification Link (VIL) Key Encoding, Accountability, and Control	Establish procedures for VIL Key encoding and prescribes accountability and control measures
DLA-E P-29 EPoS Customer QR Codes	Implements policy, assigns responsibilities and provides procedures for managing Customer QR codes, a form of APSM used in the DLA-E EPoS system
DLA-E P-30 DFSP EPoS Facility Responsibilities	Implement's policy assigns responsibilities and provides procedures for the use of the EPoS Fixed and Mobile Devices at the DFSPs.
NAVSUPINST 4200.97A/NOV 16	Establishes DON policies and procedures for the operation and management of the DoN AIR Card program
NAVSUPINST 4200.98B/NOV 16	Establishes DON policies and procedures for the operation and management of the DoN Fleet Card program
NAVSUPINST 4200.101/NOV 16	Establishes DoN policies and procedures for the operation and management of the DON Swipe Sea Card program
MCO 4400.201/JUN 18 Volume 17 Financial Liability Investigation of Property Loss (FLIPL)	Provides policy, procedures, and defines responsibilities governing the FLIPL process. This policy ensures that Marine Corps processes and procedures are in compliance with DoD regulations for documenting, investigating, and assessing financial liability for government property that is lost, damaged, destroyed, or stolen
MCO 4400.201/JUN 16 Volume 3 Retail Supply Management	Establishes supply policy for use in the effective control of Marine Corps resources, such as ground equipment, materiel, and services, processed through Marine Corps retail-level supply organizations as well as accountability and storage of military equipment when maintained by non-retail level commands (e.g., Remote Storage Activities)
MCO 7300.21B/MAY 15	Publishes policy which provides comptrollers and fund managers with standard operating procedures (SOP) pertaining to the preparation, recording, reconciling, reporting, and maintenance of financial records through all stages of funds management
DODM 4140.25/MAR 18	Is the DoD management policy for energy commodities and related services
Naval Message, Management Of MILSTRIP Fuel Procurement For Ground Assets Apr 2018	The purpose of this message is to provide guidance to improve controls, processes and procedures for Military MILSTRIP procurement of fuel in support of ground assets.

## Appendix E: DON Consolidated Card Program Contact Information

The following offices can be contacted for assistance with fuel card training.

Title	Phone	Electronic Mail
CCPMD Training Desk	717-605-3065	<a href="mailto:DoN_ccpmd_training@navy.mil">DoN ccpmd training@navy.mil</a>
Fleet Card	717-605-3041	<a href="mailto:fleet_card@navy.mil">fleet_card@navy.mil</a>
AIR Card	717-605-4572	<a href="mailto:air_card@navy.mil">air_card@navy.mil</a>
SEA Card	717-605-4572	<a href="mailto:navsup_hq_seacard@navy.mil">navsup_hq_seacard@navy.mil</a>
SWIPE SEA Card	717-605-3041	<a href="mailto:navsup_hq_swipesea@navy.mil">navsup_hq_swipesea@navy.mil</a>
LOGFUEL Card	703-589-6125 571-363-8765	<a href="mailto:DoDLogisticsFuelCard@dla.mil">DoDLogisticsFuelCard@dla.mil</a>
DLA Counsel Energy's Office	703 767-5020	<a href="mailto:energy.helpdesk@dla.mil">energy.helpdesk@dla.mil</a>

## Appendix F: DLA Fuel Card Points of Contact

The following offices can be contacted for more information about working with DLA Energy for your fuel card needs.

Title	Phone	Electronic Mail
AIR Card® Program Manager	703-589-6049	<a href="mailto:AIRCard@dla.mil">AIRCard@dla.mil</a>
SEA Card® Program Manager	703-589-6049	<a href="mailto:SEACard@dla.mil">SEACard@dla.mil</a>
Fleet Card Program Manager	703-589-6125	<a href="mailto:DoDfleetcard@dla.mil">DoDfleetcard@dla.mil</a>
Swipe SEA Card® Program Manager	703-589-6125	<a href="mailto:DLAenergySwipeSeacardProgram@dla.mil">DLAenergySwipeSeacardProgram@dla.mil</a>
LOG Fuel Card® Program Manager	703-589-6125	<a href="mailto:DoDLogisticsFuelCard@dla.mil">DoDLogisticsFuelCard@dla.mil</a>
EPoS DLA-E Help Desk	1-800-446-4950	<a href="mailto:energy.helpdesk@dla.mil">energy.helpdesk@dla.mil</a>
U.S. Navy/Marine Corps Customer Account Specialist	571-363-8765	<a href="mailto:fuelcards@dla.mil">fuelcards@dla.mil</a>

The Standard Form-44 (SF) is a pocket-sized purchase order form designed for on-the-spot, over-the-counter purchases of supplies and services while away from the purchasing office or at isolated activities. It is a multipurpose form that can be used as a purchase order, receiving report, invoice, and public voucher. Since the SF-44 does not contain any of the general clauses or provisions normally found on purchase orders, it is used only when the purchase method will not work.

The SF 44 may be used if all the following conditions exist:

Supplies and services are immediately available from contractor stocks in the local trade area or are readily obtainable from establishments in the local trade area regularly performing services of the type required.

The use of the SF-44 is determined to be more economical and efficient than the use of any other small purchase method.

The applicable decision of exception and necessary documentation has been made before procurement of a foreign item.

## Preparation and Execution

An authorized individual prepares the SF-44 in quadruplicate. Although the title of the form includes the term *Purchase Order*, a SF 44 is not executed before delivery or performance by the contractor. For detailed instructions in the preparation of the SF 44, refer to NAVSUP P-560, chapter 13.



## Appendix H: Acronym Listing

Acronym	Definition
ADC I&L LF	Assistant Deputy Commandant, Installations and Logistics Facilities
APSM	Authorized Purchase Source Media
AIR Card	Aviation Into-Plane Reimbursement Card
APC	Agency Program Coordinator
APO	Accountable Property Officer
DAI	Defense Acquisition Initiative
DFARS	Defense Federal Acquisition Regulation Supplement
DFSP	Defense Fuel Service Point
DLA	Defense Logistics Agency
DOA	Delegation of Authority
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Directory
DON	Department of the Navy
EEBP	Enterprise External Business Portal
EIS	Enterprise Information Services
EPoS	Electronic Point of Sale
FIM	Fuel Infrastructure Management
FSR	Financial System of Record
GCSS-MC	Global Combat Support System – Marine Corps
GFC	Government Fuel Card
GSA	General Services Administration
HQMC	Head Quarters Marine Corps
HL	Hierarchy Level
LOGFUEL	Logistics Fuel
MARCORLOGCOM	Marine Corps Logistics Command
MARCORSYSCOM	Marine Corps Systems Command
MARFOR	Marine Forces

MCEITS	Marine Corps Enterprise Information Technology Services
MCICOM	Marine Corps Installations Command
MCRC	Marine Corps Recruiting Command
MEF	Marine Expeditionary Force
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MLG	Marine Logistics Group
NAVSUP	Naval Supply Systems Command
NCIS	Naval Criminal and Investigation Service
POC	Point of Contact
QR	Quick Response
RO	Responsible Officer
RI	Responsible Individual
SEA Card	Swipe Ship's Bunker's Easy Acquisition Card
SOU	Statement of Understanding
SupO	Supply Officer
TM	Terminal Manager
TECOM	Training and Education Command
UID	Unique Identification Code
VIL Key	Vehicle Identification Link Key
VPMM	Vehicle Purchase Media Manager
WAWF	Wide Area Work Flow