



**DEFENSE LOGISTICS AGENCY**  
**ENERGY**  
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## DLA Energy P-29: EPoS CUSTOMER QR CODES

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- OPR:** DLA Energy Business Process Support (DLA Energy-BA)
- OCR:** DLA-J62BG (Electronic Point of Sale (EPoS) Program Manager  
DLA Energy Supplier Operations (DLA Energy-FE)  
DLA Finance Energy (DLA Finance Energy F8-F)  
DLA Energy Regions
- Effective:** This guidance is effective upon signature of approving authority.
- Releasability:** Available to users with common access card authorization on the DLA Energy Publications webpage:  
<https://dla.deps.mil/sites/dlaenergy/scm/SitePages/Publications.aspx>
- Applicability:** All activities that purchase and manage fuel from the Defense Working Capital Fund inventory utilizing the DLA EPoS Fixed and Mobile devices in accordance with DLA Energy P-30.
- Assistance:** If EPoS assistance is needed or you have other questions, call the DLA Energy Help Desk at 1-800-446-4950 or email [energy.helpdesk@dla.mil](mailto:energy.helpdesk@dla.mil).
- Purpose:** This document implements policy, assigns responsibilities and provides procedures for managing Customer Quick Response (QR) codes, a form of Authorized Purchase Source Media (APSM) used in the DLA Electronic Point of Sale (EPoS) system. For guidance pertaining to other forms of APSM, refer to DoDM 4140.25.
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## **SECTION 1: RESPONSIBILITIES**

**1.1. RESPONSIBLE OFFICER (RO), TERMINAL MANAGER (TM) OR ORGANIZATION COMMANDER (OC)** will: appoint a Vehicle Purchase Media Manager(s) (VPMM).

**1.2. VEHICLE PURCHASE MEDIA MANAGER** will:

- a. Accept VPMM responsibilities.
- b. Apply for required EPoS system access roles and attach VPMM appointment letter to Account Management and Provisioning System (AMPS) role request.
- c. Process DLA Energy Form 2063 (DLA Energy Request for Customer QR Code). Available at <https://www.dla.mil/Forms/DLFormList/>
- d. Issue temporary QR codes to customers.
- e. Notify the VPMM Appointing Authority at least two weeks prior to permanent departure.
- f. Respond to the annual AMPS annual Revalidation request to maintain system access.

**1.3. DLA ENERGY AUTHORIZED CUSTOMERS** will:

- a. Send an accurate and complete DLA Energy Form 2063, Request for Customer QR code, to the VPMM. The form is location at [https://www.dla.mil/Forms/DLFormList.](https://www.dla.mil/Forms/DLFormList/)
- b. Acknowledge receipt of permanent QR Codes.
- c. Request deactivation of QR codes no longer required.
- d. 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.

**1.4. DLA ENERGY HELP DESK** will

- a. Issue permanent QR codes.
- b. Upload the DLA Energy Form 2063 signed receipt to EPoS Enterprise.

c. 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.

## SECTION 2: PROCEDURES

**2.1. GENERAL.** Customer QR codes are another form of Authorized Purchase Source Media (APSM) used to buy petroleum and aerospace products from DLA Energy. Upon receiving a DLA Energy Form 2063, the VPMM enters all the data into EPoS Enterprise and issues a temporary QR code to the requesting customer. The DLA Energy 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 is received, the customer emails a signed copy of the completed DLA Energy Form 2063 for the receipt of the QR code to the DLA Energy Help Desk at [energy.helpdesk@dla.mil](mailto:energy.helpdesk@dla.mil) to avoid deactivation. If you have other questions or EPoS assistance is needed, call the DLA Energy Help Desk at 1-800-446-4950 or email [energy.helpdesk@dla.mil](mailto:energy.helpdesk@dla.mil).

### 2.2. VPMM APPOINTMENT.

a. Responsible Officer, Terminal Manager or Organization Commander.

(1) RO/TM/OC appoint one or more VPMMs. See Figure 1 for appointment letter for VPMM. IF VPMM Duties are to be performed by other than the RO/TM at a DFSP a VPMM Appointment Waiver (see Figure 2) will be submitted thru the SCP for approval. The DFSP will retain a copy of the waiver for record and file in accordance with DLA Energy P-3.

(2) The appointment is not to exceed (NTE) two years from effective date.

(3) Complete, sign and send appointment letter to appointee.

(4) If appointment authority changes, term date ends or personnel change/leave, renew or appoint new personnel to avoid lapse in oversight.

b. VPMM Appointee.

(1) Accept appointment as the VPMM by signing the appointment letter. The appointment remains effective for two years unless terminated and/or a replacement is appointed to avoid gap in coverage.

(2) Apply for the Energy EPoS Enterprise Prod Customer Master Data EPoSE-105 Role in AMPS. The role provides the ability to add customer equipment and associate it with the equipment billing information listed on the DLA Energy Form 2063 to create customer QR codes within EPoS Enterprise.

(a) In the AMPS Request Justification & Supporting Details field, enter “Appointed to be a Vehicle Purchase Media Manager (VPMM).”

(b) Attach VPMM Appointment Letter and VPMM Appointment Waiver if applicable to the initial AMPS request.

(c) Respond to annual access role validations.

**FIGURE 1: SAMPLE VPMM APPOINTMENT LETTER**

DATE
MEMORANDUM FOR RECORD: VPMM APPOINTMENT
SUBJECT: Appointment for Electronic Point of Sale (EPoS) Vehicle Purchase Media Manager (VPMM).
1. In accordance with DLA Energy P-29, EPOS Customer QR Codes, this letter appoints (NAME) to be a VPMM for (DFSP/SITE).
2. I hereby acknowledge appointment as the Vehicle Purchase Media Manager for (DFSP/SITE) specified in the appointment letter. I have read DLA Energy P-29 and understand my responsibilities to create and manage the organizations Customer QR codes and acknowledge the financial responsibilities thereof. Further, I acknowledge the requirement to notify the appointing authority in writing at least two weeks prior to any anticipated transfer.
VPMM Signature _____ Date: _____ Comm/DSN Telephone: _____ E-mail: _____
Appointer Signature _____ Date: _____ Comm/DSN Telephone: _____ E-mail: _____

**FIGURE 2: SAMPLE VEHICLE PURCHASE MEDIA MANAGER APPOINTMENT  
WAIVER.**

	DATE	
MEMORANDUM FOR: (Input Activity)		
SUBJECT: Waiver for Appointment of Vehicle Purchase Media Manager (VPMM).		
1. In accordance with DLA Energy P-29, request waiver to appoint a VPMM(s) from (Insert DFSP) RO/TM to the organization designated in para. 2.		
2. The following location will appoint a VPMM.		
DFSP/LOCATION	APPOINTING AUTHORITY	
3. Reason for waiver.		
<hr/>		
<hr/>		
Requestor Signature _____	Date: _____	
Comm/DSN Telephone: _____	E-mail: _____	
Service Control Point Representative		
Concur _____	Non-Concur _____	Date: _____
SCP Representative Signature _____	Date: _____	
Comm/DSN Telephone: _____	E-mail: _____	

### **2.3. REQUEST FOR QR CODES.**

a. Submit DLA Energy Form 2063.

(1) Download the form from <https://www.dla.mil/Forms/DLFormList/>.

(2) Only one unique QR code is authorized for each piece of equipment to include vehicles, lifts, tractors, etc. listed on the form. Exceptions:

(a) Two unique codes are authorized for a vehicle, when one code is used for vehicle fuel and the other for bulk purchases.

(b) One QR code can be used for multiple fuel cans.

(3) 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.

(4) Send signed form to the VPMM.

b. Authorized Temporary Vehicles.

(1) Personnel on temporary duty assignments are not authorized QR codes for rental vehicles.

(2) Commercial vehicles leased or rented by a base/installation for temporary vehicle fleet augmentation or in supporting special events are authorized QR codes.

(3) QR codes are authorized for issue to DLA Energy authorized foreign government or Non-DoD customers that use commercial rental vehicles or US government vehicles during US military installation visits.

(4) 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.

### **2.4. CREATE AND MAINTAIN CUSTOMER QR CODES.**

a. VPMM creates Customer QR Codes.

(1) Ensure DLA Energy Form 2063 received is complete and signed.

(2) Log into EPoS Enterprise and add customer equipment listed on the DLA Energy Form 2063. Associate the equipment to the equipment billing information indicated on the form.



If the equipment billing information data on the form does not match the equipment billing information master data in EPoS Enterprise, contact the customer to obtain a corrected form.

(3) When processing a bulk QR code request, submit a help desk ticket and attach the DLA Energy Form 2063. The help desk will create the QR codes and provided notification when complete.

(4) Upload a copy of the request Form for each QR code created in EPoS Enterprise and file in accordance with DLA Energy P-3.

b. Temporary Customer QR code.

(1) VPMM prints a Temporary QR code and sends to the customer email address on the DLA Energy Form 2063.

(2) The equipment ID assigned by the owning organization is displayed directly below the barcode that allows for identification of the equipment assigned the QR code.

(3) The customer prints the 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.

c. Permanent Customer QR Code.

(1) Printing the temporary QR code sends a systematic notice to the DLA Energy Help Desk to mail a permanent QR code to the customer address listed on the request form.

(2) The DLA Energy 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 Energy Form 2063 sent to the VPMM.

(3) The customer signs the receipt signature block of the original DLA Form 2063 and returns the completed form to the DLA Energy 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 Energy Help Desk will result in deactivation of the customer QR code and require a new DLA Form 2063 to be submitted.

(4) The DLA Energy Help Desk uploads the DLA Energy Form 2063 signed receipt to EPoS Enterprise and sends confirmation email to requester.

(5) The customer will attach the Permanent QR Code on the vehicle/equipment in a place that allows easy scanning during refuel. (Note: If attaching the QR Code to vehicle/equipment is not possible, establish local procedures to secure and prevent misuse of the code).

d. QR Code Maintenance.

(1) Changes to DODAAC associated with equipment billing information or Equipment ID, require a new DLA Energy Form 2063 be submitted. All other changes, call the DLA Energy Help Desk at 1-800-446-4950 or email: [energy.helpdesk@dla.mil](mailto:energy.helpdesk@dla.mil).

(2) 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.

(3) Locking/Unlocking QR codes. A QR code can be temporarily locked and be made unusable. If this action is needed, contact the DLA Energy 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.

(4) 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 Energy 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.

(5) Refer to the DLA Energy Fuels Training Portal at <https://www.fuelstraining.com> for EPoS user guides, DLA Energy Base Level System Access Matrices, training videos and other resources.

## GLOSSARY

### G.1 ACRONYMS.

AMPS	Account Management and Provisioning System
APSM	Authorized Purchase Source Media
CRM	Customer Relationship Management
DFSP	Defense Fuel Supply Point
DLA	Defense Logistics Agency
DLA Finance Energy	DLA Finance Energy
F8-F	
DLA Energy FENA	Supply Chain Management Inventory Accountability Division
EPoS	Electronic Point of Sale
J62BG	Electronic Point of Sale (EPoS) Program Manager
NTE	Not To Exceed
OC	Organization Commander
QR	Quick Response Codes
RO	Responsible Officer
SCP	Service Control Point
TM	Terminal Manager
VPMM	Vehicle Purchase Media Manager

## **REFERENCES**

DLA Energy P-3, "Document/Data Control and Retention," current edition  
DLA Energy P-30, "DFSP EPOS Facility Responsibilities," current edition  
DoDM 4140.25, Volume 10, "DoD Management of Energy Commodities: Sales Accountability and Documentation Management," current edition