

SUPPORTING STATEMENT - PART A

DLA Energy Request for Customer QR Code

0704-0640

Summary of Changes from Previously Approved Collection

- The number of responses has increased due to the current number of Vehicle Purchase Media Managers (VPMs). In result, this has increased the burden.
- The wages has increased to match the current year's numbers.

1. Need for the Information Collection

Entities with a fuel purchase agreement with DLA Energy, including DoD, Federal Agencies, Federal Contractors, and Non-US Government Entities, can request a Customer Quick Response (QR) code to purchase petroleum and aerospace products from DLA Energy via the DLA Form 2063, "DLA Energy Request for Customer QR Code."

DoD Manual 4140.25, "DoD Management of Energy Commodities: Sales Accountability and Documentation Management," authorizes customers to use several forms of Authorized Purchase Source Media (APSM) to buy fuel from Defense Logistics Agency (DLA) Energy. One of these methods is via Customer QR codes. DLA Energy Publication P-29, "EPoS Customer QR Codes," implements policy, assigns responsibilities, and provides procedures for managing Customer QR codes.

2. Use of the Information

DLA Energy customers fill out the DLA Form 2063, and provide POC, delivery address, equipment billing and equipment attribute information needed to create a Customer QR code. This form is a fillable PDF and may be downloaded from the DLA Forms website at: <https://www.dla.mil/Working-With-DLA/Forms/DLFormList/>.

Once completed, customers email the form to a Vehicle Purchase Media Manager, primarily located at a Defense Fuel Support Point, who inputs the form information to the DLA Energy Electronic Point of Sale System to create Customer QR codes. The customer will retain the original form until they receive the QR code labels.

The DLA Energy Help Desk receives a systematic notice to create and send one or more permanent QR code labels to the customer address obtained from the form. The customer receives the label and applies it to applicable equipment for future purchases of capitalized fuel from DLA Energy Fuel Support Points.

When the codes arrive in the mail, the customer signs the receipt portion of the DD Form 2063 and emails the completed form to the DLA Energy Help Desk within five business days after first use of the code to avoid its deactivation, thereby completing the process.

3. Use of Information Technology

The DLA Energy Form 2063 is a fillable and signable PDF that is downloaded from the DLA Energy forms repository then emailed to DLA Energy. All means to obtain, complete, and return the form are 100% electronic. The form is an interim media until a future web-based format is available. DLA Energy expects to implement such a format in the next two years.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

Information is collected on an as-needed basis. Requesting activities need only submit their request once via DLA Energy Form 2063 as the created Customer QR code is permanent.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2) or other policy.

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Tuesday, August 5, 2025. The 60-Day FRN citation is 90 FR 37474.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Wednesday, December 10, 2025. The 30-Day FRN citation is 90 FR 50745.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement is not required for this collection because we are not requesting individuals to furnish personal information for a system of records.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

Records Retention and Disposition Schedule is DLA Energy/NARA File Code Designation 5335.7: Maintain for two years after deactivation then archive in accordance with DoD regulation.

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument

DLA Energy Form 2063

- a) Number of Respondents: 2,782
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 2,782
- d) Response Time: 1 hour
- e) Respondent Burden Hours: 2,782

2) Total Submission Burden

- a) Total Number of Respondents: 2,782
- b) Total Number of Annual Responses: 2,782
- c) Total Respondent Burden Hours: 2,782

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument
DLA Energy Form 2063
 - a) Number of Total Annual Responses: 2,782
 - b) Response Time: 1 hour
 - c) Respondent Hourly Wage: \$44.18
 - d) Labor Burden per Response: \$44.18
 - e) Total Labor Burden: \$122,908.76
- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 2,782
 - b) Total Labor Burden: \$122,909

The Respondent hourly wage was determined by using data from the U.S. Bureau of Labor Statistics for the Professional and business services category in June 2025:
<https://www.bls.gov/iag/tgs/iag60.htm#workforce>

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) Collection Instrument
DLA Energy Form 2063
 - a) Number of Total Annual Responses: 2,782
 - b) Processing Time per Response: 0.5 hour
 - c) Hourly Wage of Worker(s) Processing Responses: \$44.18
 - d) Cost to Process Each Response: \$22.09
 - e) Total Cost to Process Responses: \$61,454.38
- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 2,782
 - b) Total Labor Burden: \$61,454.38

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: \$0
 - e) Licensing Costs: \$0

f) Other: \$0

2) Total Operational and Maintenance Cost: \$0

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$61,454.38

2) Total Operational and Maintenance Costs: \$0

3) Total Cost to the Federal Government: \$61,454

The Respondent hourly wage was determined by using data from the U.S. Bureau of Labor Statistics for the Professional and business services category in June 2025:
<https://www.bls.gov/iag/tgs/iag60.htm>.

15. Reasons for Change in Burden

The burden has increased since the previous approval due to an increase in respondents and an increase in hourly wages. There was an increase in respondents due to the increase in VPMMs.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.