



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 4020.1  
G-4/OPS

13 MAR 2026

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER  
4020.1

From: Commanding General  
To: Distribution List

Subj: FUEL MANAGEMENT ABOARD MARINE CORPS BASE CAMP LEJEUNE

Ref: See enclosure (2)

Encl: (1) Base Fuels Order  
(2) Reference Summary  
(3) DLA Energy Request for Customer QR Code  
(4) Authorization to Process Ground Reissues  
(5) MCIEAST-MCB CAMLEJ Training Exercise Request for  
Environmental Impact Review  
(6) Daily Above Ground Storage Tank (AST)/Container Storage  
Area Inspection Log  
(7) Weekly Storage Tank System Inspection Checklist  
(8) Appointment/Termination Record - Authorized Signature  
(9) Misuse of Customer Quick Response (QR Code) and/or  
Dispensing Equipment

1. Situation. Current Defense Logistics Agency Energy (DLA-E) and Marine Corps policies are driving a change in procedures for the acquisition, procurement, and management of fuel across the enterprise. This Order sets forth detailed rules and regulations which are applicable to the management of fuel operation aboard Marine Corps Base Camp Lejeune (MCB CAMLEJ), assigning responsibilities and providing procedures in sufficient detail to assure the safe and efficient daily conduct of fuel operations.

2. Mission. Establish standardized operating procedures for fuel procurement and management aboard MCB CAMLEJ, tenant commands and outlying training areas.

3. Execution

a. Commanders Intent and Concept of Operations

(1) Commander's Intent. To provide policy and procedural guidance for fuel procurement and management aboard the Installation, tenant commands, and outlying training areas. This shall be accomplished through implementation of improved policy, guidance, and integrated best business practices.

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13 MAR 2026

(2) Concept of Operations. This Order is directive in nature and encompasses Federal, Department of War (DoW), and Department of the Navy (DON) laws, regulations, and policies for managing fuels aboard MCB CAMLEJ.

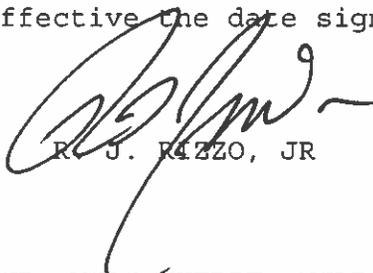
b. Coordinating Instructions. All requests to deviate from the provisions of this Order shall be submitted to the MCB CAMLEJ Fuels Officer. Recommended changes to this Order shall be submitted to the MCB CAMLEJ Fuels Officer.

5. Administration and Logistics. The rules and regulations established by this Order do not supersede orders and instructions issued by higher authority, nor do they relieve the users of the responsibility to exercise good judgement and observe safety precautions. Any records created as a result of this directive must be maintained in accordance with references (b) through (d).

6. Command and Signal

a. Command. This Order is applicable to all Marine Corps Installations East (MCIEAST)-MCB CAMLEJ military, DoW Civilians, Non-Appropriated Funds (NAF) Civilians, contractors (service and general) working aboard the installation, and tenant commands. This Order also applies to activities including NAF facilities and operations that are under Marine Corps Community Services (MCCS).

b. Signal. This Order is effective the date signed.



R. J. RIZZO, JR

DISTRIBUTION: A/B/C (Less MCAS NR, MCAS CHERPT, MCLB ALBGA, MCSP BIC)

13 Mar 2026

## TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
<b>Chapter 1</b>	<b>INTRODUCTION .....</b>	<b>1-1</b>
1.	Purpose .....	1-1
2.	Scope .....	1-1
3.	Applicability.....	1-1
4.	References.....	1-1
5.	Definitions.....	1-1
6.	Fraud.....	1-1
7.	Safety.....	1-2
8.	Hazardous Material.....	1-2
<b>Chapter 2</b>	<b>TRAINING .....</b>	<b>2-1</b>
1.	Purpose .....	2-1
2.	Operational Training .....	2-1
3.	Environmental Training.....	2-2
4.	Safety Training.....	2-2
<b>Chapter 3</b>	<b>FUEL PROCUREMENT DEVICES.....</b>	<b>3-1</b>
1.	Purpose.....	3-1
2.	Fuel Cards.....	3-1
3.	Obtain Quick Response (QR) Codes .....	3-2
<b>Chapter 4</b>	<b>FUEL TERMINAL PROCEDURES.....</b>	<b>4-1</b>
1.	Purpose.....	4-1
2.	Locations.....	4-1
3.	Receiving Fuel.....	4-2
4.	Fuel Return.....	4-3

13 Mar 2026

## Chapter 1

Introduction

1. Purpose. This Order provides fuels managers and operators with the necessary guidelines, general knowledge, and references to purchase, procure, and store fuel aboard MCB CAMLEJ. This Order is intended to be a guide to provide an overall understanding of fuels receipts, storage, and issue. This Order prescribes internal controls, procedures, policy, and responsibilities for the standardized management of fuels and fuels infrastructure to ensure accurate accountability, auditability, and visibility.
2. Scope. This Order prescribes fuels management policy, guidance, and direction. It is applicable to and has been structured to cover major facets of fuels. The contents are limited to technical and operational procedural information of a general nature. Appropriate references are noted and should be consulted for detailed information and guidance.
3. Applicability. This Order guides the execution of fuels and fuels infrastructure management standards and procedures. It applies to all organizations and personnel who are responsible for the receipt, storage, transfer, and issue of fuels. Volume 1 of reference (g) describes the general roles and responsibilities of personnel who operate or maintain Marine Corps property.
4. References. Applicable policy, regulations, and directives are referenced to ensure standardization of fuels management. Organizations and responsible individuals should have a working knowledge of the references outlined in enclosure (2).
5. Definitions
  - a. Fuels are defined as petroleum and oil-based products for the purpose of this Order.
  - b. Site Manager, Terminal Manager, and Responsible Officer (RO) are relatively synonymous terms used throughout DoW, DON and the Marine Corps when referring to individuals in charge of fuels and fuels infrastructure. The term RO is used in this Order when denoting the fuels site manager or the unit's representative in charge of fuels.
6. Fraud. Suspected fraudulent acts must be reported to the appropriate personnel to ensure the Marine Corps is a good steward of government resources. Any suspected or detected incident of fraud shall be immediately reported to their leadership and the proper authorities. Reporting fraudulent acts, no matter who the offender, is the responsibility of all personnel regardless of their rank, grade level, position, or assigned mission responsibility.

13 Mar 2026

7. Safety. Safety is the top priority for Marine Corps personnel. It is not the function of this Order to assess safety concerns, but safety deficiencies should not be ignored when discovered. Reference(e) provides additional information on the Marine Corps' safety program.

8. Hazardous Material. Fuel is classified as a hazardous material in accordance with reference (f). Volume 9 of reference (f) discusses minimizing hazardous material through sustainable procurement and pollution prevention. Requirements for hazardous material and hazardous substance spills are discussed in volume 7 of reference (f).

13 Mar 2026

## Chapter 2

Training

1. Purpose. This chapter prescribes responsibilities and policy ensuring compliance with environmental training, education requirements, and standards. Personnel, including contractors, responsible for handling petroleum, oils, and lubricants (POL) shall be trained and qualified to perform their assigned responsibilities. They shall be aware of the hazards in handling fuels and lubricants, as well as the applicable safety and operating procedures. Established guidelines shall include an individual training program and documented training. Training materials, courses, and resources (e.g., MarineNet, NavyOnline, Naval Civil Engineer Corps Officers School, Army Logistics University, Air Force Institute of Technology Civil Engineer School, Interservice Environmental Education Review Board, classes, and other existing training resources) are available and should be utilized to the maximum extent practicable rather than developing new initiatives. Additional fuels training can be accessed at [www.fuelstraining.com](http://www.fuelstraining.com). Consult references for additional training information. Comprehensive Environmental Training and Education Program offers EM103 for all drivers aboard the installation.

2. Operational Training. Personnel storing, issuing, and testing fuel shall be trained through informal courses, formal courses, and series of apprenticeship programs for each major system to be operated. It is essential to the safety of fuel handling operations that personnel be properly trained. Only those personnel qualified shall be involved in refueling operations from source to nozzle.

a. Personnel Informal Training. Courses shall be developed using references (l), through (n) to emphasize safety and procedural requirements and how they apply to the local facilities, equipment, and operations. Personnel shall be required to demonstrate their acquired knowledge.

b. Refueling Vehicle Operator Certification. Active-duty military and civil service drivers shall carry a current Optional Form 346 (OF-346) U.S. Government Motor Vehicle Operator's Identification Card and comply with the requirements delineated in NAVFAC P-300, "Management of Transportation Equipment". In addition, driver training and certification must comply with all applicable local, state, and Federal laws per reference (n). DoW contractor personnel assigned to operate either government owned or leased motor vehicles shall be certified by the contractor as being fully qualified to operate the vehicles. Drivers shall be licensed for the class vehicles they are operating and shall comply with the licensing requirements of the local activity.

c. Nozzle Operators' Training and Certification. Nozzle operators shall be thoroughly trained and certified in accordance with the applicable directives for the type, model, and series of aircraft being refueled.

13 Mar 2026

d. Contractor employees performing fuel duties shall be company trained and certified. Certification shall include a written or oral examination as well as direct observation of the employee performing the certified duties. The RO and Contracting Officer Representative (COR) shall maintain training records and certifications. The RO and COR shall verify training and certification have been accomplished.

3. Environmental Training. Responsibilities for environmental training and education cross many functional and operational areas. Almost all environmental laws and their implementing regulations require training, either by mandate or implication. Consult reference (f) for additional training information.

4. Safety Training. The RO and COR shall coordinate with the installation safety managers for safety training. The Fuels RO shall provide safety training for all personnel assigned to a fuel's operation under their control. They shall ensure attendance at all safety and operational risk management training. Consult reference (e) for additional training information.

13 Mar 2026

### Chapter 3

#### Fuel Procurement Devices

1. Purpose. This chapter assigns responsibilities and provides procedures to procure fuel using Government Fuel Cards (GFCs), 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, Quick Response (QR) Codes, Electronic Point of Sale (EPOS).

#### 2. Fuel Cards

##### a. Fleet Voyager Card

(1) Used to procure ground fuel, parts, maintenance and roadside assistance worldwide at commercial service stations on official government business.

(2) Limited to vehicles owned and leased by the Marine Corps (i.e. cars, trucks, forklifts, small boats, tugs, barges, and similar vehicles or equipment as authorized by the activity).

##### b. AIR Card

(1) Used to procure aviation fuel, fuel-related supplies, and approved ground services worldwide at both DLA Energy contract locations and at DLA approved merchant locations.

(2) Not authorized for the purchase of bulk fuel.

##### c. SEA Card

(1) Used to procure fuel in support of vessels that cannot meet the minimum quantity on DLA Energy bunker contracts.

(2) Intended for use at marinas where small boats can "gas and go."

##### d. LOGFUEL Card

(1) Provides a more efficient and effective method of obtaining fuel for small and unsupportable requirements.

(2) Quantity requirements are limited to 10,000 gallons in the Continental United States (CONUS) and 20,000 gallons Outside CONUS (OCONUS).

(3) 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.

13 Mar 2026

(4) The use of the LOGFUEL Card is intended as a last resort option when submission via DLA Form 2053 enclosure (3) is unsupported.

(5) Use of the LOGFUEL Card does not guarantee DLA Energy Standard Pricing for the procurement of fuel. All costs associated with the procurement of fuel (i.e. delivery) may be charged separately by the vendor.

e. VIL Key. Used to purchase Defense Working Capital Fund (DWCF) fuel products.

f. QR Codes

(1) QR codes can be affixed to vehicles and equipment or mounted on a white plastic card. The QR Code is linked to a designated fuel billing account.

(2) Reference AG provides detailed information when handling Temporary Loaned Equipment, Transient Equipment and Transferred equipment.

(3) When submitting DLA Form 2063, enclosure 3, block 32 must be signed by someone appointed on a DD Form 577, enclosure (8).

g. EPoS

(1) Captures real-time military fleet management fuel retail transactions at unattended military service stations, mobile ground fuel transactions and aviation fuel transactions.

(2) EPoS sends data to the Enterprise External Business Portal (EEBP), which interfaces with Defense Agencies Initiative (DAI) for seamless financial management.

(3) EPoS directly interfaces with QR Codes as VIL Keys are transitioned out.

### 3. Obtain Quick Response (QR) Codes

a. In accordance with reference (ag), all units shall apply for QR Codes utilizing DLA Energy Form 2063, enclosure (3).

(1) While waiting for permanent QR Codes, a temporary QR code will be issued for immediate use.

(2) Reference (ag) paragraph 2.3.a.2, directs that only one unique QR code is authorized for each piece of equipment with the following exceptions.

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

13 Mar 2026

MTVR with SixCons, MK-16 with Flatrack Refuel Capable, etc).

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

b. Rental Vehicles. Reference (ag) paragraph 2.3.b, QR codes are not authorized for rental vehicles except when:

(1) Commercial vehicles leased or rented by a base for temporary vehicle fleet augmentation or in support of special events.

(2) For foreign government or non-DoD customers that use commercial rental vehicles or US Government vehicles during US military installation visits.

13 Mar 2026

## Chapter 4

Fuel Terminal Procedures

1. Purpose. This chapter provides procedures for fuel purchases at the Government Owned Contractor Operated/Contractor-Owned Contractor Operated (GOCO/COCO) fuel farm facilities aboard Camp Lejeune, Camp Geiger, and Camp Johnson.

2. Locations.

a. Versar Global Solutions operates and maintains three GOCO and three COCO fuel farm facilities aboard Camp Lejeune, Camp Geiger, and Camp Johnson. They are responsible for the receipt, storage, internal handling, retail and bulk sales, and retail and bulk delivery of petroleum products for the base.

b. Camp Lejeune Ground Fuels provides fuel services throughout MCB CAMLEJ. Only Tactical vehicles, vehicles with government issued license plates, rental vehicles paid for by the unit, and approved contractor vehicles are allowed inside the fuel farm fence lines at any time.

(1) All Fuel Farms are open 24/7. Only the Michael Road location is manned from 0730-1500.

(2) All Bulk Fuel issuing equipment is locked. Camp Lejeune Ground Fuels personnel and at least one Marine is required to receive fuel.

(a) All bulk fuel equipment (e.g. SixCons, FRC, MK-970) will report to Building 1070 for a visual inspection prior to receiving fuel.

(b) If fuel equipment is not suitable for refueling, the unit will not receive fuel.

(3) Satellite fuel farms are available on Sneads Ferry Road and Courthouse Bay with 24/7 access to service tactical vehicles.

(4) The Courthouse Bay tank trail provides a Ground Expedient Refuel System (GERS) adapter.

(5) No smoking on fuel farm grounds.

(6) No cell phone use while refueling.

(7) Do not leave the fuel hose unattended while refueling.

(8) Spills are the responsibility of the unit/personnel using the fuel farm. Dry sweep, eye-wash stations, fire extinguishers, emergency stops (E-stops), and 911 phones are located at all sites.

13 Mar 2026

(9) In the event of a fuel spill, call 911.

(10) All violations will be recorded and reported.

(a) One individual sale per vehicle. Scanning an authorized purchase media or passing the fuel hose between vehicles (or tanks) is strictly prohibited.

(b) Only 20 gallons may be transported in a government vehicle at one time, using approved containers.

(c) All violations could result in the vehicle QR code being shut off and/or the individual in violation retaking the EM 103 course.

(d) A QR code misuse statement shall be filled out and signed by any violator's command, in order to reinstate fuel farm access. A signature from an O-5 or above may be required on enclosure (9) for applicants that were a previous violator.

(11) Fuel farms are not for staging convoys, mustering, or parking.

(12) Report any equipment issues to the fuel farm personnel 910-451-5186.

### 3. Receiving Fuel

a. Fuel draws should occur on weekdays between 0730 and 1500 excluding holidays. Bulk fuel issues required outside normal business hours must be coordinated with the Marine Corps Base Fuels Officer 910-451-1460. Support required outside of published hours requires submission specifically explaining the necessity over convenience 30 days in advance for appropriate routing authorizing overtime for Camp Lejeune Ground Fuels personnel.

(1) JAA/F24 is the only bulk fuel issued outside of special circumstances.

(2) Submissions requiring support within 2 weeks require a valid explanation in the email along with the TERIER.

b. Units report to 1070 Michael Road for all bulk fuel issues.

c. Units requiring fuel in bulk to support training exercises in/around MCB Camp Lejeune ranges/training areas shall abide by the following procedures.

(1) Training requests for bulk fuel draw (including filling up the GERS) originate with a Training Exercise Request for Environmental Impact Review (TERIER), formerly known as a Field

13 Mar 2026

Exercise Request for Environmental Impact Review (FERIER). See enclosure (5).

(2) Ensure that you use your units internal procedures for submission.

d. Upon acceptance, the requesting unit is contacted by G-10 via email with the signed TERIER and other required environmental specific documents.

e. 24-hours prior to the scheduled appointment date (or the last business day before the holiday), units will call Camp Lejeune Ground Fuels at 910-451-5186, 910-376-4857, or 910-376-4852 to make a final confirmation prior to appointment.

f. Units shall arrive with the following items ready for inspection:

(1) Properly placarded vehicle; one on the front and rear of the vehicle with one on the sides of each asset (i.e 7-ton with (1) SixCon has 4 placards while a 7-ton with (2) SixCons has 6 placards).

(2) Serviceable equipment (e.g SixCon, FRC, MK-970) with appropriate QR Code (on asset or on a card).

(3) Approved TERIER. If the TERIER covers a training exercise, it authorizes resupplies up to the maximum requested amount (SCENARIO: TERIER requests 3,600 gallons to support a 2 week exercise. Unit initially draws 900 gallons on Day 1 then conducts (2) additional resupplies every (2) days until the 3,600-gallon limit is met).

(4) Units must conduct a resupply on the last business day prior to the weekend (or holiday) sufficient to sustain them until the Camp Lejeune Ground Fuel Farm opens.

#### 4. Fuel Return

a. Contact fuel farm personnel to schedule a return time. Calls should be made at least 24 hours prior to the desired return time.

b. Bulk fuel returns should be completed prior to the end date listed on the approved TERIER.

c. Stage the vehicle that is returning the fuel at the instructed location, 30 minutes prior to the appointment time. This gives the fuel time to settle prior to fuel testing.

d. If the fuel is accepted for return, the fuel farm personnel will direct/escort the unit to the appropriate location for return and credit will be issued to the unit based on the amount of fuel returned.

13 Mar 2026

Reference Summary

Ref	Title	Summary
A	SECNAVINST 5211.5F, DON Privacy Program, May 2019	Ensures that all DoW military members and civilian/contractor employees are made fully aware of their rights and responsibilities under the provisions of the Privacy Act (PA).
B	SECNAV M-5210.1, DON Records Management Program, Sep 2019	This manual provides guidelines and procedures for the proper administration of a records management program.
C	SECNAV Notice 5210, May 2018	National Archives and Records Administration instruction required for the disposal of DoW records
D	MCO 5210.11F, Marine Corps Records Management Program, Apr 2015	This Order provides records management policy for commanders, Command Designated Records Managers (CDRM), administrative officers and clerks/specialists, Information Management Officers (IMO), and all active and reserve Marines, civilian Marines (union and non-union), and contractors working for the Marine Corps.
E	MCO 5100.29B, Marine Corps Safety Program, Jul 2011	Establishes the minimum requirements of the Marine Corps Safety Program.
F	MCO 5090.2, Environmental Compliance and Protection Manual, Jun 2018	Implements the substantive requirements of DoW environmental policy and outlines the requirements for compliance with federal environmental regulations. Establishes Marine Corps policy for funding, evaluating and continually improving environmental compliance and protection programs, with emphasis on pollution prevention and training and education.
G	MCO 4400.201, Management of Property in the Possession of the Marine Corps, Jun 2016	Prescribes strategic policy, procedures, and responsibilities for managing all categories of property under Marine Corps control in compliance with DoW directives. This Order is organized in various volumes that provide specific guidance by functional area.
H	Surveillance for Fuels, Lubricants and Related Products, August 2011	Functions of fuels, lubricants, and related products worldwide at all locations.

13 Mar 2026

Ref	Title	Summary
I	40 Code of Federal Regulations, Protection of the Environment	Title 40 arranges mainly environmental regulations that were promulgated by the <a href="#">Environmental Protection Agency (EPA)</a> , based on the provisions of United States laws.
J	DoD 5200.08-R W/CH 1, Physical Security Program, May 2009	Implements DoW policies and minimum standards for the physical protection of DoW personnel, installations, operations, and related resources.
K	MIL-HDBK-844B(AS) Aircraft Refueling Handbook for Navy/Marine Corps Aircraft, Jan 2014	This handbook provides basic information on the properties and characteristics of aviation fuels along with general information on the standards, equipment and operating principles related to the handling of these fuels at Navy and Marine Corps activities
L	Unified Facilities Criteria, Petroleum Fuel Systems Maintenance, Nov 2017	The Unified Facilities Criteria (UFC) system is prescribed by MIL-STD 3007 and provides planning, design, construction, sustainment, restoration, and modernization criteria, and applies to the Military Departments, the Defense Agencies, and the DoW Field Activities in accordance with USD (AT&L) Memorandum dated 29 May 2002.
M	NAVAIR 00-80T-109, Aircraft Refueling NATOP's Manual, Jan 2018	This manual standardizes ground and flight fueling and refueling procedures but does not include tactical doctrine.
N	MCO 11240.118, 30 Apr 2014	This Order establishes the policy for the selection, training, testing, classification, and licensing of all operators required to operate tactical wheeled motor transport equipment.
O	MCO 5530.14A, Marine Corps Physical Security Program Manual, Jun 2009	This Order constitutes the Marine Corps Physical Security Program and prescribes policy, assigns responsibilities, and presents requirements.
P	DoD 4715-05-G, "Overseas Environmental Baseline Guidance Document", Aug 2018	Provides criteria, standards, and management practices for environmental compliance at DoW installations overseas.

13 Mar 2026

Ref	Title	Summary
Q	DLA Energy P-40, Fuel Spill/ Leak/Release Reporting, Aug 2015	This procedural guidance document provides instructions and responsibilities relative to reporting and documentation requirements for any discharged, leaked, or spilled DWCF product.
R	OPNAVINST 5090-1D, Environmental Readiness Program, Jan 2014	This instruction discusses Federal environmental laws and regulations, executive orders, and DoW and DON environmental policies applicable to Navy installations, organizations, and platforms.
S	DoDM 4140.25 w/change 2, DoD Management Policy for Energy Commodities and Related Services, Aug 2018	Establishes policy, assigns responsibilities, and provides procedures for sizing, acquiring, and managing petroleum OS and PWRs. Establishes policy, assigns responsibilities, and provides guidance for the procurement of alternative fuels.
T	DLA Energy P-9, DoD Petroleum Laboratory Correlation Program, Sep 2011	This Standard provides DoW Policy, general instructions, and minimum procedures to be used by the Military Services and DLA in performing quality assurance/surveillance functions of Government-owned fuels, lubricants, and related products worldwide at all locations except product procurement facilities which are covered by requirements contained in the contract.
U	DLA Energy P-5, Vehicle Identification Link (VIL) Key Encoding, Accountability and Control, Apr 2014	Establish procedures for VIL key encoding and prescribes accountability and control measures.
V	MCO 11000.5G W/CH 1, Real Property Facilities Manual, Jun 2016	Provides guidance and instruction as related to facilities projects.
W	DLA Energy P-15, DWCF Capitalization, Jan 2012	This DLA Energy Interim Policy is applicable to DoW organizations that request capitalization of Military Service and other DoW owned petroleum products into the DWCF inventory.
X	DLA Energy P-16, Defense Working Capital Fund Optimization	This policy provides instructions and responsibilities relative to customers requesting Defense Working Capital Fund (DWCF) optimization assistance.

13 Mar 2026

Ref	Title	Summary
Y	DLA Energy P-17, "Exercise and Contingency Operations", Oct 2018	This publication supersedes DESC P-17, Exercise and Contingency Operations, July 19, 2012. This issuance establishes responsibilities and processes necessary for the U.S. Military to requisition, order, and receive DLA Energy commodities to support military exercises and contingency operations. This is a major rewrite and includes new information on fuel additization.
Z	CJCSM 3150.14B "Joint Reporting Structure - Logistics", Dec 13	Establishes the policy of the Chairman of the Joint Chiefs of Staff on uniform reporting requirements for logistics matters under the Joint Reporting Structure (JRS).
AA	DoDI 4715.08 w/change 2, Remediation of Environmental Contamination Outside the United States, Aug 2018	DoW policy that manages and applies installation assets to sustain the DoW national defense mission; uses environmental, safety, and occupational health management systems in mission planning and execution across all military operations and activities; and ensures all organizations plan, program, and budget to manage the environmental, safety, and occupational health risks that their activities generate.
AB	NAVSUPTINST 4200.98B, Department of the Navy Fleet Card Program Policy, Nov 2016	This instruction establishes DON policies and procedures for the operation and management of the DON Fleet Card Program.
AC	MCO 7300.21B, Financial Management Standard Operating Procedures, May 2015	Publishes policy which provides Comptrollers and Fund Managers with standard operating procedures (SOPs) pertaining to the preparation, recording, reconciling, reporting, and maintenance of financial records through all stages of funds management.
AD	NAVSUPTINST 4200.97A, Navy Policies and Procedures for the Operation and Management of the Aviation Into-Plan	This instruction establishes DON policies and procedures for the operation and management of the DON AIR Card Program.

13 Mar 2026

Ref	Title	Summary
AE	NAVSUPTINST 4200.101, Department of the Navy Policies and Procedures for the Operation and Management of the Swipe SEA Card Program, Nov 2016	This instruction establishes DON policies and procedures for the operation and management of the DON Swipe SEA Card Program.
AF	5 U.S.C. § 552a	This U.S.C. is the privacy act of 1974.
AG	DLA Energy P-29, EPOS Customer Codes	This policy assigns responsibilities and provides procedures for managing Customer Quick Response (QR) codes.

13 Mar 2026

<b>DLA ENERGY REQUEST FOR CUSTOMER QR CODE</b>						OMB No.: OMB Approval Expires:
CUI						
<b>AGENCY DISCLOSURE NOTICE</b>						
<p>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 <a href="mailto:whs.mc-alex.esd.mbx.dod-information-collections@mail.mil">whs.mc-alex.esd.mbx.dod-information-collections@mail.mil</a>. 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.</p>						
1. DATE OF REQUEST* (MMDD/YYYY)						
PERMANENT QR CODE LABELS WILL BE SHIPPED TO THIS ADDRESS				SHIP TO ALTERNATE MAILING ADDRESS? <input type="radio"/> Yes <input type="radio"/> No		
2. NAME*				12. NAME		
3. RANK/GRADE*				13. RANK/GRADE		
4. ORGANIZATION*				14. OFFICIAL E-MAIL		
5. OFFICIAL E-MAIL*				15. BUSINESS PHONE		
6. BUSINESS PHONE*				16. ORGANIZATION		
7. STREET*				17. STREET		
8. CITY*				18. CITY		
9. COUNTRY*				19. COUNTRY		
10. STATE*				20. STATE		
11. ZIP CODE+4*				21. ZIP CODE+4		
<b>EQUIPMENT BILLING INFORMATION</b>						
22. DoDAAC*	23. BOS*	24. SUB-ACCOUNT DATA*	25. SIGNAL CODE*	26. FUND CODE*	27. SUPPLEMENTAL DoDAAC	
<b>VEHICLE / EQUIPMENT LISTING</b>						
28. ENTER NUMBER OF VEHICLES OR EQUIPMENT NEEDING QR CODES:				1		
29. EQUIPMENT ID*						
MAKE*			MODEL*			
USE CODE*			REGISTRATION NUMBER / LICENSE PLATE			
TAG NUMBER						
QR CODE EXPIRATION DATE			EXPIRATION DATE		NOTE:	
PRODUCT TYPES* <input type="checkbox"/> Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> Bio-Diesel <input type="checkbox"/> Ethanol <input type="checkbox"/> Aviation Fuel						
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Add Vehicle/Equip</div>						
Controlled by: Defense Logistics Agency Controlled by: DLA Energy CUI Category: XXXXXX Limited Dissemination Control: XXXX POC: Jeffrey Pokomo, (703) 832-5480						

13 Mar 2026

<b>DLA ENERGY REQUEST FOR CUSTOMER QR CODE</b>		OMB No.: OMB Approval Expires:
CUI		
<p>I have read and understand the guidance contained in the DLA Energy P-29 and DoDM 4140.25, Vol 10.</p> <p>I am to retain this signed copy once submitted to DLA to sign block 40 once permanent QR codes arrive. The signed copy is then sent to the DLA Help Desk to avoid deactivation of the codes after five business days from first use.</p> <p><input checked="" type="checkbox"/> 30. I acknowledge these responsibilities.*</p>		
<b>DOD ACTIVITY REQUESTER AND FINANCIAL RESOURCE OFFICE CERTIFICATION</b>		
SIGNATURE CERTIFIES THIS IS A VALID AUTHORIZED PURCHASE SOURCE MEDIA REQUEST AND THE ORGANIZATIONS RESPONSIBILITY TO PAY ALL ASSOCIATED FUEL PURCHASES.		
31. REQUESTER FULL NAME*	32. SIGNATURE*	33. DATE (MM/DD/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>
34. FINANCIAL OR RESOURCE MANAGER FULL NAME*	35. SIGNATURE*	36. DATE (MM/DD/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>
37. FINANCIAL OR RESOURCE MANAGER OFFICIAL EMAIL*	38. FINANCIAL OR RESOURCE MANAGER PHONE NUMBER*	
<input type="text"/>	<input type="text"/>	
DOD ACTIVITY RECEIPT - COMPLETE ONLY AFTER RECEIPT OF PERMANENT QR CODE(S)		
39. REQUESTER FULL NAME*	40. SIGNATURE*	41. DATE (MM/DD/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

13 Mar 2026

<b>DLA ENERGY REQUEST FOR CUSTOMER QR CODE</b>	OMB No. OMB Approval Expires:
<b>CUI</b>	
<ul style="list-style-type: none"> <li>• <b>REGISTRATION # / LICENSE PLATE</b> - Vehicle or Equipment Registration Number that represents the unique DoD/GSA/Rental vehicle or equipment registration number.</li> <li>• <b>TAG NUMBER</b> - Enter vehicle tag number if applicable.</li> <li>• <b>QR CODE EXPIRATION DATE*</b> - 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.</li> <li>• <b>EXPIRATION DATE</b> - Enter the date the QR code will expire. The date cannot be extended and requires a new request.</li> <li>• <b>NOTE</b> - Enter any notes about the equipment for future reference that will be visible in EPoS Enterprise.</li> <li>• <b>PRODUCT TYPES*</b> - Select the fuel grades authorized for the equipment: Unleaded, Diesel, Bio-Diesel, Ethanol, Aviation Fuel.</li> </ul> <p><b>Bulk QR Code Upload</b> - 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), License Plate (50), Tag # (50), Authorized Product Types* - Unleaded/ Diesel/ Bio-Diesel, Ethanol/Aviation Fuel - (Enter one or more with "/" as a separator), Notes (&lt;1000), DODAAC (8), Sub Account (APC)* (5), Fund Code* (2), Signal Code* (1).</p> <ol style="list-style-type: none"> <li>1. Complete the spreadsheet and save to desired location. (Spreadsheet will be used to create QR codes).</li> <li>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.</li> <li>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:                     <ol style="list-style-type: none"> <li>a. Choose "File" then "Print".</li> <li>b. Choose "Adobe PDF" from the list of printers in the print dialog box.</li> <li>c. Click "Print" to use the Acrobat PDF printer.</li> <li>d. Click "OK" and enter a new file name for your PDF then save to your desired location.</li> </ol> </li> <li>4. Open the printed PDF form and attach the excel and PDF spreadsheets to the form, digitally sign then save to desired location.</li> <li>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 (VPM) for processing.</li> </ol> <p><b>REQUESTER RESPONSIBILITIES</b> - <i>Understanding of policy, procedures and responsibilities associated with Customer QR codes.</i></p> <p>30. Acknowledge understanding of EPoS policy, procedures, and responsibilities by checking box*.</p> <p><b>DOD ACTIVITY REQUESTER AND FINANCIAL RESOURCE OFFICE CERTIFICATION</b> - <i>Affirms a valid request along with the activities correct billing information and ability to pay for fuel.</i></p> <ol style="list-style-type: none"> <li>31. <b>REQUESTER FULL NAME*</b> - Full name of individual requesting QR codes.</li> <li>32. <b>SIGNATURE*</b> - Signature of the individual requesting QR codes.</li> <li>33. <b>DATE</b> - Date of signature.</li> <li>34. <b>FINANCIAL OR RESOURCE MANAGER FULL NAME*</b> - 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.</li> <li>35. <b>SIGNATURE*</b> - Signature of Financial or Resource Manager.</li> <li>36. <b>DATE</b> - Date of signature.</li> <li>37. <b>FINANCIAL OR RESOURCE MANAGER EMAIL ADDRESS*</b> - Input official email address.</li> <li>38. <b>FINANCIAL OR RESOURCE MANAGER PHONE NUMBER*</b> - Input business phone number.</li> </ol> <p><b>DOD ACTIVITY RECEIPT</b> - 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@dlamill) 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.</p> <ol style="list-style-type: none"> <li>39. <b>REQUESTER FULL NAME*</b> - Full name of individual acknowledging receipt QR codes.</li> <li>40. <b>SIGNATURE*</b> - Signature of the individual acknowledging receipt of QR codes.</li> <li>41. <b>DATE</b> - Date of signature.</li> </ol>	

13 Mar 2026

<b>AUTHORIZATION TO PROCESS GROUND REISSUES</b>		Prescribed by: DLA Energy P-23 Sponsor: DLA Energy
Instructions: Responsibility for completion of this form rests with the Requesting Activity Responsible Officer/Terminal Manager. Once Section I is completed, the RO/TM will forward this form to the applicable Service Control Point (SCP) who in turn will review and staff for consideration/approval.		
<b>SECTION I: REQUESTING ACTIVITY</b>		
1. ACTIVITY NAME (Supporting Unit)		2. DODAAC (Supporting Unit)
3. ACTIVITY TYPE <input checked="" type="radio"/> Training Exercise <input type="radio"/> USAF Qualifying Organizational Tank <input type="radio"/> Contingency Site <input type="radio"/> Other:		
4. BASIS FOR REQUEST Request to process re-issues transactions via Fuels Manager from (dates of exercise) in support of (name of exercise). (Supporting Unit) will track issued POS transactions via DD Form 1898. The requesting unit will gather all documents in sequential order and turn them in to CLNC Base Fuels Division no later than 2 business days after the operation. This document will be retained on site and filed on appropriately along with copies of each DD Form 1898 from this exercise.		
<b>REQUESTOR</b>		
5. FULL NAME (LAST, FIRST, MI) (Supporting Unit SuppO)		6. RANK/GRADE
7. WORK EMAIL ADDRESS		8. DSN
9. COMMERCIAL PHONE	10. FAX	
11. LINE OF ACCOUNTING (Supported Unit) DoDAAC-"xxx"/ Fund Code-"xx"/ (Supporting Unit) CLB-8 *Repeat in same format as necessary*		
<b>RESPONSIBLE OFFICER / TERMINAL MANAGER</b>		
12. FULL NAME (LAST, FIRST, MI) (Fuels SNCO/OIC)		13. RANK/GRADE
14. WORK EMAIL ADDRESS		15. DSN
16. COMMERCIAL PHONE	17. FAX	
<b>ACCOUNTANT / TRANSACTION PROCESSOR</b>		
18. FULL NAME (LAST, FIRST, MI) (Filled out by accountant at base fuels)		19. RANK/GRADE
20. WORK EMAIL ADDRESS		21. DSN
22. COMMERCIAL PHONE	23. FAX	
24. RESPONSIBLE OFFICER'S OR TERMINAL MANAGER'S SIGNATURE		25. DATE (MM/DD/YYYY)

13 Mar 2026

<b>AUTHORIZATION TO PROCESS GROUND REISSUES</b>		Prescribed by: DLA Energy P-23 Sponsor: DLA Energy
<b>SECTION II: SCP OR RESPECTIVE DLA ENERGY REPRESENTATIVE ENDORSEMENT (FOR NON-SERVICE OPERATED CAPITALIZED SITES)</b>		
26. ENDORSEMENT: <input type="radio"/> Concur <input type="radio"/> Do Not Concur		
27. COMMENTS		
28. PRINTED FULL NAME (LAST, FIRST, MI)		
29. SIGNATURE	30. DATE (MM/DD/YYYY)	
<b>SECTION III: DLA ENERGY REGION ENDORSEMENT</b>		
31. ENDORSEMENT: <input type="radio"/> Concur <input type="radio"/> Do Not Concur		
32. COMMENTS		
33. PRINTED FULL NAME (LAST, FIRST, MI)		
34. SIGNATURE	35. DATE (MM/DD/YYYY)	
<b>SECTION IV: DLA ENERGY INVENTORY ACCOUNTABILITY DIVISION (FENA)</b>		
36. ENDORSEMENT: <input type="radio"/> Approve <input type="radio"/> Disapprove		
37. COMMENTS		
38. PRINTED FULL NAME (LAST, FIRST, MI)		
39. SIGNATURE	40. DATE (MM/DD/YYYY)	

13 Mar 2026

<b>MCIEAST-MCB CAMP LEJEUNE TRAINING EXERCISE REQUEST FOR ENVIRONMENTAL IMPACT REVIEW</b>		
This section to be completed by EMD	Date Received: <input style="width: 90%;" type="text"/>	TEREIR# <input style="width: 90%;" type="text"/>

**INSTRUCTIONS**

1. Refer to Range Control SOP (MCIEAST-MCB CAMLEJO 3570.1B) when planning exercises to ensure compliance.
2. You must submit your completed TEREIR form to functional inbox [Lejeune\\_REIR@usmc.mil](mailto:Lejeune_REIR@usmc.mil).
3. Your completed forms are due at least two weeks before your exercise to allow time for review and coordination.
4. If the answer to ALL questions in Section III is 'NO' you must submit your completed TEREIR form for signature to your MSC ECO and retain it for your files. (Not required to send to functional Inbox)
5. QUESTIONS REGARDING THIS FORM CALL ENVIRONMENTAL MANAGEMENT DIVISION (EMD) 910 451-6278/9454.
6. QUESTIONS REGARDING RFMS SCHEDULING CALL 910 451-3068.
7. QUESTIONS REGARDING RANGE CONTROL CALL 910 451-1236/1240/5803.
8. QUESTIONS REGARDING DRAWING BULK FUEL CALL 910 451-5186.
9. BULK FUEL IS CLOSED ON WEEKENDS AND HOLIDAYS. PLAN ACCORDINGLY.
10. UNIT CAN GO TO THE FUEL FARM AS MANY TIMES DURING THE DATES OF THE APPROVED TEREIR. THIS ENSURES FUEL IS NOT BROUGHT BACK TO CANTONMENT.

**SECTION I: UNIT IDENTIFICATION & POINTS OF CONTACT**

MAJOR SUBORDINATE COMMAND (MSC):  UNIT NAME:

**UNIT S-4/POC OF TRAINING:**

RANK/NAME:  PHONE:

**UNIT ENVIRONMENTAL COMPLIANCE COORDINATOR (ECC):**

RANK/NAME:  PHONE:

**SECTION II: EXERCISE INFORMATION**

Training Area (TA):

Cantonment Area:   
(Requires approval from G-3/5)

AREAS REQUESTED WITH ANY SPECIFIC LOCATION(S). (e.g., TA-1F, SPECIFICALLY ETA-2):

DESCRIPTION OF EXERCISE:

LIST THE TYPES OF ASSETS & QUANTITY OF ASSETS THAT WILL BE PARTICIPATING IN THE TRAINING EVENT (e.g., MOTOR T ASSETS, MOBILE LOADING EQUIPMENT, ENGINEER EQUIPMENT)

Exercise Start Date:

Exercise End Date:

13 Mar 2026

**MCIEAST-MCB CAMP LEJEUNE  
TRAINING EXERCISE  
REQUEST FOR ENVIRONMENTAL IMPACT REVIEW**

**SECTION III: SPECIFIC EXERCISE INFORMATION** All questions answered "YES" require additional comments **TEREIR#**

	YES	NO
1. Will the exercise include any cutting or clearing of trees and/or shrubs? Comment: <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the exercise include any digging or moving of earth outside the approved areas listed below? Approved areas: ETA-2, GP-23, or digging in any weapon system in any GP's or MP's. Comment: <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the exercise occur in any of the following Training Areas? *ALZ-8, TLZ Kite, AA, BD, GG, GH, GI, HA, HC, HG, IB, ID, IF, JA, JC, KA, KB, LB, LC, MC Comment: <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Will this exercise occur in Training Area E (Onslow Beach)? If "YES" answer questions 5 & 6, if "NO" skip to question 7. Comment: <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the exercise occur on the beach between 2100 - 0700? Comment: <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the exercise store/stage equipment and supplies on the beach? If "YES", describe what will be staged and where. Comment: <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the exercise include handling of fuel on/or within 100 feet of ANY water source? If "YES", describe what will be staged and where. Comment: <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the exercise include operation of a water purification system? If "YES", what system TWPS, LWPS, PWPS? What chemicals will be used? Comment: <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the exercise generate cooking waste, grey water, shower water or human waste? If "YES" explain your disposal method (e.g., landfill, trash trucks, contracted or tactical vehicles daily runs): Comment: <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the exercise include vehicle or equipment maintenance? Comment: <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the exercise store fuel? <ul style="list-style-type: none"> <li>• Approximate amount: <input style="width: 100%;" type="text"/></li> <li>• Location where fuel will be stored: <input style="width: 100%;" type="text"/></li> <li>• Fuel storage method? Mounted <input type="checkbox"/> Unmounted <input type="checkbox"/> Container Type: <input style="width: 100%;" type="text"/></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

13 Mar 2026

**MCIEAST-MCB CAMP LEJEUNE  
TRAINING EXERCISE  
REQUEST FOR ENVIRONMENTAL IMPACT REVIEW**

TEREIR#

**SECTION IV: SIGNATURE**

As the Unit Responsible Officer / ECC for the upcoming exercise, I acknowledge that I am responsible for ensuring that all personnel participating in the training are aware of the Range Control SOP (MCIEAST-MCB CAMLEJO 3570.1B), specifically Chapter 2, which outlines the environmental procedures. EMD stipulations in the box below assist trainers in compliance with Chapter 2 of the Range Control SOP. EMD will sign and forward an electronic copy of the TEREIR form to Range Control, Fuel Farm, ECC and the requestor as required.

**UNIT S-4 OF TRAINING SIGNATURE: (REQUIRED)**

Rank/Name:  Signature:   
Email:  Date:

**UNIT ECC SIGNATURE: (REQUIRED)**

Rank/Name:  Signature:   
Email:  Date:

**EMD SIGNATURE:**

Rank/Name:  Signature:   
Email:  Date:

**EMD STIPULATIONS:**



13 Mar 2026

WEEKLY STORAGE TANK SYSTEM INSPECTION CHECKLIST													
Tank ID:		Location:		Tank Size:		Content:							
Item	Task	DATE 1			DATE 2			DATE 3			DATE 4		
		Inspector			Inspector			Inspector			Inspector		
<b>1.0 Tank Containment</b>													
11	Containment Structure	Check for water, debris, cracks or fire hazard		<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A		
12	Primary Tank	Check for water		N/A			N/A			N/A			
13	Containment drain valves	Operable and in a closed position		<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A		
14	Pathways and Entry	Clear and gates/ doors operable		<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A		
<b>2.0 Leak Detection</b>													
21	Tank	Visible signs of leakage		<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A		
22	Secondary Containment	Rainwater present in containment		<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A		
		Visible signs of leakage		<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	
		Sheen or Product?		<input type="checkbox"/> Sheen <input type="checkbox"/> Product	<input type="checkbox"/> Sheen <input type="checkbox"/> Product								
		Treatment employed (describe in comments)		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No								
		Containment dented		Time Opened: _____ Time Closed: _____	Time Opened: _____ Time Closed: _____								
23	Surrounding Soil	Visible signs of leakage		<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A		
24	Interface	Visible signs of leakage		<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A		
<b>3.0 Tank Equipment</b>													
31	Valves	a. Check for leaks		<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A		
		b. Tank drain valves must be tight bolted		<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	
32	Spill Containment boxes on fill pipe	a. Inspected for debris, residue, and water in box and remove		<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A		
		b. Drain valves must be operable and closed		<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	
33	Liquid level equipment	a. Both visual and mechanical devices must inspected for physical damage.		<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A		
		b. Check that the device is easily readable		<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	
34	Overfill Equipment	a. If equipped with a "test" button, activate the audible horn or light to confirm operation. This could be battery powered. Replace the battery if needed.		<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A		
		b. If overfill valve is equipped with a mechanical test mechanism, actuate the mechanism to confirm operation.		<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	
35	Piping Connections	Check for leaks, corrosion and damage		<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A		
<b>4.0 Tank Attachments and Appurtenances</b>													
4.1	Ladder and Platform Structure	Secure with no sign of severe corrosion or damage		<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A		
<b>5.0 Other Conditions</b>													
5.1	Are there other conditions that should be addressed for the continued safe operation of that may affect the site's spill prevention plan?			<input type="checkbox"/> Yes* <input type="checkbox"/> No									
* Designates an item in non-conformance. User's factory status; provide action in comment section to resolve problem and notify Environmental Protection Specialist if any significant deficiencies are identified. ** In accordance with Section 3.2 of the SPCC Plan (Environmental Equivalence), inspection for water in the primary tank will be conducted annually and recorded on the STI SP001 Annual Inspection Checklist.													
Comments													

13 Mar 2026

<b>APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE</b> <i>(Read Privacy Act Statement and Instructions before completing form.)</i>														
<b>PRIVACY ACT STATEMENT</b>														
<p><b>AUTHORITY:</b> E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000 14-R, Vol. 5  <b>PRINCIPAL PURPOSE(S):</b> To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment.  <b>SORN T1300</b> (<a href="http://dpoa.defense.gov/Privacy/SORN/Index/DoD-wide-SORN-Article-View/Article/570154/1300">http://dpoa.defense.gov/Privacy/SORN/Index/DoD-wide-SORN-Article-View/Article/570154/1300</a>)  <b>ROUTINE USE(S):</b> The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at <a href="http://dpoa.defense.gov/Privacy/SORN/Index/BlanketRoutineUses.aspx">http://dpoa.defense.gov/Privacy/SORN/Index/BlanketRoutineUses.aspx</a>.  <b>DISCLOSURE Voluntary;</b> however, failure to provide the requested information may preclude appointments.</p>														
<b>SECTION I - APPOINTEE</b>														
1. NAME (First, Middle Initial, Last and Rank or Grade)	2. DoD ID NUMBER	3. TITLE												
4. DOD COMPONENT/ORGANIZATION		5. ADDRESS (include ZIP Code, email address, and telephone number with area code and DSN)												
<p>6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.)</p> <table border="0"> <tr> <td><input type="checkbox"/> DISBURSING OFFICER: DSSN</td> <td><input type="checkbox"/> CASHIER</td> <td><input type="checkbox"/> CHANGE FUND CUSTODIAN</td> </tr> <tr> <td><input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN</td> <td><input type="checkbox"/> PAYING AGENT</td> <td><input type="checkbox"/> IMPREST FUND CASHIER</td> </tr> <tr> <td><input type="checkbox"/> CERTIFYING OFFICER</td> <td><input type="checkbox"/> COLLECTIONS AGENT</td> <td><input type="checkbox"/> SAFEKEEPING CUSTODIAN</td> </tr> <tr> <td><input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL</td> <td><input type="checkbox"/> DISBURSING AGENT</td> <td><input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN</td> </tr> </table>			<input type="checkbox"/> DISBURSING OFFICER: DSSN	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN	<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN
<input type="checkbox"/> DISBURSING OFFICER: DSSN	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN												
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER												
<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN												
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN												
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:														
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:														
<b>SECTION II - APPOINTING AUTHORITY</b>														
9. NAME (First, Middle Initial, Last)	10. TITLE	11. DOD COMPONENT/ORGANIZATION												
12. DATE (YYYYMMDD)	13. SIGNATURE													
<b>SECTION III - APPOINTEE ACKNOWLEDGEMENT</b>														
<p>I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.</p>														
14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in item 12 or 13)													
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE													
<b>SECTION IV - APPOINTMENT TERMINATION</b>														
The appointment of the individual named above is hereby revoked.	17. DATE (YYYYMMDD)	18. APPOINTEE INITIALS												
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE												

DD FORM 577, NOV 2014

PREVIOUS EDITION IS OBSOLETE.

13 Mar 2026

Date \_\_\_\_\_

MEMORANDUM FOR RECORD

From: \_\_\_\_\_ (Responsible Unit)

To: Terminal Manager, Versar Global Solutions, Camp Lejeune,  
North Carolina SE5N0V

Subj: MISUSE OF CUSTOMER QUICK RESPONSE (QR CODE) AND/OR  
DISPENSING EQUIPMENT

1. Equipment Name: \_\_\_\_\_ Equipment: \_\_\_\_\_

2. Description of misuse:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. This is a violation of MCB Camp Lejeune Fuel Order. These procedures are also covered in the class EM-103; which is required to be completed by HAZMAT Drivers in order to transport fuel aboard MCIEAST Installations. Further Guidance can be found in DLA P-29, DLA DTM, Marine Corps Government Fuel Procurement User's Manual, and AHMS Message HQMC dtd 100127Z Apr 23 Implementation and Interim Guidance for the Bulk Fuel Electronic Point of Sale System and Quick Response Codes.

4. This QR Code has been suspended until corrective actions have been completed by the offending unit.

5. Corrective action taken: \_\_\_\_\_  
\_\_\_\_\_.

6. Corrective actions taken by: (QR Code Responsible Officer)

\_\_\_\_\_  
Rank Name Signature

7. Further violations, by the same unit, may require a signature from an O-5. Questions may be directed to the Camp Lejeune Fuel Farm (Building 1070), 910-451-5186, your unit's Environmental Representative, or the installation's Environmental Management Division (Military Liaison or Compliance).

\_\_\_\_\_  
Unit Responsible Individual