



**DEPARTMENT OF THE AIR FORCE
607th MATERIEL MAINTENANCE SQUADRON (PACAF)
DAEGU AIR BASE REPUBLIC OF KOREA**

MEMORANDUM FOR 607 MMS/LGRF

Date

FROM:

SUBJECT: Vehicle Identification Link (VIL) Key Request

1. Request Vehicle Identification Link (VIL) keys for the vehicles /equipment listed at Enclosure 5 to this memorandum. The VIL keys will be encoded with the following financial billing data in accordance with the requirements discussed in DLA Energy P-5, paragraph 6:

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| 2. Customer ID Code: | Required: (PAF) PACAF (USA) ARMY |
| Customer DoDAAC: | Required: (FP5232) |
| Supplemental DoDAAC: | N/A: Verify with Resource Advisor (RA) |
| Org Code/APC: | Required: (3 digit fuel account code from RA) |
| Signal Code: | Required: (A) (B) (C) (D) (J) (L) (M) (W) (X) (Provided by RA) |
| Fund Code: | Required: (30, 58, 68, XP, etc. (Provided by RA) TDY/ |
| Expiration Date of VIL Key: | Temporary units will need an expiration date |

Reason for VIL Key Request: New Key Replacement Key TDY

3. Signature to this VIL key request with appropriate billing data acknowledges full organizational responsibility to pay all associated fuel purchases recorded by Electronic Point of Sale (E-POS) at Automated Fuels Service Stations (AFSS). The requesting individual acknowledges that they have read and understand the guidance contained in DLA Energy P-5, Vehicle Identification Link (VIL) Key Encoding, Accountability, and Control and are responsible to ensure internal organization controls are maintained in order to reduce the risk of waste, fraud, or abuse of VIL keys in accordance with service component specific regulations and local guidance. Any questions can be directed to the Fuels Service Center at DSN: 766-4904.

I acknowledge receipt of above encoded VIL keys and accept responsibility for establishment of internal organizational controls to prevent inappropriate and/or fraudulent use of the VIL keys.

Typed Name, Rank, and Organization (Unit VCNCO)	Signature (Unit VCO/VCNCO)

Typed Name, Organization (Unit Resource Advisor)	Signature (Unit Resource Advisor)

Typed Name (Vehicle Management)	Signature (Vehicle Management)

VIL KEY LETTER INSTRUCTIONS

BLOCK	INSTRUCTIONS
Date	Current date in format: mm/dd/yyyy Example: 04/24/2011
From	Organizations that require VIL key encoding, Including mailing address.
Customer ID Code	Enter the three character alphanumeric Customer Identification Code. Example: PAF, ACC, USN, USM, ANG, etc. (PAF = 3 rd , 673d, 773d Wing) (ANG= 176 Wing) (USA-Ft Richardson Army)
Customer DoDAAC	Enter the Department of Defense Activity Address Code for the equipment or Federal Activity Address Code (FEDAAC) or T-DODAAC of the receiving wing/squadron/activity Example: (FP5000= 3 rd , 673d, 773d Wing) (470577=GSA) (FP6520=176 Wing)
Supplemental DoDAAC	Use this field when the payment office DoDAAC is different than the customer DoDAAC. Supplemental account code number of the activity receiving the fuel. (Indicate N/A if not using a supplemental account). For JBER this is not normally used. If used a Signal Code B, C, J, K or L are used.
Org Code (Air Force) APC Code (Army)	Three digit Organization code is used for Air Force. Example: (154=LGRF) (305=CES) (GSA=GSA) Four alphanumeric characters for Account Processing Code (APC), JONO, JOPCN or Reference Number is used for Army. Army Example: (K2EN)
Signal Code	Enter the one-position code that signals which DODAAC is to receive the bill. Valid codes are A, B, C, D, J, K, L, M, W, and X. Enter Signal Code B, C, J, K or L when the customer DoDAAC is different than the payment office DoDAAC; otherwise, enter Signal Code A. (Typically A is used at JBER)
Fund Code	Enter the two-character alphanumeric fund code that is assigned by the responsible command or financial office. For ARMY, enter 'AA' if fund code is unknown. Example (30, 58, 68, etc.) (C4=GSA) (XP=T:DoDAAC) This must be provided by Payment Office, Resource Advisor, or Comptrollers.
Expiration Date	Enter expiration dates on all VIL keys encoded for use with vehicles/equipment operated by foreign government entities temporarily deployed to US operating locations; commercial lease/rental vehicles leased by a DoD organization/unit for temporary fleet augmentation, deployments, or special event support; and vehicles temporarily used by other authorized customers operating at a DoD installation. TDY units for Red Flag, etc will be set to expire once operation completed. VCNCO discretion, although normally set for two years to validate keys incase vehicle changes ownership, etc.
Reason for VIL Request	Choose one of three options available describing purpose to encode/re-encode VIL key.
VCO/VCNCO Signature	Electronically sign and route by email to next recipient or hand sign and hand route. VCNCO is required to maintain management controls for encoded VIL key. Promptly notify the LGRF whenever a VIL key is lost, stolen, or fraudulent fuel purchases are suspected, or when an invalid VIL key is detected
Resource Advisor Signature	Electronically sign and route by email to next recipient or hand sign and hand route. Organizations that require VIL key encoding shall provide LGRF a complete vehicle and/or equipment listing with complete and accurate customer billing information. Control vehicle use and/or monitor unit fund expenditures.
VM&A Signature	Electronically sign and route by email to next recipient or hand sign and hand route. Vehicle Maintenance & Analysis requests VIL key letters be routed thru 673d LGRV for vehicle ownership verifications. Located Building 6211. Corner of Arctic Warrior Dr and Fairchild Ave.
Year / Model	Enter the Year or Model of the vehicle or equipment. Example: (2011 Ford) (1957 Bulk Tank)
8 Digit ID Number	Vehicle/Equipment Registration Number. Enter up to eight alphanumeric characters that represent the unique DoD vehicle/equipment registration number. <ul style="list-style-type: none"> ■ Air Force Vehicles. Enter the full eight digit vehicle registration number for all Air Force vehicles. Do not include dashes (-) and use zeros "0" to fill unused positions. Example: vehicle 97B-169 shall be encoded as 97B00169. ■ GSA Vehicles. Enter the license plate/tag number for General Services Administration (GSA) leased vehicles and Federal Civil agency vehicles. Encode all eight positions filled with the "G" as the first position and do not use dashes. Example: G1012365. Certain overseas locations use a registration decal/sticker inside the door panel in lieu of a vehicle license plate for GSA

	<p>vehicles. In these instances, enter the GSA decal registration number to the VIL key. DFSP personnel shall immediately lock out any GSA or Federal Civil VIL key that fails to have this field populated with the license plate/tag or decal number.</p> <ul style="list-style-type: none"> ■ Foreign Government Rental/Loaner Vehicles. The Foreign Government unit identification number (UID) shall be encoded in the vehicle identification field for all foreign government rental/ loaner vehicles. Encoding "Rental" or "Loaner" in this field is prohibited to ensure proper customer fuel purchase validation and thereby prevent unnecessary billing challenges. ■ Equipment/Bulk Tanks. 8 alphanumeric characters provided by the VCNCO or Resource Advisor to assist Resource Advisor identify their organizations charges. Note: VIL keys can only accept one 8 digit ID number. Attempts to use the same identification for other keys the system will automatically assign a lock out number and the previous VIL key will not work. Basically do not use the same ID number/Reg number. Examples: (773CES01), (773CES02), (90THAGE1), (90THAGE2), (TANKCES1), (673SFS01), (673SFS02), (SFSGATE1), (SFSGATE2), etc.
Type	Enter the Vehicle or Equipment type. This is encoded on the key to assist in identifying the type of equipment or vehicle as needed. Example: Escape, SUV, Fork Lift, 10 Ton Dump Truck, 500 gal Bulk Tank, Gas Can, Age Heater, 5 Gal Gerry Can, 6 Pax Van, etc.
Fuel Grade	Enter the fuel grade used for vehicle or equipment from manufacturer/Transportation/Motor Pool. Product represented by a three-character code authorized to be sold by the selling Defense Fuels Supply Points (DFSPs). Example: (CNG), (Unleaded), (Diesel), (JP-8), (MUR), (DS1/DS2).
Use Code	Select from the drop down menu and click on the field that pertains to the Use of Vehicle or equipment. Options are (1 = Off Base) (2 = Heat/Power Pro Tanks) (3 = Age Equip), (4 = Non Vehicles not covered elsewhere), (5 = On Base), (N-Aviation fuel used in non-fly capacity)

VIL Key Letter Data Examples

Customer DoDAAC: FP5230 Supplemental DoDAAC: N/A Org Code: 105 Signal Code: A Fund Code: 30 Expiration Date of VIL Key: 04/01/2013	Customer DoDAAC: 470577 Supplemental DoDAAC: N/A Org Code: GSA Signal Code: A Fund Code: C4 Expiration Date of VIL Key: 04/20/2013	Customer DoDAAC: WC1SH3 Supplemental DoDAAC: N/A Org Code: BLBA Signal Code: A Fund Code: 11 Expiration Date of VIL Key: 04/01/2013
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Reason for VIL Key Request: New Key Replacement Key TDY

YEAR/MODEL	8 DIGIT ID #	TYPE	Fuel Grade	Use Code
1997 Dodge	97L00012 (8 digit USAF Registration # from VCNCO)	½ Ton Pick up	Diesel	5 = On Base
2011 Chevy	G110157F (8 digit GSA Registration # from VCNCO)	6 PAX Step Van	Unleaded	1 = Off Base
2011 John Deere	673LGRF1 (Equipment 8 digits from RA/VCNCO)	LRS Lawn Mower	Unleaded	5 = On Base
2008 Bulk Tank	673LGRF2 (Tank 8 digits from RA/VCNCO)	Bulk Tank Key	JP-8	5 = On Base
2010 Bulk Key	673LGRF3 (Equipment 8 digits from RA/VCNCO)	LRS Gas Can	Unleaded	5 = On Base
2011 Bulk Tank	TANK673A (Tank 8 digits from RA/VCNCO)	500 Gal Bulk Tank	JP-8	2 = Power Pro
2009 Bulk Key	90AGE001 (Equipment 8 digits from RA/VCNCO)	Age Light All	JP-8	3 = Age Equip