DEFENSE LOGISTICS AGENCY
TROOP SUPPORT
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PHILADELPHIA, PENNSYLVANIA 19111-5092

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Reference: Instructions for Completing the Customer Registration/FOPOC Designation Form for the FESE TLSP

A. Each Ordering Activity will be required to register a Finance Office Point of Contract (FOPOC) in order for DLA to ensure that orders are submitted by a user with proper authority and funding. This will allow the Ordering Activity to obligate the order in their system timely by providing detailed line item information, pricing, and order status. As a result of these modified ordering procedures, DLA will provide updates once an order has been acknowledged, successfully obligated by DLA, and then shipped by the TLS Vendor.

    1.) What is a FOPOC?   The Finance Office POC has oversight and responsibility the financial obligations for one or more BidWiser customers. All FESE BidWiser customers need to specify a valid financial POC that has authority over their orders before any new item requests can be processed. Each FOPOC must specify a Backup FOPOC who will receive a copy of all communications directed to the FOPOC in the event that the FOPOC is unavailable to take the necessary action.

    2.) What does a FOPOC do?   With respect to the TLS Program the FOPOC needs to approve each order and to certify that your organization has the funding lined up to pay for your order. Before DLA Troop Support staff purchases any items you have requested the FOPOC is engaged for review and approval of the items and final pricing.

    3.) How many FOPOCs can be associated with a Bidwiser Account Number?   One registered FOPOC can be assigned to multiple registered Ordering Activity DoDAACs; however, a separate account must be created/established for each registered Ordering DoDAAC if multiple FOPOCs support different units using the same Ordering DoDAAC.

B. FESE TLS Orders may now be processed using one (1) of three (3) funding options. It is required that one of the options for orders funded by requisition be selected on the Customer Registration/FOPOC Designation Form for the FESE TLSP. If an option is not selected, the default will be to use option 1 (customer provided requisition number). All three (3) funding options for FESE TLSP orders are listed below:

    1.) The customer submits a MILS-like funding document (MILSTRIP Requisition Number with a Fund Code and Signal Code)

    2.) The customer provides a two-position Fund Code, Signal Code, and Line of Accounting, and Bidwiser will then generate a MILS-like funding document

> (using the provided Range of Serial Numbers provided with Customer Registration/FOPOC Designation)

> 3.) The customer submits a MIPR (DD 448)

C. The details of this change to the ordering process will soon be annotated in a revised FESE Customer Guidelines Document. As always, the FESE TLS Customer Guidelines Document can be found on the DLA Troop Support Website by clicking on the hyperlink. Once updated, a subsequent notification will be generated summarizing the changes and providing reference to the section(s) where the changes are detailed in the Customer Guidelines Document. At that point, customers will also be given an opportunity to submit feedback and/or provide feedback regarding the updated procedures. In the interim, all inquiries regarding the impacts for the Fire & Emergency Services Equipment TLS Program shall be sent via email to FESECustomerInfo@dla.mil.

D. When filling out the Customer Registration/FOPOC Designation Form, please follow the following instructions:

> 1.) Make sure your email client is running, such as Outlook or Outlook Express. If not, start your email application.

> 2.) From the File Menu, select the 'Send To' option.

> 3.) Within the submenu, select the 'Send as Attachment' option.

> 4.) A new email message will appear with the Customer Registration/FOPOC Designation Form for the FESE TLSP as an attachment.

> 5.) Copy the following email address into the To box: FESECustomerRegistration@dla.mil or FAX Form to 215-737-0341

> 6.) Click the Send button. Upon receipt of your email, you will be contacted by the Troop Support staff to finalize your registration.

> 7.) Mandatory Fields on the Form are designated as follows:

> * = Mandatory Fields for All Registrations and FOPOC Designations (for all new account registrations and existing registered customers to designate a FOPOC associated with their account)

> ** = Mandatory Fields for All FOPOC Designations (used only for existing Registered Customers to designate a FOPOC associated with their account)

Reminder: In order to expedite the transition process and to ensure continued ordering capability, it is imperative that your FOPOC information be provided using the attached Customer Registration/FOPOC Designation Form and submitted to DLA as soon as possible via email to FESECustomerRegistration@dla.mil.