



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

121 BLAKE ROAD

ANNAPOLIS, MARYLAND 21402-5000

USNA/AACINST 10341.2E
14/Control Division

SEP 16 1996

USNA/AAC INSTRUCTION 10341.2E

From: Superintendent, U.S. Naval Academy/Annapolis Area Coordinator

Subj: AUTOMOTIVE AND BOAT FUEL ISSUE

1. Purpose. To publish the procedures, schedules, and locations for the issue of gasoline and diesel fuel to activities within the Annapolis Area Complex.

2. Cancellation. USNA/AAC Instruction 10341.2D

3. Schedules and Locations

a. Shop Store No. 1 - Adjacent to Building #133, Small Craft Complex, Naval Station (gasoline for Small Craft use only).

Monday through Friday 0800-0900 and 1400-1500 (D)

b. Shop Store No. 3 - Perry Center (gasoline).

Open 24 hours a day and 7 days a week for those with a TEC-21 gas pump card.

c. Shop Store No. 4 - Perry Center (diesel fuel).

Open 24 hours a day and 7 days a week for those with a TEC-21 gas pump card.

d. Building No. 146 Fuel Pump Station - Northwest side of Worthington Basin, Naval Surface Warfare Center (NSWC) Det Annapolis, diesel fuel for (R) boats. Advance notice of refueling during normal working hours will be made by phoning 293-3749. Arrangements for refueling after duty hours and on (R) other than duty days will be made by contacting the Superintendent of Industrial Services Division at 293-3251. Emergency refueling after duty hours and on other than duty days may be obtained by phoning the Laboratory Duty Officer at 293-3140. (R)

Monday through Friday 0800-1600

4. Procedures

a. Shop Store No. 1 - At the time of refueling, the type of vehicle or equipment being refueled will be recorded on a Fuel Issue Record (NDW-GEN 10340). The Fuel Issue Record must be signed by the requisitioner.

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- D) b. Shop Store No. 3 - Credit cards issued to each Class B assigned user must be used to receive gas. User must insert credit card into card reader and enter proper mileage to receive gas. Ten working days before the end of each month, a computer printout of all gas issues will be prepared by the Public Works Transportation Division and forwarded to the Supply Department.
- D) c. Shop Store No. 4 - Credit cards issued to each Class B assigned user must be used to receive diesel. User must insert credit card into card reader and enter proper mileage to receive diesel. Ten working days before the end of each month, a computer printout of all diesel issues will be prepared by the Public Works Transportation Division and forwarded to the Supply Department.
- R) d. Building No. 146 Fuel Pump Station - A completed Single Line Item/Receipt Document (DD 1348), citing the job order number and accounting data, must be presented at the time of issue. NSWC Carderock will prepare a Transfer Between Appropriations (SF 1080) for each issue and forward the SF 1080 with a copy of the issue document to the Comptroller Department Accounting Division.
- R) 5. Users traveling out of the local area may request the issue of a commercial credit card from the Public Works Department Transportation Division. A copy of the receipt transaction must be returned to the Transportation Division upon completion of trip. When the billing copies are received from the vendor, they are forwarded by the Transportation Division to the Supply Department for action as required.
6. Precautions. Safety precautions for fueling vehicles and boats will be conspicuously posted and shall be adhered to at all times.
7. Action. All Naval Academy departments and supported activities will comply with the schedules and procedures established by this instruction. Emergency issues of gasoline and diesel at other hours will require approval of the Naval Academy Duty Officer who may authorize use of the commercial credit card in his possession.



E. C. WALLACE
Deputy for Operations

Distribution:
AA
Supply Department (10)