



DEPARTMENT OF THE ARMY
HEADQUARTERS NEW YORK ARMY NATIONAL GUARD
330 OLD NISKAYUNA ROAD
LATHAM NY 12110-3514

MNL

5 March 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Class III Request and Reporting Procedures

1. Reference: NYARNG Pamphlet Number 700-1, NYARNG Fuel Management Plan, 30 June 2010
2. Units are not permitted to retain fuel keys from Fort Drum unless specifically granted permission by MNL-LM (SS). All fuel keys that units currently have must be turned in by 5 May 2015.
3. Units are required to request permission through their chain of command to make class III purchases at installation fuel points with installation provided fuel keys. This request should be submitted in memorandum format and include the unit name, training location, dates, fuel requirement, and unit point of contact. This request should be submitted 30 days prior to the training event. Units will receive their memorandum back stamped approved with the correct GFEBS DODAAC annotated on the memorandum.
4. Units must still follow all installation established procedures for obtaining fuel.
5. Units are required to obtain a fuel consumption report/invoice from the fuel point/installation at the conclusion of the event which fuel was drawn for. These reports must be forwarded through the chain of command to MNL-LM (SS) Commodities NLT 14 days after the conclusion of the training event.
6. POC's for this memorandum are CPT Sarah Valois at (518) 786-4339 or sarah.e.valois.mil@mail.mil or 1LT Brendan Jones at (518) 786-4840 or brendan.w.jones2.civ@mail.mil.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "Scott A. Doust".

SCOTT A. DOUST
COL, LG, NYARNG
Director of Logistics

DISTRIBUTION:

- 1-G4, 53rd Troop Command
- 1-G4, 42nd Infantry Division