

Date: _____

MEMORANDUM FROM:

(Division Officer or Officer-In-Charge)

To: Central Motor Vehicle Registration Office

Subj: **REQUEST FOR LEAVE FUEL GAS COUPONS**

1. In accordance with NAVSUPACT Naples Instruction 10340 series concerning additional allowance for leave fuel, you are informed that the civilian (appropriated/non-appropriated /contractor) listed below will be on leave status from:

_____ to _____.

2. Please authorize additional gas coupons for the above mentioned period. I understand that leave fuel is only for personnel that get less than 400 liters per month and is based on the Mileage/Horsepower table listed in the NAVSUPACT Naples Instruction.

NAME: _____

POSITION/TITLE: _____

PLACE OF EMPLOYMENT: _____

LEAVE DESTINATION: _____

3. For additional information please feel free to contact my Point of Contact _____ at ext. _____.

Signature

Printed name

Title

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 3012; AR 340-1804; AFR 12-35; SECNAV 52115; Italy Tri-Component Regulation (USAREUR Reg 550-32; CINCUSNAVEURINST 5840.2D; USAFEI 38-101), Agreement Between the Parties to the North Atlantic Treaty regarding the Status of Their Force (NATO SOFA), Italian Presidential Decree Number 495, Article 402, Italian Constitution, Part X, Section 1, law number 241. **PRINCIPAL PURPOSE(S):** To determine eligibility for additional fuel for leave. **ROUTINE USES:** The routine use of this application is to provide basic information necessary to load the additional fuel authorization in the NEX automated fuel system. **DISCLOSURE:** Voluntary disclosure. Nondisclosure precludes consideration of your request for an additional leave fuel allowance.