



State of Alaska
Department of Commerce, Community, and Economic
Development; Division of Community and Regional Affairs

Bulk Fuel Administrative Capacity Syllabus

Instructors
RAFA Staff

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Office Locations
Anchorage Bethel
Dillingham
Fairbanks
Juneau
Kotzebue
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Course Overview

The course builds skills and knowledge needed to work effectively in your position with a bulk fuel facility in rural Alaska. The instructors present four lessons with topics that include financial management, financial stability, operational management, and personnel management. See “Course Content” below for details within each lesson.

The course is 24 hours long and can be taught online using a learning management system or in person at one of our office locations. If the course is taught in person, travel scholarships are available for those who successfully complete the class.

Who Should Take the Course?

Bulk fuel managers, treasurers, bookkeepers, administrators, bulk fuel operators, chiefs, mayors, and council members who are involved in the managerial and financial operations of the facility.

Homework and Attendance Policy

Students are expected to attend each day, read lesson materials before class, participate in discussions and lesson exercises, take a pre-test and post-test, and draft action plans to take back to their communities.

Additional Information

Here is the link to more information about the RAFA program, our approach to helping communities, and class offerings.

Course Content [Rural Administrative Fuel Advisors](#)

| Lesson | Subject |
|--------------------------------------|--|
| Overview: | <ul style="list-style-type: none">▪ Overview of RAFA Program▪ Rural Utility Business Advisors (RUBA)▪ Course Structure▪ Administrative Capacity |
| Lesson 1: Financial Management | <ul style="list-style-type: none">▪ Financial Management▪ Budgeting▪ Accounting▪ Financial Reporting▪ Analyzing |
| Optional PCE | <ul style="list-style-type: none">▪ Power Cost Equalization Program |
| Lesson 2: Financial Stability | <ul style="list-style-type: none">▪ Financial Stability▪ Price-Setting▪ Collections▪ Reconciliation of Transactions & Fuel▪ Repair and Replacement |
| Optional BFLP | <ul style="list-style-type: none">▪ Bulk Fuel Loan Program |

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| Lesson 3: Operations | <ul style="list-style-type: none">▪ Inventory Control▪ Operations & Maintenance Schedule▪ Safety and Regulations▪ Risk Management and Spill Control |
| Lesson 4: Organizational & Personnel Management | <ul style="list-style-type: none">▪ Organizational Structure▪ Roles and Responsibilities▪ Personnel Management Practices▪ Policies and Procedures▪ Payroll and Compliance |
