



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
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NAVSUPPACTNAPLESINST 10110.1B
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NAVSUPPACT NAPLES INSTRUCTION 10110.1B

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: TAX-FREE CONTROLLED RATION CARD

Ref: (a) COMUSNAVEURINST 5840.2 (Series)
(b) COMNAVREGEURINST 5840.3
(c) CNE-CNA-C6F STAFF INST 10110.1F
(d) NAVSUPPACTNAPLESINST 1746.19J
(e) NAVSUPPACTNAPLESINST 4400.3F
(f) NATO Status of Forces Agreement
(g) NAVSUPPACTNAPLESINST 1754.1 (Series)

Encl: (1) Ration Card Control Procedures and Issuing Instructions

1. Purpose. To promulgate procedures for issuing tax-free controlled ration cards for use by eligible U.S. military and civilian employees assigned to a U.S./North Atlantic Treaty Organization (NATO) installation in Italy as either a member of the "Force" or "Civilian Component" as defined in the NATO Status of Forces Agreement, or as "Civilian Personnel" as defined by the 1995 Memorandum of Understanding between the Ministry of Defense of the Republic of Italy, and the Department of Defense of the United States of America.
2. Cancellation. NAVSUPPACTNAPLESINST 10110.1A
3. Authority. Per references (a) and (b), the Commanding Officer (CO), U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, is responsible for the administration of tax-free items for use by all authorized U.S. military and civilian personnel in Italy.
4. Background. References (a) through (g) are requirements and restrictions regarding disposition of tax-free items purchased at the authorized U.S. Forces sales facilities. Per reference (c), the NAVSUPPACT Naples CO designates the NAVSUPPACT Naples Security Officer (SECO) as the issuing official and controlling authority of ration card for tax-free alcohol/tobacco products for personal use by eligible personnel stationed onboard NAVSUPPACT Naples, and within the local area of responsibility. Installation commanders at other U.S. military installations located within Italy will designate an issuing official and controlling authority on board their respective installations, who they deem appropriate. That official must ensure that the responsibilities and procedures outlined in this instruction are substantially complied with.

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5. Control and Issuance of Controlled Ration Cards

a. The SECO is responsible for controlling and issuing the ration cards.

b. The Pass and ID office is responsible for ration card management. Individuals authorized to issue the ration cards must be E-4 and above, GS-4 or equivalent, and must be designated in writing per reference (c).

c. Issuing authority will use:

(1) AE Form 600-702D to record the issue, turn-in, destruction, and loss of ration cards. A separate AE Form 600-702D must be used to record AE Form 600-702C actions. Enclosure (1) provides ration-card control procedures and instructions for using AE Form 600-702D.

(2) AE Form 600-702E for inventory control of ration cards that have not been issued. Instructions for completing the form are contained within the form itself.

d. Ration Cards

(1) Will not be used as a control measure or proof of identification to implement other command policies, including but not limited to base access, other controlled area access, or visitor access, etc.

(2) Are accountable forms. Issuing officials will exercise reasonable care to prevent theft and loss.

(3) Must be kept in a three-combination safe or other approved container authorized for storing accountable forms. Whenever possible, access to the safe or container shall be limited to persons responsible for controlling and issuing the cards. AE Form 600-702D, AE Form 600-702E, and other forms that are used to control ration cards must be safeguarded. SECO will inventory unissued ration cards every three months or more frequently if circumstances warrant (for example, change of issuing agent) on AE Form 600-702E. Each unit receiving and issuing ration cards will establish a self-inspection program to ensure compliance with this publication.

(4) Ration cards must be destroyed after turn-in at least once per month by issuing officials. Appropriate entries will be made on AE Form 600-7020.

e. Issuing Procedures

(1) Signatures. Issuing officials must ensure that individuals receiving ration cards read the warning statement on the back of AE Form 600-702A before signing for receipt of the card. Issuing official may use a stamp for the signature block on AE Form 600-702A and AE Form 600-702C. The stamp must:

(a) Be a two-line stamp including name, grade, service, and title.

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(b) Be no larger than ½-inch high by 1¼ –inch wide.

(2) Signatures on ration cards must be original. The issuing official must sign ration cards.

f. Termination Dates

(1) Military and family member cards will be issued for one year from the date of issuance or up to the Projected Rotation Date (PRD), whichever date is sooner. Family members in receipt of continued command sponsorship at the end of the tour if authorized in writing per reference (g), are eligible for a ration card.

(2) Appropriated fund and non-appropriated fund employees and family members' cards will be issued for the length of tour or until the employee's appointment termination date, but not for more than a one-year increment.

(3) Civilian, contractors, and family members, cards will be issued for the period ending with the contract expiration date (as indicated on the contractor's CAC), but not for more than one year, whichever date is sooner.

g. Turn-In. The issuing official must require that expiring ration cards be turned in or before new cards are issued. A voluntary statement must be filed for lost ration cards.

h. Signing for Ration Cards

(1) Sponsors must sign for their own ration cards on AE Form 600-702D.

(2) Either the sponsor or eligible family member may sign for their spouse's or other entitled family member's ration cards on AE Form 600-702D.

i. Declining a Ration Card

(1) Sponsors are not obligated to request a ration card.

(2) Sponsors may not decline the issue of their spouse's or other eligible family member's ration card if the entitled individual (18 years and older) requests a ration card.

j. Retired Military Personnel. Retired military personnel are not authorized ration cards unless they are employed as a Department of Defense non-appropriated fund civilian or other civilian employee. In such cases, they are entitled to a ration card based on their status as a member of the 'Civilian Component' per reference (f).

k. Age-Restricted Ration Card Authorizations. Entitled sponsors and command sponsored dependent family members (spouses and children) 18 years of age or older are authorized ration

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cards. Such sponsors and dependents who are under 21 years old are authorized ration cards with class VI portions of the card crossed out at the time of issue. At their request, these individuals will be issued ration cards with class VI portions authorized once they turn 21.

1. Receiving Issued Ration Cards

(1) Ration cards for authorized family members will normally be issued to the sponsor.

(2) Ration cards may be issued to family members if the sponsor cannot pick up the ration cards because of sickness, duty, or other extenuating circumstances.

m. Reissuing Procedures. Issuing officials will issue new ration cards to users whose ration card has expired, was lost, stolen or has been destroyed. The issuing official will only reissue a ration card once a copy of the member's orders has been verified and the previous ration card has been turned in when possible. The issuing official will issue the new card:

(1) With the new issue date. The new card will be valid for one year or until the end of the month and year of the sponsor's Projected Rotation Date for military personnel, the sponsor's overseas tour completion or employment end date for civilian personnel, or the sponsor's ID card expiration date for contractor personnel, whichever is sooner.

(2) All categories of rationed items (class VI, tobacco, and CS) must be transferred for blocks used for the current month and year from the replaced card to the new card.

n. Turn-in Procedures

(1) Upon departing from their Naples-area command to execute a Permanent Change of Station (PCS), individuals must return their ration cards to issuing officials. If granted continued logistical support, per reference (g), after the PCS transfer of their sponsor, dependents who were issued a ration card must turn in their ration card upon expiration of the approved continued logistical support. Personnel being reassigned within the U.S. European Command (EUCOM) Area of Responsibility (AOR) will not turn in their ration cards. Enclosure (1) provides instructions for recording in-country transfers of ration cards on AE Form 600-702D.

(2) Personnel who received ration cards while on temporary duty are required to turn in expired cards when they depart the Italy AOR. Further use of the card may be punishable under the Uniform Code of Military Justice (UCMJ), adverse administrative action taken, or prosecution by Italian authorities per reference (f).

o. Lost Card. For the purposes of this instruction, a lost ration card includes one that is no longer under the control of an individual or organization because of theft, destruction, or loss. If a ration card is lost by an individual:

(1) The sponsor must immediately report the loss and file a report in writing to the Security Department. The report must explain the circumstances of the loss and efforts taken to locate the card.

(2) The issuing official will conduct an inquiry to determine the facts and circumstances surrounding the loss. The issuing official:

(a) May replace the card if the loss was not because of wrongdoing and was not a second incident of negligence.

(b) May withhold replacement if the loss was because of unlawful or unauthorized actions by the cardholder or a second incident of negligence.

(c) File a copy of the sponsor's loss report with the AE Form 600-7020.

(d) Submit a copy of the report, including the serial number of the ration card, to NAVSUPPACT Naples Foreign Tax Relief Program Director as a means of accounting and record keeping.

p. Abuse of Ration Privileges. Uniformed service members who abuse ration privileges are subject to misconduct charges under the Uniform Code of Military Justice (UCMJ) and/or adverse administrative action. Civilian component personnel and dependents are subject to adverse administrative action.

q. Revoking Ration Cards

(1) The NAVSUPPACT Naples CO has the authority to revoke or take other appropriate disciplinary and/or administrative action against individuals who abuse ration privileges. The NAVSUPPACT Naples CO will direct Staff Judge Advocate to prepare a written notice for the sponsor or family member stating the reason for the revocation. The notice will advise the sponsor or family member that he or she may submit evidence in rebuttal or mitigation, in writing, within five workdays after receiving the notice.

(2) The issuing official is responsible for withdrawing (by suspending or revoking) class VI privileges when alcohol abuse or alcohol-related misconduct has been documented.

(3) The NAVSUPPACT Naples CO may withdraw the class VI privileges of individuals when alcohol abuse or alcohol-related misconduct has been documented, regardless of whether or not the alcoholic beverages consumed were obtained through the class VI system.

(4) The NAVSUPPACT CO may revoke a ration card upon receipt of credible report that the ration cardholder used the ration card to purchase alcohol for or provided the purchased alcohol to a minor.

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(5) Commanding Officer or Officer-in-Charge in the individual's chain of command may withdraw class VI privileges when:

(a) Individuals who have a medical diagnosis of alcohol dependence or abuse or have been involved in alcohol-related misconduct.

(b) Authorized patrons who live in the same household as an abuser, when clear evidence exists that the abuser has continued his or her abuse, has access to class VI merchandise obtained with a family member's ration card.

(6) To revoke privileges, the issuing official must void the entire class VI portion of the ration card. To suspend privileges, the issuing official must void the class VI portion of the ration card for the period of the suspension.

(a) Suspension is authorized for up to one year when an individual has been involved in alcohol-related misconduct or has been identified as an alcohol abuser.

(b) Revocation is authorized for abuse of ration privileges or for a second incident of alcohol-related misconduct. Revocation is for at least one year and may extend for an indefinite period. Reinstatement of class VI privileges is authorized only when the offender's conduct during the revocation period clearly indicates that further violations are unlikely to occur.

(7) Once class VI privileges are revoked, the patron must request that privileges be reinstated via their chain of command to NAVSUPPACT Naples CO. Privileges may be reinstated when the revocation period is over and the individual's conduct indicates that further violations are unlikely to occur.

(8) The record issuing official will maintain an active log to be track suspension.

6. Ration Card Use and Purchases of Rationed Items: Instructions for Users

a. Ration-card users must present their ration card and ID card to the salesperson when purchasing rationed items.

b. If a ration block has been marked as used, it is considered used for the entire one-year validity period of the ration card. A marked block may not be reused for a following year's ration. When a ration-card user wants to purchase the entire ration amount for a month, and some of the blocks for that month are marked from a previous year, the user must request a new ration card.

c. Users must first use the available ration blocks for that month before requesting a new ration card.

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d. Upon receiving a new ration card, the user may purchase the remaining available ration amount for that month.

NOTE: Issuing official must transfer the used ration blocks for the current month and year to the new ration card before issuing the new card to the user.

7. Reporting Requirement. Each quarter, the issuing official must send a report to NAVSUPPACT Naples Foreign Tax Relief Program Director, indicating the number of current, valid ration cards in circulation.

8. Forms. All applicable forms can be found at <https://aepubs.army.mil>.

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

10. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurfcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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RATION CARD CONTROL PROCEDURES AND ISSUING INSTRUCTIONS

1. INSTRUCTIONS FOR COMPLETING AE FORM 600-702D. AE Form 600-702D is available in the Army in Europe Library and Publishing System (AEPUBS) at <https://aepubs.army.mil>. Instructions for completing blocks one through 11 of AE Form 600-702D are as follows:

- a. Ration card series 600-702: Check the applicable blocks (A or C).
- b. Period of issue: Enter the date of the first and the last ration card issued as recorded on the form.
- c. Year: Enter the year of issue. The cutoff issue date is 31 December each year. File and keep the AE Form 600-702D for three years after the cutoff date.
- d. Card number: Enter the ration card serial number.
- e. Issued to: Enter the name of the recipient shown on the ration card.
- f. SSN or ID number: Enter the social DoD ID, passport, or national ID card number of the sponsor. For Family members, enter the sponsor's SSN or ID card number.
- g. Signature of recipient: Recipients must read the warning on the back of AE Form 600-702A before signing for ration cards. Sponsors may sign for family member ration cards. Married military personnel will sign for their own ration cards.

Note: Blocks 8 through 11 are used only for ration-card destruction.

- h. Destruction DSPO date: Enter the date the ration card was destroyed, disposed of, or reported lost.
- i. Destruction DSPO item: Enter the abbreviation for the card destroyed or disposed of as follows:

EC Entire card
ST Supplemental tobacco
- j. Reason: This is a two-line entry. Leave the top line blank. In the second line, enter the abbreviation from the following list for the reason the ration card was destroyed or replaced:

AE: Administrative error
CN: Change of name (for example, marriage)
D: Death
DE: Reissue because of foreign service tour extension
ED: European discharge or retirement

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L: Lost
M: Mutilated
PCS/PCA: Permanent change of station or permanent change of assignment
R: Revoked
RE: Reissue for full ration allowance
S: Stolen

k. Signature of verifying official: The issuing authority must sign in to indicate that the ration card has been destroyed or disposed of properly. Leave this block blank when the action being taken is because of the normal card expiration.

Note: The issuing authority will line through and initial errors on AE Form 600-702D. Do not use correction fluid or tape.

2. TRANSFERS. Issuing authorities will record transfers within the USEUCOM Area Of Responsibility (AOR) on AE Form 600-702D.

a. The losing command will enter PCS or PCA in block 10 and certify the transaction in block 11 for ration cards issued to military personnel and their family members.

b. Gaining command will record the ration card data of military personnel and their family members on a separate AE Form 600-702D. The gaining unit will:

(1) Line through and initial the losing organization and APO number listed on the ration card (AE Form 600-702A).

(2) Type or block-print in ink the name of the gaining unit organization and APO number below the ration card serial number in block four.

3. RECORDKEEPING. AE Form 600-702D will be filed in a separate folder. DA Form 410, AF Form 310, and other substantiating documents will be filed in another separate folder. Completed copies of AE Form 600-702D will be maintained in an active file for three years after the date that the last card was issued. After three years, the forms will be kept in an inactive file for one year and then appropriately destroyed.

4. ACCOUNTABILITY. Issuing authorities will maintain accountability for unissued ration cards and ration cards of personnel assigned to or supported by them on AE Form 600-702E. AE Form 600-702E is available in AEPUBS.