DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 4400.3F
SU:SM:
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NAVSUPPACT NAPLES INSTRUCTION 4400.3F

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

Subj: TOBACCO PRODUCTS RATIONING

Ref: (a) CINCUSNAVEUR INST 5450.21D
(b) CINCUSNAVEUR ltr 5800 Ser 013/U/2825 of 9 Sept 91
(c) IMOD ltr 50291 of 18 Mar 86
(d) IMOD ltr 50609.A9 of 7 May 92

Encl: (1) Guidelines on Regulations, Policies, and Procedures

1. Purpose. To publish procedures concerning the rationing and sale of tobacco products for use by eligible U.S. and NATO personnel in Italy.

2. Cancellation. NAVSUPPACT NAPLES INST 4400.3E

3. Background Information. In accordance with references (a) through (d), NAVSUPPACT Naples is responsible for the coordination and control of rationing procedures pertaining to tax-free tobacco products, for use by U.S. and NATO personnel in Italy. NAVSUPPACT Naples and the Italian Ministry of Defense will jointly conduct periodic inspections of U.S. and NATO activities, to ensure compliance with tax-free tobacco products control agreements with the Italian Government.

4. Point of Contact. For assistance, activity tobacco products managers should contact the NAVSUPPACT Naples Supply Officer or the Tax-Free Products Administrator (DSN 625-5439 or Commercial 39-81-568-5439).

David J. Smania
DAVID J. SMANIA

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GUIDELINES ON REGULATIONS, POLICIES, AND PROCEDURES

1. Definitions

a. Sponsor. Any person, military or civilian (including personnel and family members assigned to the U.S. Sixth Fleet), in the employ of the U.S. Government and NATO personnel recognized to be in an international status and authorized tax-free privileges by existing regulations and agreements.

b. Family Members. The spouse, children 18 years or older, and parents residing with the sponsor and for whom the sponsor provides over 51% support.

c. A Tobacco Ration Unit. Quantity of tobacco products constituting a fraction of the tobacco ration per reference (a). The following tobacco units have been established:

UNIT (Six units equal one month's ration)

1 Carton of Cigarettes (10 pkgs)	1 Unit
1 8-oz. Tin of Tobacco	1 Unit
1 16-oz. Tin of Tobacco	2 Units
1 Box of 50 Cigars	2 Units

d. A Tobacco Ration Sub-unit. A fraction of the ration unit which will be identified on the tobacco ration cards with the letter "S". The following tobacco ration sub-units are established:

SUB-UNITS (10 sub-units equal one unit)

1 Package of Cigarettes	1 Sub-unit
1 Package of Cigars	1 Sub-unit
1 Pocket Pouch of Tobacco	1 Sub-unit
1 Box of 25 Cigars	5 Sub-units

2. Rations

a. The maximum tobacco ration for each sponsor and for each qualified family member is six tobacco units per month. Tobacco ration units not drawn during one month may not be carried forward and drawn in successive months.

b. The purchase of rationed items will be controlled by ration cards issued to authorized personnel and by sales logs or slips maintained at the retail sales outlet. The following information will be recorded on the sales log or sales slips: date, name of the patron, ration card number, units or fractions of units purchased, and the receipt signature of the patron.

c. Sale of sub-units is permissible if the appropriate "S" block of the individual ration card is marked. Ration sub-units are not in addition to the established ration, and one ration unit block of the individual ration card will be voided by the sales employee when the number of sub-units purchased reaches the quantity of tobacco products forming one ration unit.

d. The advance sale of future months tobacco rations because of planned closures of stores (including holidays) is not authorized, except as noted in paragraph (6).

3. Exceptions

a. Upon presentation of leave papers or orders to the floor manager of the retail store, personnel departing on leave or TAD for periods in excess of two weeks may be permitted to purchase tobacco for ration periods which expire during their absence. Transient personnel from other European areas holding ration cards issued by agencies of the Department of Defense are permitted to purchase tobacco products upon presentation of the appropriate ration card.

b. Clubs, recreation facilities, and the managers of retail sales activities can authorize transient personnel not holding a valid ration card to purchase a maximum of two ration sub-units per day. The tobacco sales log of the club, recreation facility or retail sales activity will be annotated by the club or facility manager to include the name, grade, serial number and parent activity of each individual permitted to make a purchase under this transient provision.

c. Clubs, recreation facilities, and the managers of retail sales activities can also authorize personnel holding a valid tobacco ration card (including Mediterranean homeported tenders), a maximum of two ration sub-units provided the appropriate "S" block on the individual ration card is marked and that the purchase of the sub-unit is recorded on the sales log or sales slip, which includes the date, name of the patron, ration card number, and the receipt signature of the patron.

4. Use of Tobacco Products. Tobacco products obtained under inter-governmental agreements with the Italian Ministry of Finance and with the Italian Monopoly and sold through Exchanges, Commissaries, NATO Stores, and other authorized sales outlets, are obtained free of taxes and are intended only for the personal consumption of individuals entitled to such tobacco rations. The selling, bartering, lending or giving away of tax-free tobacco products to unauthorized individuals is strictly forbidden. Anyone violating this order is subject to prosecution and punishment under the laws of Italy and of their home country.

5. Responsibility. The sponsor to whom tobacco privileges are extended is responsible for violations of this policy.

6. Reporting Requirements. Each quarter, the ration card issuing activity is required to forward to the U.S. Naval Support Activity, Naples, Italy, Tax-Free Products Administrator (Code SP), a report indicating the number of current valid ration cards in circulation.

7. Restriction. With the exception of situations in paragraph 6a, and in accordance with reference (a), personnel in Italy are prohibited from having in their possession at any one time tax-free cigarettes or other tobacco products greater than their monthly ration of tax-free tobacco.

8. Action. The tobacco ration card issuing officers of each U.S. and NATO activity will ensure that tobacco ration cards of detaching personnel are surrendered and voided. Voided ration cards will be retained for one year.