NAVSUPPACT NAPLES INSTRUCTION 10110.1A CHANGE TRANSMITTAL 1

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

Subj: TAX-FREE CONTROLLED RATION CARD

Encl: (1) Revised page 5

1. **Purpose.** To promulgate change 1 to subject instruction to update ration card validity.

2. **Action.** On page 5, paragraph 5(m)1, replace ‘three years’ with ‘one year’.

3. **Records Management.** Records created as a result of this change transmittal, regardless of media and format, must be managed per SECNAV M-5210.1.

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Releasability and distribution:
NAVSUPPACTNAPLESINST 5216.4CC
Lists: I through IV
Electronic via NAVSUPPACT Naples website:
https://www.cnic.navy.mil/regions/cnreurafcent/installations/nsa_naples/about/departments/adm
istration_n1/administrative_services/instructions.html
(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 who want to use their full ration allowance for a month when some of the blocks for that month have been used in a previous year. 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 date eligible for return from overseas (DEROS) (military personnel), the sponsor’s overseas tour completion or employment end date (civilian personnel), or the sponsor’s ID card expiration date (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 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 no later than 90 days after the date their sponsor transferred. Personnel being reassigned within the USEUCOM 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).
NAVSPACT NAPLES INSTRUCTION 10110.1A

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

Subj: TAX-FREE CONTROLLED RATION CARD

Ref: (a) COMUSNAVEURINST 5840.2 (Series)
     (b) COMNAVREGEUR INST 5840.3
     (c) CNE-CNA-C6F STAFF INST 10110.1F
     (d) NAVSPACT NAPLES INST 1746.19J
     (e) NAVSPACT NAPLES INST 4400.3F
     (f) NATO Status of Forces Agreement
     (g) NAVSPACT NAPLES INST 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./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. NAVSPACT NAPLES INST 10110.1.

3. Authority. Per references (a) and (b), the Commanding Officer (CO), U.S. Naval Support Activity (NAVSPACT), 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 NAVSPACT Naples CO designates the NAVSPACT 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 on board NAVSPACT Naples, and within the local area of responsibility.
Installation commanders at other U.S. military installations located within Italy shall designate an issuing official and controlling authority on board their respective installations, who they deem appropriate. That official shall ensure that the responsibilities and procedures outlined in this instruction are substantially complied with.

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 shall be 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 shall 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) Shall 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 shall exercise reasonable care to prevent theft and loss.

   (3) Shall 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 shall be safeguarded. SECO shall 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 shall establish a self-inspection program to ensure compliance with this publication.

(4) Ration cards shall be destroyed after turn-in at least once a month by issuing officials. Appropriate entries shall be made on AE Form 600-702D.

e. Issuing Procedures

(1) Signatures. Issuing officials shall 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.

(a) Issuing official may use a stamp for the signature block on AE Form 600-702A and AE Form 600-702C. The stamp shall:

1. Be a two-line stamp with the name on the first line and grade and service on the second line.

2. Be no larger than ½-inch high by 1¾-inch wide.

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

f. Termination Dates

(1) Military and family members cards will be issued for one year from the date of issuance or up to the projected rotation date (PRD), which ever date is sooner. Eligible family members in receipt of continued command sponsorship at the end of the tour if authorized in writing per reference (g).

(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, which ever date is sooner.

g. Turn-In. The issuing official shall 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 or 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 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.

l. 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 who want to use their full ration allowance for a month when some of the blocks for that month have been used in a previous year. The issuing official will issue the new card:

(1) With the new issue date. The new card will be valid for three years or until the end of the month and year of the sponsor’s date eligible for return from overseas (DEROS) (military personnel), the sponsor’s overseas tour completion or employment end date (civilian personnel), or the sponsor’s ID card expiration date (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 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 no later than 90 days after the date their sponsor transferred. Personnel being reassigned within the USEUCOM 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.

(1) If a ration card is lost by an individual:

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

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

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

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

3. Shall file a copy of the sponsor’s loss report with the AE Form 600-702D.

4. A copy of the report, including the serial number of the ration card, shall be submitted 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) NAVSUPPACT Naples Commanding Officer (CO) has the authority to revoke or take other appropriate disciplinary and/or administrative action against individuals who abuse ration privileges. The 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 5 workdays after receiving the notice.

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

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

(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 because of access to class VI merchandise obtained with a family member’s ration card.

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

(a) Suspension is authorized for up to 1 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 shall be for at least one year and may
extend for an indefinite period. Reinstatement of class VI privileges will be 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) An active log shall be maintained by the record issuing official to be track suspension.

6. Ration Card Use and Purchases of Rationed Items

   a. Ration Card Validity Periods. Ration cards are valid for 3 years or until the end of the month and year of the sponsor’s PRD (military personnel), the sponsor’s overseas tour completion or employment end date (civilian personnel), or the sponsor’s ID card expiration date (contractor personnel), whichever is soonest.

   b. When ration cards expire, replacement cards will be issued at the sponsor’s request during the month the current ration card expires.

   c. Instructions for Ration Card Users

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

      (2) If a ration block has been marked as used, it is considered used for the entire three-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.

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

      (4) 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. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

9. 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 automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

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https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html
RATION CARD CONTROL PROCEDURES AND INSTRUCTIONS

1. INSTRUCTIONS FOR COMPLETING AE FORM 600-702D. AE Form 600-702D is available in the Army in Europe Library & 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 block (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 cut-off issue date is 31 December each year. File and keep 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 security number (SSN) (last four numbers), 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 will 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 | ST |
      |----|----|
      | Entire card | 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 | CN |
      |----|----|
      | Administrative error | Change of name (for example, marriage) |

Enclosure (1)
k. **Signature of verifying official:** The issuing authority will sign in this block 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 commander 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 commanders 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 1 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 AE PUBS.

Enclosure (1)