



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY  
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NAVSUPPACT NAPLES INST 10340.1H  
40P:SM:rs

25 NOV 1998

NAVSUPPACT NAPLES INSTRUCTION 10340.1H

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

Subj: POLICY GOVERNING PROCUREMENT AND RETAIL SALE OF TAX-FREE PETROLEUM PRODUCTS (POL) "P" COUPONS IN ITALY, FOR USE IN PRIMARY OWNED AFI VEHICLES

Ref: (a) Italian Ministry of Defense ltr LB 50291 of 18 Mar 86  
(b) CINCUSNAVEURINST 5450.21E  
(c) CINCUSNAVEUR ltr 013/U/2825 of 9 Sep 91  
(d) Italian Ministry of Finance ltr Div XII Prot. 10129/N of 1 Mar 79  
(e) Italian Ministry of Finance ltr 10372/N of 28 Jun 79  
(f) Italian Ministry of Finance ltr VI/A.766/R of 23 May 56  
(g) Italian Ministry of Finance ltr 632/N of 30 Sep 68  
(h) Italian Ministry of Defense ltr BL 50039 of 21 Jan 77  
(i) Italian Ministry of Defense ltr 50609 of 7 May 92  
(j) NAVSUPPACT NAPLES INST 10340.3F

Encl: (1) Additional Allowance Authorization, NAVEURGEN Form 10340/4  
(2) Procedures for automated petroleum products (POL) "P" coupon ration cards

1. Purpose. To establish regulations for procurement and retail sale of tax-free POL "P" coupons for private use in Italy.

2. Cancellation. NAVSUPPACT NAPLES INST 10340.1G.

3. Applicability. The provisions of this instruction apply to all organizations or activities engaged in the retail sale of tax-free POL coupons, and to all U.S./NATO military and civilian personnel, excluding Italians, who are eligible to register their primary privately owned vehicle (POV) with an AFI registration number and therefore authorized to receive tax-free POL in accordance with applicable international agreements and implementing instructions issued by the Government of Italy.

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(GOI). Both a husband and wife who are 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 Concerning Use of Installations/Infrastructure by U.S. Forces in Italy are authorized to register their own primary POVs with an AFI registration number and are entitled to purchase an individual tax-free petroleum products ration.

4. Background. Per references (a) through (e), U.S. Naval Support Activity, Naples, Italy (NAVSUPPACT Naples), has the overall responsibility for the control and administration of the retail sales of tax-free POL "P" coupons and ground petroleum products in Italy. Reference (f) prescribes the procedures to be followed to obtain tax relief on POL used by U.S. and NATO forces in Italy, per Articles XI and XII (1) of the NATO Status of Forces Agreement. References (f) and (g) further specify the eligibility requirements for obtaining tax-free POL. Reference (h) prescribes the procedure to be followed by NAVSUPPACT Naples and the Italian Ministry of Defense (IMOD) in conducting joint assistance visits and audits of U.S./NATO retail sales activities in Italy. Reference (i) confirms rationing procedure for U.S./NATO forces in Italy. Reference (j) prescribes procedures to be followed for the issuance and receipt of tax-free POL coupons from NAVSUPPACT Naples.

5. Policy

a. As directed by reference (f), all tax-free POL "P" coupons issued to eligible personnel are procured under Defense Logistic Agency (DLA) contract from commercial sources. This contract is administered and coordinated by the NAVSUPPACT Naples Tax-Free Products Administrator.

b. Tax-free POL is controlled by ration coupons that are sold in amounts established by the GOI. U.S./NATO military commands will designate an organization under their responsibility that will act as the retail sales point for coupons. The establishment of new retail sales outlets must be coordinated in advance with the NAVSUPPACT Naples Tax-Free Products Administrator who will inform GOI officials. The coupons may be exchanged for tax-free POL (except kerosene) at any contractor issuing point in Italy during the validity period.

6. Purpose. Per reference (i), tax-free POL "P" coupons are available with the intent of providing sufficient tax-exempted fuel for home-to-work travel. Only eligible individuals may purchase coupons based on their vehicle's engine size and type of

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fuel that the primary vehicle requires. A ration is allowed for only one registered Type I primary AFI (white plated) vehicle per eligible individual.

7. Basic Ration. Tax-free POL rations are as follows:

CATEGORY	OLD TAXABLE	NEW ENGINE SIZE IN CUBIC	MONTHLY GASOLINE	MONTHLY MOTOR
	HORSEPOWER TABLE	CENTIMETERS (cm3) TABLE	ALLOWANCE	OIL ALLOWANCE
			(leaded/unleaded fuel)	
I		Motor Scooter (if registered as a Type I primary AFI (white plated) vehicle)	60 Liters	N/A
II	UP TO 9	Up to 668 cm3	100 Liters	4 Liters
III	10 TO 13	669 to 1,119 cm3	200 Liters	6 Liters
IV	14 TO 25	1,120 to 2,883 cm3	300 Liters	8 Liters
V	ABOVE 25	Above 2,884 cm3	400 Liters	8 Liters

Note 1: Type I primary AFI registered diesel vehicles will only be issued diesel fuel "P" coupons. The amount issued will be the same as the allowance for gasoline vehicles of the same engine size.

Note 2: Type I primary AFI registered motorcycles will receive the same allowance as other gasoline vehicles, however may not exceed a maximum of 200 liters per month.

Note 3: The monthly POL coupon ration granted to the entitled U.S./NATO military member may be temporarily purchased by the spouse in the event the eligible member is on TAD/TDY to Bosnia or other military operation outside the nation of Italy for a period exceeding 30 working days.

a. Temporary Allowances. An individual reporting for duty may be granted a temporary allowance of 200 liters of "P" coupons per month. This allowance will be authorized by the cognizant Motor Vehicle Registration Office (MVRO) or Security Office by issuing a temporary ration card or by utilizing enclosure (1) form, and will terminate upon registration of the vehicle as a Type I primary AFI vehicle. Whatever temporary allowance was granted during the month of registration, will be applied against the allowance established for the registered vehicle. Temporary allowances may be granted when an individual is:

(1) Either using a commercial rental vehicle or a locally purchased Type II secondary AFI vehicle while awaiting the arrival and registration of a vehicle shipped at government expense that will become the individual's Type I AFI vehicle.

(2) Purchasing vehicles locally, provided the vehicle will be registered as a Type I primary AFI vehicle.

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b. Ration Cards. An individual who registers a Type I primary AFI vehicle at the MVRO or Security Office will receive a gasoline ration card upon clearing customs and issuance of registration document and license plates. No gasoline ration is authorized prior to finalizing the above documents except as outlined in paragraph 7a above.

c. Advance Allowance. A one-month advance allowance of coupons may be purchased in the event an individual receives orders for leave, or TDY which necessitates travel during the following month. The retail sales activity operator will charge this advance allowance to the next month's allowance on the ration card.

d. Ration Coupon Purchase. Petroleum ration coupons not purchased during the entitled month cannot be purchased in any following month.

e. Non-operational Vehicles. If a Type I primary AFI vehicle is in a non-operational status for over 30 days due to a mechanical breakdown the individual must report this fact to the MVRO or Security Officer. An individual whose Type I primary AFI vehicle has been stolen or shipped to the United States pursuant to PCS orders or is in a non-operational status, may draw the ration authorized for a Type I primary AFI or that ration which could have been authorized for a second registered vehicle if it had been registered with a Type I primary AFI (white plated) vehicle or a rented vehicle, whichever is less. The allowance for a stolen vehicle may be authorized for up to 90 days from the date of theft or until the close of the inquest, whichever is earlier.

f. Additional Allowance for Hardship or Compelling Circumstances. The basic ration of tax-free fuel coupons in paragraph 7 above is part of a diplomatic agreement. The agreement ensures military readiness by allowing members of U.S./NATO forces to get to work affordably. The objective is to ensure at least 1,000 miles of tax-free commuting travel, based on 20 working days. On a case by case basis, U.S./NATO Base Commanders or delegated representatives may approve an additional gas or diesel "P" coupon allowance to those individuals for whom the established home-to-work travel monthly gas or diesel ration allowance can be proven to be inadequate. In no case will the total coupons purchased by an individual exceed 400 liters per month or 200 liters per month per motorcycle, except as outlined in subparagraph 7c above. A copy of the monthly approval authorization for these additional coupons will be forwarded to the NAVSUPPACT Naples Tax-Free Products Administrator. In addition, a copy of the signed additional coupon authorization

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must be attached to the individual ration card held at the local retail sales activity.

g. Other Additional Allowances. An additional tax-free POL "P" coupon allowance may be approved, as follows: (Note: In no case will the total coupons purchased by an individual exceed 400 liters per month).

(1) Medical. When travel is required for treatment of a chronic illness by individuals stationed at remote sites where military hospitalization is not available. This additional allowance must be annotated on the ration card.

(2) Remote Sites. Individuals stationed at remote sites and for whom the established home-to-work travel monthly ration is inadequate.

(3) Leave. For the purpose of leave for an individual stationed in Italy and authorized less than 400 liters of gasoline or diesel "P" coupons per month. This extra allowance may not be authorized more than three times per year, and will be computed on the basis of expected travel within Italy while on authorized leave. The amount of additional coupons will be computed based on the following engine size formula:

<u>OLD TAXABLE HORSEPOWER TABLE</u>	<u>NEW ENGINE SIZE IN CUBIC CENTIMETERS (CM3) TABLE</u>	<u>MAXIMUM ALLOWANCE BASED ON 50 KILOMETERS OF TRAVEL)</u>
UP TO 9	Up to 668 cm3	4 Liters
10 TO 13	669 to 1,119 cm3	5 Liters
14 TO 25	1,120 to 2,883 cm3	6 Liters
ABOVE 25	Above 2,884 cm3	— 8 Liters

The extra allowance for leave will only be authorized and sold by the command where the individual is assigned. The retail sales activity operator will annotate on the original leave papers and on the ration card in red ink, the date and the quantity sold. Strict controls must be exercised by military authorities in approving additional leave allowance requests to ensure rationed products are used only for leave purposes. If leave travel is not accomplished, coupons purchased for this purpose must be returned to the retail activities for a refund.

(4) Sponsorship. Travel required in conjunction with sponsoring newly arrived U.S. Military and Civilian personnel is considered official duty. Fuel allowances for sponsorship related travel is covered under NAVSUPPACT Naples Instruction 10340.8F.

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(5) Application for Additional Allowance. Retail outlets will sell additional tax-free POL "P" coupons to individuals upon presentation of orders and an Additional Allowance Authorization, enclosure (1), signed by the Base Commander, Motor Vehicle Registration Officer, Security Officer, or Tax-Free Products Administrator and substantiated by appropriate documented justification (i.e., leave, TDY, TAD orders, etc.). One copy of enclosure (1) will be maintained by the retail sales activity and one copy will be forwarded monthly by the retail sales activity to NAVSUPPACT Naples.

h. Transfer of Ownership. The ration entitlement accrues to the vehicle, not the owner. Therefore, upon the transfer of ownership and the registration of a Type I primary AFI vehicle, only that amount of the ration not previously purchased by the seller during the month of transfer may be assigned to the new owner. If the seller purchased coupons during the month that the vehicle clears registration for new ownership, he should redeem the unused coupons at the retail sales outlet so that the buyer may be assigned a gas ration for the same amount. The redemption will be noted on the ration card.

i. Handcarry of Ration Card. Individuals receiving orders for TAD/TDY which necessitate travel away from their duty station and therefore unable to purchase the monthly gas ration at their duty station may be authorized to temporarily handcarry their gas/diesel ration card during their TAD/TDY travel and purchase the monthly gas/diesel ration at U.S. bases in Italy other than their duty station.

8. Kerosene Coupons. Individuals may be authorized a monthly ration of 100 liters of kerosene per head of household and family members, not to exceed 300 liters per month.

Note: Not all of the contractors' sales points in Italy carry kerosene or participate in the tax-free products program for this commodity. For information regarding kerosene dealers and the availability of this product, contact the NAVSUPPACT Naples Tax-Free Products Administrator.

9. Authorized Use

a. Rationed "P" coupons can be exchanged only at authorized gasoline stations in Italy; must be signed by the purchaser, dated and annotated with the actual license number of the vehicle being refueled; must be used only for the product authorized; and cannot be traded or exchanged for other products.

b. Coupons are intended only for the use of the person to whom the ration card is issued. Selling, bartering, lending or

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giving the coupons or the product itself to any person, or buying or borrowing from any other person is prohibited.

c. Illegal use of coupons is a violation of the Uniform Code of Military Justice (UCMJ) and Italian fiscal law. Violators are subject to one or more of the following disciplinary or administrative actions:

(1) Prosecution under the UCMJ.

(2) Prosecution under Italian law by the Italian Government Fiscal Agencies.

(3) Revocation or suspension of some or all of the tax exemption privileges of the violator as directed by the appropriate U.S. or NATO Base Commander.

(4) Prosecution under military criminal law of the National Service of the recipient.

(5) Other administrative action as appropriate.

10. Revocation of Privilege. The privilege of obtaining tax-free POL may be revoked for cause. By accepting the privilege of obtaining the coupons, personnel may be called upon at any time to substantiate in writing to the Base Commander, the manner in which they have disposed of coupons or products obtained in exchange for coupons. Failure to properly justify the use of the coupons or products may result in the revocation of privileges.

11. Procurement of Coupons. Retail sales activities will request tax-free POL "P" coupons via letter or message from NAVSUPPACT Naples (Code 40P). As indicated in reference (j), commands may requisition coupons using standard MILSTRIP format. After the coupons are issued, NAVSUPPACT Naples' Authorization Accounting Activity (AAA) will invoice the requesting activity in dollars. Payment of the invoice will be by check made payable to the "Treasurer of the United States" and mailed to the AAA at the address specified on the invoice. Failure to make payment promptly will result in the customer being required to pay for coupons in advance. NATO resale activities experiencing difficulties with this payment of invoice procedure may contact NAVSUPPACT Naples Control Division Office (DSN 626-5431) for assistance. When requested, coupons may be shipped from NAVSUPPACT Naples to the retail sales activities in Italy via FPO/APO registered mail. However, once the coupons leave the custody of NAVSUPPACT Naples, the addressee will assume the full responsibility for the payment of both the coupons and any taxes on the products.

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12. Redemption of Coupons. Except for those individuals in PCS status, customers may return "P" coupons for credit only if expired. Unsold/expired tax-free POL "P" coupons (signed or unsigned) may be returned by retail sales activities to NAVSUPPACT Naples for redemption. Valid coupons must be voided prior to returning them for credit. Refunds will be provided for a period of nine months beyond the coupon expiration date. The acquisition cost of the coupons, less a redemption fee of one-half cent (.005 U.S. dollars) per liter will be applied as a credit to subsequent coupon orders. This redemption fee applies only to unsold or expired coupons held in stock by retail sales activities. Retail sales activities may issue instructions to customers establishing redemption procedures which may include a reduced redemption period for expired coupons returned by customers. The one-half cent redemption fee is not applicable to consumers.

13. Ration Control Cards

a. Gasoline or diesel fuel ration control cards will be issued to authorized personnel by the cognizant U.S. or NATO MVRO or Security Office. In order to qualify for a gasoline or diesel ration card, the individual must register the POV with a U.S. military or NATO command MVRO or Security Office and maintain an accurate operational odometer on the vehicle. The cognizant MVRO or Security Office will maintain registration records by the command to which personnel are assigned. Under no circumstances will more than one gasoline or diesel fuel ration card be issued to any individual. The following data will be entered on the ration control card by the MVRO or Security Office: make, model, engine size in cubic centimeters (cm<sup>3</sup>) of the POV, license numbers (AFI registration number and local plate number), owner's identification data, and odometer reading of the POV at the time the card is issued. The ration entitlement and type of product will be prominently rubber stamped on the face of the card.

b. Ration control cards may be requisitioned from NAVSUPPACT Naples, by submitting a DD Form 1348. Commanders are authorized to locally print gasoline/diesel and kerosene ration cards on condition that they are serialized and that the format and color are the same as cards issued by NAVSUPPACT Naples.

c. All POL ration control cards will be retained on file at the resale outlet and will not be held or transferred by individual users unless voided. The cognizant MVRO or Security Office will notify the main retail sales office weekly when an automobile is lost, stolen, abandoned, sold or turned in for shipment out of country in conjunction with a PCS move so that the applicable ration control card can be voided.

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14. Coupon Sales. Each tax-free POL "P" coupon sale will be recorded to ensure the identification of all coupons sold. The serial number of each coupon book (or coupon if sold singularly) and the date of purchase will be entered on the ration control card of the purchaser, who will acknowledge receipt of the coupons by legibly signing the sales control log and initialing the ration control card. The retail sales activity manager or delegated representative not physically engaged in the daily sale of coupons is responsible for matching, on a daily basis, the quantity of coupons sold and recorded on the daily control sales log against the amount recorded on ration control cards. Any discrepancies revealed should be immediately reported to the respective Police or Security Officer and Base Commander for investigation and to the NAVSUPPACT Naples Tax-free Products Administrator. In order to simplify this important control procedure, as a sale is made and posted, the ration control card should be placed in a daily pending file box and merged with the master deck after the cross check is completed. All records pertaining to the sale of coupons, including individual ration control cards, will be retained for at least one year from the date of the last recorded transaction.

15. Lost or Stolen Coupons. At the discretion of Base Commanders or delegated representatives, lost or stolen tax-free POL "P" coupons may be replaced by authorizing the individual to repurchase a percentage of the monthly coupon allowance based on the number of days remaining in the month. Requests for replacement of lost or stolen coupons must be submitted to Base Commanders via the proper police authority, and supported by a formal police report. A copy of the request, including the serial number of the coupons, should be submitted to NAVSUPPACT Naples Tax-Free Products Administrator as a means of reporting and possible future identification of stolen or lost coupons.

Note: Repurchase will not be authorized for stolen coupons caused by customer's negligence (i.e., coupons left unguarded in a privately owned vehicle).

16. Damaged Coupons. Damaged coupons may be refunded or replaced by purchasing a like amount when the denomination, quantity and serial number of the coupons can be identified.

17. Assist Visits and Audits. As directed by reference (h), NAVSUPPACT Naples officials will conduct periodic assist visits and audits at U.S. and NATO retail sales activities in Italy in conjunction with officials of the Italian Ministry of Defense.

18. Restriction. Except as outlined in paragraph 7c above, personnel, while in Italy, are specifically prohibited from

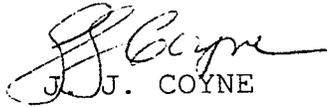
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having in their possession at any one time, tax-free POL "P" coupons greater than two months of their authorized ration.

19. Reports. Each U.S. Army, Air Force, and Navy Exchange, and NATO resale activity in Italy will submit a monthly letter report listing the quantities issued, by each type of tax-free POL product. The NAVSUPPACT Naples MVRO will submit a monthly report indicating the number of AFI Type I and II vehicles registered in each customs district and command in Italy. U.S. and NATO Base Commanders or Officers in Charge will provide a list of military activities departments, or offices under their responsibility and the name of the delegated command representative who is authorized to purchase or pick up coupons from NAVSUPPACT Naples. This list will be periodically reviewed by each command and maintained in a current status. Reports shall be mailed in sufficient time to reach NAVSUPPACT Naples no later than the 20th day of the month following the month being reported. All reports will be forwarded to NAVSUPPACT Naples Tax-Free Products Administrator (Code 40P).

20. Automated System. U.S./NATO commands utilizing the automated POL "P" coupon ration card system will comply with the policy set forth in enclosure (2).

21. Information. Specific cases not covered by this instruction will be reported for resolution to the NAVSUPPACT Naples Supply Officer or Tax-Free Products Administrator at DSN 626-5439/30.

  
J.J. COYNE

Distribution:  
NAVSUPPACT NAPLES INST 5216.4T —  
Lists I through VII  
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0196-LF-080-0301

ADDITIONAL ALLOWANCE AUTHORIZATION

NAME ..... RANK ..... SERVICE ..... SERVICE NO .....
ORGANIZATION & DUTY STATION ..... LICENSE PLATE NO .....
VEHICLE'S ENGINE SIZE (cm3) .....

TOTAL "P" COUPONS PURCHASED BY AN INDIVIDUAL SHALL NOT EXCEED 400 LITERS PER MONTH EXCEPT FOR ADVANCE PURCHASE AUTHORIZED PARA 1.B. BELOW. "G" COUPONS MAY BE PURCHASED ONLY WHERE THE FOLLOWING TWO CONDITIONS EXIST:

- A. AN OFFICIAL MILITARY VEHICLE IS NOT AVAILABLE FOR USE BY AN INDIVIDUAL.
B. THE USE OF A POV OR RENTED CAR IS ESSENTIAL TO THE ACCOMPLISHMENT OF AN OFFICIAL FUNCTION OR MISSION OF THE MILITARY ORGANIZATION.

AUTHORIZATION FOR PURCHASE OF "G" COUPONS WILL BE BASED ON VEHICLE'S ENGINE SIZE IN CUBIC CENTIMETER (cm3) AND KM'S DRIVEN IN ACCORDANCE WITH THE FOLLOWING TABLE:

Table with 3 columns: OLD TAXABLE HORSEPOWER TABLE, NEW CM3 TABLE, MAXIMUM ALLOWANCE. Rows include horsepower ranges (UP TO 9, 10 TO 13, 14 TO 25, ABOVE 25) and engine size ranges (UP TO 668 cm3, 669 TO 1,119 cm3, 1,120 TO 2,883 cm3, ABOVE 2,884 cm3) with corresponding liter allowances (4, 5, 6, 8 LITERS PER 50 KM).

1. "P" COUPONS.

- A. LEAVE PERIOD OF LEAVE ..... KMS TO BE TRAVELED IN ITALY .....
B. ADVANCE PURCHASE PERIOD COVERED .....
C. NEWLY ARRIVED PERSONNEL PRIOR TO ACQUIRING WHITE AFI PLATED VEHICLE FROM ..... TO .....
D. REMOTE SITES KMS TO BE TRAVELED ..... PERIOD TO BE COVERED .....
E. MEDICAL KMS TO BE TRAVELED ..... PERIOD TO BE COVERED .....

2. "G" COUPONS.

- A. POV UTILIZED IN LOCAL METROPOLITAN AREA FOR OFFICIAL BUSINESS KMS TO BE TRAVELED ..... PERIOD TO BE COVERED .....
B. TAD/TDY UTILIZING POV OR RENTED CAR KMS TO BE TRAVELED ..... PERIOD TO BE COVERED ..... TAD/TDY ORDER NO .....
C. SPONSOR PERSON TO BE SPONSORED ..... KMS TO BE TRAVELED .....

- 3. A. NUMBER OF LITERS OF "P" COUPONS AUTHORIZED .....
B. NUMBER OF LITERS OF "G" COUPONS AUTHORIZED .....

4. AUTHORIZING OFFICIAL NAME/TITLE | 5. SIGNATURE | 6. DATE

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PROCEDURE FOR AUTOMATED PETROLEUM PRODUCTS  
(POL) P" COUPON RATION CARDS

1. The POL "P" coupon ration card issue, renewal and maintenance will be controlled by the electronic system.
2. The automated system will do away with the POL ration cards issued by Security/MVRO offices.
3. All information on the current ration card will be scored into a computer. This process must be performed by user I.D. and password only to control access and provide an audit trail.
4. The data base program must contain all the information currently on the POL ration card, except the signature and initials. The computer at Security/MVRO will be linked with a computer at the cashier cage at the retail sales outlet.
5. The retail sales activity must maintain a control log of all POL coupons purchased, and the log must contain the signature of the purchaser.
6. In addition, at the time of purchase, the computer must produce (print) a sales document which must be signed by the purchaser. The document must be maintained on file for at least two years at the retail sales outlet office and be made available to the joint NAVSUPPACT Naples/Italian Ministry of Defense auditors at the time of inspection.
7. The automated system must also be capable of printing a hard copy of the POL rations card, a monthly summary report including the total number of purchasers, total quantity of POL coupons sold in liters or books broken down by product, etc., to be transmitted to the NAVSUPPACT Naples Tax-Free Products Administrator on a monthly basis.
8. The system must also be capable of flagging a POL ration card, so an individual will not be allowed to purchase POL products when regulatory requirements, such as insurance renewal, car safety inspection, etc., are not met. The system must facilitate the retrieval of an old POL card when information is needed.
9. In the event the electronic system is out of order, a temporary ration control card may be issued by Security/MVRO officials to authorized personnel in accordance with the procedure set forth in paragraph 14 of this regulation.