DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 810, BOX 1
FPO AE 09619-1000

NAVSUPPACT NAPLES INST 10340.3F
S1:SM:ld
11 MAY 1993

NAVSUPPACT NAPLES INSTRUCTION 10340.3F

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

Subj: PROCEDURES FOR ISSUE AND RECEIPT OF TAX-FREE PETROLEUM PRODUCTS (POL) COUPONS FROM NAVSUPPACT NAPLES

Ref: (a) NAVSUPPACT NAPLES INST 10340.1G
(b) NAVSUPPACT NAPLES INST 10340.8D
(c) NAVSUPPACT NAPLES INST 10340.7A
(d) NAVSUPPACT NAPLES INST 4235.1D

Encl: (1) Specimen Letter Authorizing Pickup of POL Coupons

1. Purpose. To provide a uniform procedure for issue and receipt of POL coupons from the Supply Department, U.S. Naval Support Activity, Naples, Italy (NAVSUPPACT Naples). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NAVSUPPACT NAPLES INST 10340.3E.

3. Background. Implementation of references (a) through (c) require the Tax-Free Products Administrator to validate all requests for POL coupons. After validation, coupons should be picked up by a representative of the ordering activity who is required to acknowledge, in writing, receipt of the coupons. To ensure proper delivery, distribution, and receipt of coupons, strict controls must be established.

4. Action. In order to maintain proper accountability during delivery of POL coupons the following procedures will be followed:

a. Ordering officers will submit annual forecasted POL coupon requirements to the Tax-Free Products Administrator (SU1). Annual requirements must be accompanied by the name and a specimen signature of the representative authorized to pick up POL coupons from NAVSUPPACT Naples. Any changes in forecasted coupon requirements should be brought to the immediate attention of the Tax-Free Products Administrator (SU1) DSN 625-5439/30.

b. Requisitions for "P" series POL coupons, for resale for private use, will be submitted in standard MILSTRIP format, as described in reference (d). Requisitions will be submitted

either by message to NAVSUPPACT Naples (ATTN: SU1) or by DD Form 1348 accompanied by a cover letter. Message or letter correspondence must contain the number of personnel authorized gasoline, diesel or LPG ration cards, appropriate fund site information and local stock number. Requests should be submitted monthly. Requisitions must be received by the Tax-Free Products Administrator at least 10 working days prior to the date coupons are to be picked up or shipped.

c. Requisitions for "G" series POL coupons (government coupons), for use in official vehicles and/or for use in connection with official orders, will be submitted in standard MILSTRIP format, as described in reference (d). Requisitions will be submitted either by message to NAVSUPPACT Naples (ATTN: SU1) or by DD Form 1348, accompanied by a cover letter. Requests should be submitted monthly and include appropriate shipping or pickup instructions and fund site information.

d. To pick up coupons a representative of the requesting activity must present credentials prepared in accordance with enclosure (1). Prior to release of POL coupons, the issuing clerk will ensure the receipt section of enclosure (1) is properly completed reflecting serial number, item description, and quantity of coupons issued. Coupons will not be issued without the signature of the receiver.

e. When shipment of POL coupons is requested, the shipment will be by registered return receipt to an FPO address. Once POL coupons leave custody of NAVSUPPACT Naples, the addressees will assume full responsibility for payment for coupons and any taxes.

f. Coupon consumption reports should be forwarded to NAVSUPPACT Naples (SU1) monthly in accordance with references (a) through (c).

W. C. VIVIAN

Distribution:
NAVSUPPACT NAPLES INST 5216.4R
Lists I through VII

Copy to:
NATO Defense College, Rome
NAMSASUD Depot, Taranto
USEUCOM
HQs AAFES Germany

SPECIMEN LETTER AUTHORIZING PICKUP OF PETROLEUM PRODUCTS (POL) COUPONS

Date _____

The bearer of this letter _____
(Name and sample signature)

is hereby authorized to receive the following POL coupons for this command:

QUANTITY OF COUPONS	DESCRIPTION OF PRODUCT	QUANTITY IN LITERS

Upon receipt of the coupons by the representative identified above, this command assumes full financial and payment of tax responsibility.

_____
(Name, Rank, Title)

Date _____

I hereby acknowledge receipt of the below coupons, the numbers and quantities of which I have checked, and for which I hold myself accountable to my command and my government.

EXCLUSIVE NUMBERS OF COUPONS	DESCRIPTION OF PRODUCT	QUANTITY IN LITERS

_____ _____
(Typed name of the receiver) (Signature of the receiver)

Enclosure (1)