HEADQUARTERS UNITED STATES FORCES, KOREA UNIT #15237 APO AP 96205-5237

USFK Regulation No. 60-1

7 November 2003

(Effective: 7 November 2003) Exchange and Commissary Services

RATION CONTROL POLICY - ACCESS TO DUTY-FREE GOODS

SUPPLEMENTATION. Supplementation of this regulation and issuance of command and local forms is prohibited without prior approval of HQ USFK (FKJ1-DM), Unit #15237, APO AP 96205-5237.

INTERNAL CONTROL PROCESS. This regulation does not contain Management Control Procedures.

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^{*}This regulation supersedes USFK Reg 60-1, 20 January 2000.

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INTRODUCTION

1-1. PURPOSE.

- a. This regulation prescribes policy to control use of both appropriated fund (AF) and nonappropriated fund (NAF) facilities of the United States (U.S.) Armed Forces in the Republic of Korea (ROK) that supply duty-free goods to authorized patrons. Restrictions concerning use of these facilities are in U.S. Public Law, Department of Defense (DOD)/service regulations and the U.S.-ROK Status of Forces Agreement (SOFA). This regulation--
- (1) Sets policy to prevent abuse of duty-free privileges afforded authorized patrons under the SOFA.
 - (2) Sets policy to ensure duty-free goods are available to authorized patrons.
- (3) Prescribes procedures regarding access to duty-free goods within the ROK to comply with the U.S.-ROK SOFA.
- b. This regulation also establishes prohibitions concerning purchase and transfer of duty-free and tax-free goods, the use of access media, and other activities related to duty-free and tax-free goods. Prohibitions of this regulation are intended to regulate conduct of individual members rather than to provide general guidelines for the conduct of military functions.
- **1-2. APPLICABILITY**. The provisions of this regulation are applicable to all individuals, entities and their representatives authorized access to duty-free or tax-free goods in the ROK, USFK organizations, and all sales facilities established and authorized to dispense duty-free or tax-free merchandise under the U.S.-ROK SOFA.
- **1-3. REFERENCES**. Required and related publications are listed in appendix A.
- **1-4. ABBREVIATIONS AND TERMS**. Abbreviations and special terms used in this regulation are explained in the glossary.

POLICY AND RESPONSIBILITIES

NOTE: Personnel subject to the UCMJ who violate paragraph 7-2 may be punished under Article 92, UCMJ, as a violation of a lawful general regulation. Personnel who are not subject to the UCMJ who fail to comply are subject to adverse administrative action or criminal prosecution as authorized by applicable ROK law, U.S. Code sections or federal and local regulations.

- **2-1.** USFK, DEPUTY CHIEF OF STAFF (DCS). USFK, DCS will establish and chair the Generals Council on Black Marketing (GCBM) to develop policy to deter black marketing and provide oversight of the merchandising and monitoring of products popular on the black market.
 - a. See Appendix B, page B-10, for list of members.
 - b. The GCBM will meet quarterly. USFK J1-DM will serve as the GCBM secretary.
- **2-2. USFK, ASSISTANT DEPUTY CHIEF OF STAFF (ADCS).** USFK, ADCS will establish and chair the Black Market Working Group (BMWG) to aggressively identify negative black marketing trends and develop recommendations for the GCBM to counter these trends.
 - a. See Appendix B, page B-10, for list of members.
 - b. The BMWG will meet quarterly. USFK J1-DM will serve as the GCBM secretary.
- 2-3. ASSISTANT CHIEF OF STAFF (ACofS), USFK FKJ1. The ACofS, USFK J1 will
 - a. Develop, implement, and manage the ration control program.
 - b. Organize and staff a Data Management Division (USFK J1-DM) that will--
 - (1) Provide a secretary to the GCBM/BMWG.
- (2) Notify the appropriate commander and USFK Provost Marshal (FKPM) of personnel who may have over-purchased and provide documented evidence of suspected violations of this regulation or black market activity.
- (3) Develop and maintain system software and hardware to support an effective and efficient flow of information on purchasing patterns in duty-free retail activities.
 - (4) Produce and issue Ration Control Cards (RCCs).
- (5) Provide the equipment required to support the Command Unique Tracking System (CUTS) to retail facilities.

- (6) Organize and implement a staff assistance and training program for Issuing Agents (IAs).
- (7) Serve as the IA for all U.S. general and flag officers assigned to the ROK.
- c. Provide an annual report to Congress through Pacific Command (PACOM) on ration control policy in the ROK.
- **2-4. ACofS**, **G1**. The ACofS, G1 will provide manning support for Ration Control operations. The following positions are filled by G1:
 - a. An Information Technology Specialist, GS-2201-12
 - b. A Noncommissioned Officer in Charge, Customer Service Branch, 71L40.
 - c. Two Ration Control Clerks, 71L10.
 - d. Two Korean Augmentees to the United States Army (KATUSA).

2-5. ACofS, FKJ6. The ACofS, FKJ6 will--

- a. Evaluate hardware and software requirements to support the ration control program.
- b. Serve as the funding proponent and implementing office of primary responsibility for major upgrades of the hardware/software used for the ration control program.

2-6. ACofS, ACQUISITION MANAGEMENT. The ACofS, Acquisition Management will-

- a. Verify the eligibility of Invited Contractor (IC)/Technical Representative (TR) personnel and their family members for access to duty free goods and initial issue of an RCC, via USFK Form 175-R-E (Invited Contractor and Technical Representative Personnel Data Report), which can be obtained electronically at: https://www-eusa.korea.army.mil.
- b. Forward to the ACofS (USFK J1-DM), Unit #15237, APO AP 96205-5237, by 31 March each year, the results of an annual verification of the eligibility of all IC/TR personnel and their family members for access to duty-free goods.

2-7. PROVOST MARSHAL, USFK. The USFK PM will--

- a. Advise on black-market trends and patterns.
- b. Act as the focal point for USFK law enforcement coordination to suppress black marketing.
- c. Serve as a member of the GCBM/BMWG to develop policies to deter black marketing and to provide oversight of the merchandising and monitoring of products popular on the black market.

2-8. PUBLIC AFFAIRS OFFICE, USFK. The Public Affairs office, USFK will-

- a. Publicize, through new releases, Morning Calm newspapers, American Forces Network-Korea, Internet, and other means, this regulation, its enforcement, and disciplinary actions taken against violators.
 - b. Respond to requests for information on SOFA provisions from civilian news media.
- **2-9. USFK SALES FACILITY MANAGERS.** Managers of USFK duty-free sales facilities will ensure all sales are conducted within the spirit and intent of this regulation and the SOFA. Applicable facilities include all facilities selling duty-free or tax-free goods, including exchange, commissary, and Morale, Welfare and Recreational (MWR) facilities. Managers will--
- a. Set quantity buying restrictions (shelf limits), in coordination with the area commanders, as necessary on individual purchases of selected items to ensure their availability to all patrons. Managers must conspicuously post notices of shelf limits in their facilities.
- b. Train employees, at least semiannually, on the requirements of this regulation and any authorized supplements.
- c. Develop and implement procedures to ensure only individuals authorized access to duty-free goods are allowed to purchase them for off-premise consumption (see chapter 3).
- d. Discipline employees who violate this regulation after coordination with the servicing civilian personnel office, and in accordance with (IAW) civilian personnel regulations and applicable union agreements.
- **2-10. COMPONENT COMMANDERS AND ALL AGENCIES.** The Component Commanders and all agencies will--
- a. Ensure all members of their respective commands or organizations are aware of the contents of this regulation.
- b. Ensure appropriate action is taken against personnel who engage in prohibited activities or commit infractions of the provisions of this regulation.

2-11. AREA COMMANDERS. The area commanders will--

- a. Coordinate requirements of this regulation with retail outlets and enforce compliance.
- b. Coordinate with retail managers to set temporary or permanent restrictions on items which are in short supply or obviously in abnormal demand (shelf limits). When shelf limits are set, identify them in a memorandum to the Commander, USFK (FKJ1-DM), Unit #15237, APO AP 96205-5237.

- c. Establish IA offices in coordination with ACofS, USFK J1 and limit them to one per installation.
- d. Ensure IA offices are adequately manned.
- e. Ensure IAs receives proper training. USFK J1-DM will provide training upon request.
- f. Revoke access privileges for individuals involved in black marketing, illegal transfer of duty-free goods, or purchasing in excess of personal needs.
- g. Investigate, in coordination with local law enforcement, reports of lost, stolen and confiscated RCCs prior to authorizing issuance of a replacement RCC. Only area commanders or their designated representatives can authorize issuance of a replacement RCC.
- 2-12. UNIT COMMANDERS/FIRST SERGEANTS/CHIEF PETTY OFFICERS. See Chapter 6.
- **2-13. INDIVIDUAL RESPONSIBILITIES.** See Chapter 7.

ACCESS TO DUTY-FREE GOODS

- **3-1. AUTHORIZED PERSONNEL.** Access to duty-free goods is controlled by U.S.-ROK SOFA and U.S. laws, regulations and polices. Table B-7 located at Appendix B, page B-8 provides a list of required documentation for a RCC. Also visit http://www.korea.army.mil/org/j1/dmgt/main.html for additional instructions on how to apply for a RCC. The following categories of personnel are entitled access to duty-free goods:
 - a. Active duty military of--
 - (1) The U.S. when present in the territory of the ROK, or assigned to the ROK.
- (2) Third-country armed forces assigned (permanently or temporarily) to the United Nations Command Military Armistice Commission (UNCMAC), Neutral Nations Supervisory Commission (NNSC), United Nations Command (UNC), or UNC Liaison Group.
- b. The U.S. citizen employees of DOD and NAF agencies who are not ordinarily resident in Korea and are working 20 or more hours per week or 40 or more hours within two weeks. See the glossary for the definition of "ordinarily resident".
- c. The U.S. citizen employees of U.S. Government departments and agencies in an official capacity while in the ROK.
- d. Full-time, U.S. citizen employees working in agencies supporting USFK. This category includes the American Red Cross (ARC); the Girl Scouts of the United States of America (GSUSA); the Boy Scouts of America (BSA); executive and professional staff of the United Service Organization (USO) who are on invitational orders and assigned duties (permanent and/or temporary) overseas; executive directors and associated directors of the United States Seamen's Organization (USSO); and Military Sealift Command (MSC) civil service marine personnel deployed to the ROK on MSC-owned and operated vessels.
- e. ICs who are ordinarily resident in the U.S. and U.S. citizen TRs not ordinarily resident in the ROK, when authorized under the terms of their contract and properly designated IAW USFK Reg 700-19 (see paragraph 3-5).
- f. An active member of the U.S. reserve component assigned to a Troop Program Unit (TPU) in the ROK.
- g. Retired U.S. military drawing full retirement pay and benefits and 100 percent disabled veterans while in the ROK.
 - h. Un-remarried widow/widower of deceased U.S. military.

- i. Accompanying family members of the categories listed above, except those of civilian local hires as defined in paragraph 3-2f.
- j. Full-time citizen employees of DOD and NAF agencies, and or IC/TR who meet the requirements in subparagraph 3-1e above, who are TDY/TAD in the ROK.
- k. Other persons and organizations with the express consent of the ROK Government in coordination with US-ROK SOFA Article XIII, Agreed Minutes.
- **3-2. UNAUTHORIZED PERSONNEL.** Individuals, who do not fall under one of the categories above, or in paragraph 3-4, are not entitled access to duty-free goods. This includes, but is not limited to, the following groups:
- a. Family members of civilian employees working less than 40 hours per week or 80 hours over two weeks do not have access to duty-free goods.
- b. Civilian employees in positions paid for with AF that are intermittent, regardless of the number of hours worked, do not have access. Civilian employees in positions funded by NAF that are flexible and only employed on an as needed basis, do not have access, regardless of the number of hours worked. See glossary for definitions of Intermittent (AF) and Flexible (NAF).
- c. Retired reserve component members who are not yet receiving full retirement pay and benefits ("gray area" retirees).
 - d. Reserve component members not assigned to a unit in the ROK.
 - e. Unaccompanied family members residing or visiting in the ROK.
 - f. Dependents of un-remarried widows/widowers of U.S. military members.
- g. Family members of civilian local hires, when such family members have a separate basis for their presence in the ROK apart from the marital or other kinship relationship with the civilian local hire sponsor. These are individuals who have a separate, independent basis to be in the ROK for business, employment, professional, or other purposes involving economic gain and personal benefit. This group includes contractors, contract employees, and regular employees of Korean companies as well as contractors, contract employees, and regular employees of non-Korean companies operating in the ROK or doing business with the Korean government and/or Korean companies. In determining whether or not a separate basis for the family member's presence in the ROK exists, consider if the family member's presence and status in the ROK was a factor in determining that the civilian local hire sponsor (usually an accompanying spouse) was not "ordinarily resident" in the ROK for SOFA purposes. The Local Applicant Questionnaire completed by the civilian local hire employee may be considered in making this determination.

3-3. ACCESS MEDIA. Active Duty U.S. military members are not required to present an RCC to gain access to duty-free goods. Civilian sponsors, and all family members will be granted access to duty-free goods only when presenting a valid identification (ID) card and RCC. The different types of RCCs are described in Table 3-1. The RCCs are controlled items. Individuals may not share, transfer, loan, or sell their RCC to others, including family members.

Table 3-1 Type of Permanent Ration Control Cards	
Type of RCC	<u>Privileges</u>
USFK Form 73-1 Sponsor Ration Control Card	Sponsor Privileges
USFK Form 73-2 Adult Family Member Ration Control Card	Same as Sponsor Privileges
USFK Form 73-3 Minor Family Member Ration Control Card	Minor Privileges
USFK Form 73-4 Unit Ration Control Card	Organizational/Functional Use Only
USFK Form 73-5 Gas Ration Control Card	Restricted to Purchase of Gasoline Only
USFK Form 46-3 Temporary Ration Control Card	Same as applicable permanent card above

- a. Sponsor Privileges. Command Sponsored and Non-Command Sponsored personnel and their family members (at least 20 years of age) are authorized purchase of liquor, controlled items and beer. Limits are shown in Chapter 4.
- b. Minor Privileges. Family members between the ages of 10 and 19 may be issued a Minor Family member RCC if their sponsor wishes them to have one. However, family members between the ages of 10 and 19 are not authorized purchase of any alcoholic products, controlled items or any tobacco products.
- c. Active duty U.S. military members are not required to present an RCC to gain access to duty-free goods and these personnel are accorded Sponsor Privileges.
 - d. Widows and widowers who have access to duty-free goods are accorded Sponsor Privileges.

e. Family members of Reservists who have access to duty-free goods are accorded Sponsor's Privileges.

f. Dual Sponsorship.

(1) In cases where there is dual sponsorship and the couple is sharing the same household, appoint the spouse with the earliest date estimated return from overseas (DEROS) as the sponsor. List the spouse with the latest DEROS as a family member of the appointed sponsor.

For example, a captain with a DEROS of 24 May 05 is married to a DOD civilian (GS-14) with a DEROS of 4 Oct 05. The sponsor will be the captain and the DOD civilian will be processed as a family member.

- (2) Include both sets of orders with the ration control application to ensure other family members are properly documented.
- (3) In all cases above, the sponsor must notify the applicable IA of any changes in their family status. For RCC renewals, the sponsor as identified above must submit the renewal USFK Form 42-E (Command Unique Personnel Information Data System)(CUPIDS) Application. This form is available electronically at: https://www-eusa.korea.army.mil
 - (4) RCCs will not be issued to the active duty military spouse(s).

g. Exceptions.

- (1) Family members under the age of 10 may have access without providing ID or access media.
- (2) The U.S. Navy personnel assigned to a ship visiting a ROK port may gain access to duty-free goods by showing a valid ID card with their ship's sticker on it.
- (3) Reservist Credentials. To gain access to AAFES facilities, Reservists must show a DD Form 2 (Reserve Identification Card) and family members must show a United States Uniformed Services Identification and Privilege Card (Reserve Dependent) (DD Form 1173-1) and an RCC. To gain access to Defense Commissary Agency (DeCA) facilities, Reservists must show a DD Form 2 and orders placing them on active duty in the ROK or a current DD Form 2529 (US Armed Forces Commissary Privilege Card). Family members must show a DD Form 1173-1 and orders placing their sponsor on active duty in the ROK or a current DD Form 2529 and an RCC.
- **3-4. LIMITED ACCESS.** Limited access to duty-free goods can be granted under one of the following conditions:
- a. Individuals not ordinarily permitted access to duty-free goods may purchase food and beverages for on-premise consumption at exchange, USO, USSO and MWR facilities under one of the following conditions:
 - (1) The individual is on the installation for another legitimate purpose,

- (2) The individual is a guest of, and accompanied by, an authorized patron, or
- (3) The individual is an honorary member of a USFK, USO or USSO club.
- b. Area commanders or their designated representatives may authorize family members, other than unaccompanied family members visiting the ROK, to enter the exchange and other retail facilities, except commissaries, when accompanied by authorized patrons. Such family member may not make any purchases.
- c. Facilities selling services (e.g., greens fees at golf courses) may grant access only to patrons showing a valid ID card and one of the access media as described in Table 3-1 of this regulation. **EXCEPTIONS:** Other patrons not normally permitted access may be granted access if they are honorary members of the facility or are guests accompanied by an authorized patron unless prohibited by the area commander.
- d. Korean national (KN) law enforcement/military intelligence personnel working as part of a joint (ROK/US) investigative team where use of a U.S. Government-owned vehicle would hamper undercover operations may be authorized access to gas via USFK Form 73-5.
- e. The KN concessionaires contracted by the exchange service can request exception to policy for access to gas via USFK Form 73-5. See paragraph 4-9 for processing exception to policy. Privileges cannot continue longer than the contract period (for concessionaires). Gas privileges will not be extended to KN personnel when a Government-owned vehicle may be used to accomplish the mission.
- **3-5. INVITED CONTRACTORS (ICs)/TECHNICAL REPRESENTATIVES (TRs).** Full-time ICs, TRs, and their family members, may be granted access to duty-free goods under the terms of the SOFA, when they have been properly designated IAW USFK Reg 700-19. However, under no circumstances can a contract grant access privileges that are broader than this regulation or the SOFA.
- **3-6. TEMPORARY PRIVILEGES.** Temporary privileges as explained in paragraph 3-7 of this regulation are granted to individuals who are TDY/TAD, on leave, or newly arrived in or soon to depart the ROK.
- a. Newly arrived family members can use their valid DOD-issued ID card and a copy of their sponsors orders to gain access to the commissary and AAFES facilities for five days after their arrival in country. After five days the family member must either present a temporary or permanent ration control card.
- b. Personnel who will be TDY/TAD in the ROK more than 90 days should complete an application for an RCC as described at: http://www.korea.army.mil/org/j1/dmgt/main.html.
 - c. Temporary privileges may be granted to the following:

- (1) Reservists, U.S. citizen civilian employees of the DOD or the State Department, and ICs/TRs (see limitation specified in paragraph 3-7), who are TDY/TAD to the ROK for a period of 90 days or less. Individuals who are TDY/TAD for more than 90 days should apply for a permanent RCC as described at: http://www.korea.army.mil/org/j1/dmgt/main.html.
- (a) If the aforementioned personnel do not have a Government issued ID card, they may gain temporary access to duty-free goods by presenting their passport or driver's license, orders, and USFK Form 46-3.
- (b) Those who have a Government ID Card may gain temporary access to duty-free goods by presenting their ID card and USFK Form 46-3.
- (2) Reservists or MSC contract personnel assigned to duty aboard a visiting U.S. naval vessel or MSC contracted ship. The MSC contract personnel receive temporary duty-free privileges under these conditions--
- (a) Reservists assigned to a naval vessel visiting a port in the ROK may gain access to duty-free goods by satisfying the credential requirements.
- (b) The MSC contract personnel aboard MSC vessels visiting the ROK will be issued USFK Form 46-3.
- (3) U.S. citizen civilian employees of DOD stationed overseas with Environmental Morale Leave (EML) orders and their accompanying family members on leave or vacationing in the ROK.
- (4) Retired U.S. military drawing full retirement pay and benefits and their accompanying family members whose duration of stay is less than 90 days in the ROK. Retired U.S. military drawing full retirement pay and benefits and their accompanying family members on vacation in the ROK must have a USFK Form 46-3 and a valid ID card.
- (5) Family members accompanying TDY/TAD military personnel or active duty military personnel on leave, and family members visiting their sponsors assigned in the ROK.
- (a) Accompanying family members of TDY/TAD personnel, family members of active duty personnel on leave, or family members that are visiting their sponsor in Korea must present a USFK Form 46-3 and an ID card.
- (b) The sponsor must report to the IA to obtain the family member's temporary RCC unless the family member presents an appropriate Power of Attorney.
 - (c) Accompanying and visiting family members are not authorized to purchase controlled items.
 - (6) Unaccompanied family members traveling on EML orders.

- (a) Unaccompanied family members of active duty military and U.S. citizen civilian employees of DOD stationed overseas with EML orders and their accompanying family members must have a USFK Form 46-3, a Government ID card and EML orders.
 - (b) Family members are not authorized to purchase controlled items.
- (7) Distinguished U.S. citizen visitors are granted temporary access to duty-free goods through protocol offices via USFK Form 46-3 and a Distinguished Visitors Pass. These access media are valid for a maximum of 60 days and may be issued to general or flag officers, equivalent-grade civilians, spouses or staff, as determined by the Chief, Protocol Branch, Secretary Combined Joint Staff.
- (8) Personnel who are eligible and have applied for permanent RCC, but have not received an RCC yet.
 - (9) The PCS personnel newly arrived in the ROK, normally entitled to an RCC.
- (10) Personnel normally entitled to an RCC who are departing the peninsula and have turned in their permanent RCC.
- (a) Personnel departing the ROK will turn in all permanent RCCs as a part of final outprocessing.
 - (b) The sponsor must report to the IA to obtain a USFK Form 46-3 for his/her family members.
 - (11) The U.S. citizen employees of Department of State at or enroute to remote areas.
 - (12) Other persons/organizations with the express consent of the ROK government.
- d. The sponsor of an unaccompanied family member visiting the ROK may request exception to this policy. This request is to be submitted to J1-DM. Approval for access to duty-free goods may be granted under special circumstances on a case-by-case basis.
- e. Temporary Access Media. Temporary access to duty-free goods is granted only when personnel present proper documentation and USFK Form 46-3. USFK Form 46-3 is accountable and must be strictly controlled, that is, treated like cash or other negotiable instruments.

3-7. TEMPORARY RATION CONTROL CARD (RCC) LIMITS AND PRIVILEGES.

a. Temporary monthly quantity and commissary dollar limits is shown in Table 3-2.

USFK Reg 60-1

Table 3-2 Temporary Quantity and Commissary Dollar Limits							
	Liquor	Commissary					
Duration of Stay	Quantity Limit	Dollar Limit (family size)					
15 days or less	2 units (individual)	\$225 (1)					
	4 units (family)	\$350 (2)					
		\$480 (3)					
		\$525 (4)					
		\$625 (5)					
		\$725 (6 or more)					
More than 15 days	3 units (individual)	\$450 (1)					
	5 units (family)	\$700 (2)					
		\$900 (3)					
		\$1050 (4)					
		\$1250 (5)					
		\$1450 (6 or more)					

b. Temporary privileges in categories are shown in Tables 3-3a and 3-3b.

Table 3-3a									
Visitor Temporary Privileges									
		Active D	uty					U.S. C	itizen
		Militar	y		Reser	vist	I	OOD/SD	Civilian
	S	D(A)	D(U)	S	D(A)	D(U)	S	D(A)	D(U)
TDY/TAD	Y	Y	NA	Y	Y	NA	Y	Y	NA
Controlled Items	Y	N	NA	Y	N	NA	Y	N	NA
Alcohol	Y	N	NA	Y	N	NA	Y	N	NA
LEAVE/VACATION	Y	Y	Y	N	N	N	Y	Y	N
Controlled Items	Y	N	N	N	N	N	Y	N	N
Alcohol	Y	N	N	N	N	N	Y	N	N

Table 3-3b Visitor Temporary Privileges							
	IC/T	R KFP C	ontractor		Retir	ee	
	S	D(A)	D(U)	S	D(A)	D(U)	
TDY/TAD	Y*	Y*	NA	NA	NA	NA	
Controlled Items	Y	N	NA	NA	NA	NA	
Alcohol	Y	N	NA	Y	N	NA	
LEAVE/VACATION	N	N	N	Y	Y	N	
Controlled items	N	N	N	Y	N	N	
Alcohol	N	N	N	Y	N	N	

Note 1. S: Sponsor

D(A): Accompanied family members. D(U): Unaccompanied family members

Note 2. Y*: <u>IC/TR</u>: IAW USFK Reg 700-19, FKAQ certifies eligibility based on contract requirements and status of individual. <u>KFP Contractor</u>: with consent of the ROK government.

3-8. CONTROL OF RCCs.

- a. General.
- (1) The RCCs will be sent via courier or certified mail. If sent via courier, the courier must have a DD Form 577 (Signature Card) on file. The DD Form 577 is available electronically at: http://www.apd.army.mil
- (2) The RCCs must be kept secure at all times. They should be stored in a safe or other security container approved by USFK J1-DM.
 - b. Receiving and issuing RCCs.
- (1) Every time an RCCs changes hands (i.e., USFK J1-DM issues to IA, IA issues to unit ration control clerk (URCC), URCC issues to sponsor) the RCCs will be signed for on a DA Form 410 (Receipt for Accountable Form) or AF Form 213 (Technical Order Publication Table), or on the computerized listing provided by USFK J1-DM. All RCCs will be screened for errors before signing any hand receipts. DA Form 410 is available electronically at: http://www.apd.army.mil.
- (2) Copies of receipts and computerized listings showing receipt must be kept on file for at least one year.
- (3) Generally, only the sponsor may sign for RCCs. If the sponsor is TDY/TAD, in the field, or in the hospital, a family member may be authorized to sign for the RCCs. Also, if the family member possesses an appropriate Power of Attorney, he/she may be authorized to sign for RCCs.

3-9. DESTRUCTION OF RCCs AND TEMPORARY RCCs.

- a. Only IAs are authorized to destroy permanent and temporary RCCs.
- b. RCCs will be destroyed immediately.
- c. Whenever permanent and temporary RCCs are destroyed, their destruction must be recorded on the USFK J1 Data Management Ration Control Web Page at: https://rationcontrol.korea.army.mil.
- **3-10. REPLACEMENT OF LOST OR STOLEN RCCs**. Applications for either permanent or temporary replacement RCCs must have the unit commander, first sergeant/chief petty officer or civilian equivalent's signature and be forwarded through the area commander or designated representative for final approval. The IA or Unit Ration Control Clerk (URCC) may issue temporary RCC(s) to an applicant only after receiving the area commander or designated representative approval to issue a replacement RCC.

RATION CONTROL POLICY

- **4-1. GENERAL.** Due to a long history of widespread black marketing, USFK has placed limits on certain duty-free goods most subject to abuse.
 - a. The amount of liquor that can be purchased is limited.
 - b. The amount of beer that can be purchased is limited.
 - c. The amount of money a family may spend monthly at the commissary is limited.
- d. Sales of items or sets of items particularly subject to abuse are restricted. These items are called Controlled Items and are designated by the GCBM. Designation as a Controlled Item is generally done using the criteria of high dollar value and demand on the local economy.
- e. IAW the National Defense Authorization Act (NDAA) 1999, Congressional notification is required when adding to the controlled items list. In addition, Pacific Command forwards an annual report to the Secretary of Defense for Congress.
- f. Area commanders may place shelf limits on selected items. Sales facility managers may recommend specific shelf limits for imposition by the area commander or his designated representative.
- g. The amount of "carryout" fuel that can be purchased is limited. Additional credentials are required for non-SOFA plated vehicles to purchase duty-free fuel.
 - h. Ration control policy for each of the above areas is discussed below.

4-2. COMMISSARY RATION POLICY.

- a. USFK Commissary Ration Policy employs monthly dollar limits based on family size in order to deter abuse of privileges. These monthly limits are detailed in Table 4-1.
 - b. Exceptions to Commissary Ration Policy.
- (1) Short-term exception. A short-term exception is defined as an increase in family dollar limits for three consecutive months or less. Only the unit commander, first sergeant/chief petty officer or civilian equivalent can approve requests for short-term exception. All approved short-term exceptions must be forwarded to USFK J1-DM for concurrence and entry into the Exceptions database. See paragraph 4-9 for how to process these exceptions.
- (2) Long-term exception. A long-term exception is defined as an increase in family dollar limits for more than three months. USFK J1-DM can only approve requests for long-term exceptions through the installation commander. See paragraph 4-9 for how to process these exceptions.

Table 4-1 Monthly Commissary Dollar Limits Based on Family Size

One Person - \$450 Two Persons - \$700 Three Persons - \$900

Four Persons - \$1050 Five Persons - \$1,250 Six Persons or More - \$1,450

NOTE:

- 1. The dollar limits will apply to all items purchased from the commissaries. The 5% surcharge is not considered part of the purchase.
- 2. The dollar limits are monthly and not cumulative from month to month.
- 3. For individuals with temporary privileges, the dollar limit on the Temporary RCC is valid for the period specified and is not cumulative; unused amounts become void at the time of expiration.
- 4. Local hire civilian employees whose spouse has a separate, independent basis for his or her presence in the ROK under paragraph 3-1j of this regulation will have the One Person limit.
- 5. Newly arrived permanent party personnel and their families may exceed their monthly limit by 50% for the first three months of their tour.

4-3. LIQUOR RATION POLICY.

- a. Liquor is defined to be any beverage that is 20% or more alcohol by volume. Liquor sales are restricted to those personnel with ration control privileges and are rationed in terms of alcohol units.
- b. Liquor Ration Limits are based on family size. Personnel who are in Korea with their family, and the family consists of more than one adult (age of 20 or older), will receive the "family" limit regardless of command sponsorship status. These monthly limits are detailed in Table 4-2.
- c. Personnel who are in Korea unaccompanied, or with their family and the family has only one adult (age of 20 or older) will receive the "individual" limit, regardless of command sponsorship status.
 - d. Exceptions to Liquor Ration Control Policy.
- (1) Short-term exception. A short-term exception is defined as an exception for three consecutive months or less and total no more than two units of liquor per month over the requestor's current limit. Only the unit commander, first sergeant/chief petty officer or civilian equivalent can approve request for short-term exception. All approved short-term exceptions must be forwarded to USFK J1-DM for concurrence and entry into the Exceptions database. See paragraph 4-9 for how to process these exceptions.

(2) Long-term exception. A long-term exception is defined as any exception for more than three months or more than two units of liquor per month over the requestor's current limit. Requests for long-term exceptions can be approved only by USFK J1-DM through the unit commander (or civilian equivalent). See paragraph 4-9 for how to process these exceptions.

Table 4-2 Liquor Ration Limits		
<u>Item</u>	<u>Individuals</u>	<u>Families</u>
Liquor	3 units*	5 units*

Liquor 20 percent or more by volume is rationed in alcohol units. One bottle(fifth, quart, or liter) is counted as one liquor unit. A 1.75 liter bottle of liquor is counted as two liquor units. Two pints of liquor are counted as one alcohol unit. Six miniature bottles or less of liquor are counted as one pint. 7-12 miniature bottles count as one unit of liquor. Excess pints will be rounded up to the next full liquor unit for reporting purposes. Excess miniature bottles of liquor will be rounded up to the next pint unit.

NOTE: To receive the "family" size ration, there must be two adults (age of 20 or older) in the family.

4-4. BEER RATION POLICY.

- a. Eligible patrons at least 20 years of age are limited to purchases of not more than a two (2) cases per day, not to exceed eight (8) cases per month. Purchase of up to three six-packs per day by an individual will not be counted against the eight cases per month limit; however, an individual who purchases two cases in one day may not purchase six-packs the same day.
- b. For any individual or family, beer purchases will not exceed two (2) cases equivalents per day or eight cases per month.
- c. Exceptions to Beer Ration Policy. Only the area commander or his designated representative can approve requests for exception to beer ration policy.

4-5. GAS RATION CONTROL POLICY. Purchases of gasoline are authorized as follows:

- a. Individuals entitled access to duty-free goods may purchase gasoline upon presentation of the appropriate access media.
- b. Those personnel authorized a USFK Form 73-5 may purchase gasoline upon presentation of their USFK Form 73-5.
- c. Carryout fuel (gasoline or diesel) purchases will be limited to a total of five (5) gallons per day and may be purchased only by individuals entitled access to duty-free goods after presentation of the appropriate access media.

- d. The installation commander sets heating fuel limits in writing. A copy of the established limits will be provided to USFK J1-DM. Limits will be plainly posted at appropriate locations for patrons to see.
- (1) Heating fuel (kerosene) may be purchased only by individuals entitled access to duty-free goods after presentation of the appropriate access media.
 - (2) Gas RCCs may not be used to purchase heating fuel (kerosene).
 - e. For authorized patrons fueling non-SOFA plated vehicles--
- (1) Patrons must display ID card, RCC (if applicable) and vehicle registration. The names on all documents must match.
- (2) If vehicle is rented or leased, rental or lease agreement must be displayed in lieu of vehicle registration in paragraph 4-5e(1) above. The names on all documents must match.
- f. Authorization to purchase gasoline will not be included in contracts, memoranda of agreement, or memoranda of understanding without the approval of USFK ADCS.
- g. Exceptions to Gas Ration Policy. All requests for exception to USFK Gas Ration Policy must be forwarded to USFK J1-DM, through the installation commander, for approval by the ADCS. See paragraph 4-9 for processing these exceptions.

4-6. APPLYING FOR A GAS RCC.

- a. Paragraph 3-4d governs authorization for issuance of gas RCCs to Korean national (KN) employees. If the duties of the KN employee are not those described in the referenced paragraph, the KN employee is not authorized access to duty-free fuel.
- b. Applications for gas RCCs will be made by memorandum along with a copy of SF 50 (Notification of Personnel Action) through the area commander and the servicing IA to USFK J1-DM. The requestor must be the unit commander or civilian equivalent. See Appendix B, page B-3. The SF 50 is available electronically at: http://www.apd.army.mil.

4-7. SHELF LIMITS.

- a. Shelf limits. Area commanders may place shelf limits on selected items. Sales facility managers may recommend specific shelf limits for imposition by the area commander or his designated representative. These limitations specify the number of items or dollar amount that can be purchased during a specified time period. Sales facility managers are required to prominently post signs announcing shelf limits in English and in Korean.
- b. Exceptions. Unless otherwise restricted by the area commander, exceptions to shelf limits can be approved by the on-duty sales facility manager IAW procedures set by the area commander.

4-8. CONTROLLED ITEMS. Controlled items are single items or sets of items (such as air conditioner or golf clubs) that are selected for special monitoring by the GCBM. The current list of controlled items is shown in Table 4-3. The purchase of such items is recorded.

Table 4-3 Controlled Items

Air conditioner Furniture costing over \$200

Color televisions/monitor (above 27") Clothes dryer

Computer H/W (includes monitors, HD, printers) Cosmetics costing more than \$50 Golf club (irons/woods cost exceeds \$50) Diamonds or jewelry with diamonds Refrigerator/freezer Perfume costing more than \$50

Washing machine Range

Watches costing more than \$200

NOTE: Items may be added to/deleted from the list, based on the recommendations of the GCBM. The NDAA 1999 requires Congressional notification when adding to the controlled items list. These are generally items that are of high dollar value and in demand on the local economy.

4-9. EXCEPTION PROCESSING.

- a. Exceptions must be approved in advance by the unit commander (or civilian equivalent) or 1SG. After-the-fact requests for exceptions will not be approved. All requests for exceptions must be forwarded through the supporting IA to Commander, USFK (FKJ1-DM), Unit #15237, APO AP 96205-5237. USFK J1-DM will enter the approved or endorsed request into the Exceptions database. USFK J1-DM will return a copy of the approved/endorsed exception to the unit commander, first sergeant/chief petty officer, or equivalent for civilian personnel to be returned to the requester.
- b. A sample memorandum for requests for exception to liquor and/or commissary family dollar limits is shown in Appendix B, page B-2. A similar memorandum can be used or modified to request exceptions to gas ration policy.
- c. Requests for exception to the gas ration policy must be approved by the area support/installation commander in addition to the instructions in paragraph 4-9a above.

ISSUING AGENCIES

5-1. PURPOSE. Issuing agencies serve as the "middle men" in the ration control system. They administer the ration control program on behalf of the area commander and USFK J1-DM.

Table 5-1 Issuing Agencies							
AFY	Yongsan/Seoul	96205-0025	Air Force Element				
CHN	Chinhae Navy Base	96269-1000	CNFK, Chinhae				
CRL	Camp Carroll/Waegan	96260-0286	19 th Spt Cmd				
CSY	Camp Casey/Tongduchon	96244-0289	2d Inf Div				
EMB	U.S. Embassy/Seoul	96205-5550	American Embassy				
НМР	Camp Humphreys/Pyongtaek	96271-0164	USASA Area III				
HZE	Camp Howze	96251-0384	3d Bde, 2d Inf Div				
KSN	Kunsan Air Base	96264-0223	8 th STPG				
LNG	Camp Long/Wonju	96297-0246	USASA Area III				
OSN	Osan Air Base	96278-0263	51 st MSG				
PGE	Camp Page/Chunchon	96208-0252	USAG, Cp Page				
PSN	Camp Hialeah/Pusan	96259-0270	20 th Spt Gp				
RED	Camp Red Cloud/Uijongbu	96258-0210	Area 1, Spt Act				
STN	Camp Stanley/Uijongbu	96257-0213	2d Inf Div				
TGU	Camp Henry/Taegu	96218-0562	20 th Spt Gp				
YGN	Yongsan/Seoul	96205-0177	34 th Spt Gp				

5-2. FUNCTIONS. Issuing agencies perform the following functions:

- a. Process applications for RCCs and issue RCCs to civilians, retirees, ICs, TRs, disabled veterans, family members of these personnel and widows/widowers.
- b. Accept RCC applications for family members of military personnel from the URCC or the individual and issue RCCs to either the unit clerks or the individuals themselves. The IA may elect to accept and issue RCCs through URCC to meet local needs.
- c. Screen all RCC applications for completeness and correctness. Return applications with errors to either the individual or the unit for correction.
- d. Maintain a file of appointment letters for URCC, along with a DD Form 577 for each clerk. The unit commander must sign the appointment letter. The appointment letter and DD Form 577 must be in the IA's possession before the Unit Ration Control Clerk can receive service from the IA.
- e. Receive violation rosters from USFK J1-DM and issue violation rosters to URCC. Receive Show Cause and Warning Letters from USFK J1-DM and distribute them to the violators, their area commander and unit commander.
- f. Destroy expired, duplicate, incorrect, or otherwise unneeded permanent and temporary RCCs. Document destruction via the USFK J1 Data Management Ration Control web page. (URL is https://rationcontrol.korea.army.mil)
- g. Maintain control over accountable forms. Store controlled ration control forms in an approved security container.
- h. Maintain and secure a stock of USFK Form 42 sufficient to meet customer needs. USFK Ration Control Web site (visit http://www.korea.army.mil/org/j1/dmgt/main.html) contains electronic version of USFK Form 42 that can be used.
 - i. Maintain and secure a stock of USFK Form 46-3 sufficient to meet customer needs.
- j. Provide guidance to URCC, commanders and first sergeant/chief petty officers on the contents of this regulation.
- k. Inspect unit ration control programs at least once annually to ensure compliance with this regulation.
- 1. Ensure sales cards, USFK Forms 47 (US Forces Korea Controlled Item Purchase/Refund Record) and USFK Form 49 (US Forces Korea Item Purchase Record), are collected from sales facilities and turned in to USFK J1-DM by the fifth working day of each month.

- m. Train URCC on the procedures in this regulation within 30 days of their appointment as unit clerks. Conduct follow-up training as needed.
 - n. Issue USFK Forms 46-3 to authorized personnel.
- o. Outprocess personnel. IAs will ensure all personnel except unaccompanied military outprocess through the IA or Unit Ration Control Clerk to turn in their RCC. IAs will forward monthly to USFK J1-DM a list of accompanied sponsors who have outprocessed. The list will include the sponsors DEROS and validation that the applicable RCCs were destroyed.
- p. Receive USFK Form 210-E (Request for Ration Control Monthly Sales Summary) and USFK Form 217-E (Request for Ration Control Check), send the request to USFK J1-DM, and distribute the completed monthly sales summary and USFK Form 217 to the requesting units. Units with a web connectivity and access to the J1 database are responsible for completing ration control checks and processing requests for monthly sales summaries. USFK Forms 210-E and 217-E are available electronically at: https://www-eusa.korea.army.mil.
- q. Review Unit Ration Control Card purchases and provide respective commanders with information when abuse of privileges occurs (See paragraph 6-8).

5-3. CREATING NEW ISSUING AGENCIES.

- a. Area commanders are responsible for creating issuing agencies within their geographical area of control. When considering whether or not to create a new IA, area commanders should consider geography, customer convenience, and the need to keep strict control over IA operations as key factors.
- b. To create a new IA, area commanders must notify USFK J1-DM in writing, no later than (NLT) 30 days in advance of the desired operational date of the IA. Address request to the Commander, USFK (FKJ1-DM), Unit #15237, APO AP 96205-5237. The notification letter must include the following information:
 - (1) Name of the installation.
 - (2) Mailing address of the proposed new IA, including the APO.
 - (3) Name, rank, SSAN, and telephone number of the issuing agent and alternate.
- (4) Identification of all units to be served by the new IA to include complete unit title, unit identification code (UIC) (Visit http://www.korea.army.mil/org/j1/dmgt/main.html) or personnel accounting symbol (PAS) code, installation where the unit is located (including the APO), and the name of the IA which served the unit previously.
 - (5) If training is needed for the new IA, request a training date from USFK J1-DM.
- (6) When selecting a location for the new IA, attempt to select one that is convenient for the customers. Consolidated inprocessing facilities or locations near high-traffic areas, like exchanges or commissaries, make ideal locations.

- c. USFK J1-DM will--
- (1) Adjust its computer records to match the area commander's request and notify the commander when this action is completed.
 - (2) Conduct IA training when requested by the area commander.
 - d. The new IA, in coordination with the previous IA, will--
 - (1) Pick up ration control records from the previous IA.
- (2) Identify all outstanding actions for the units served, and pick up the logs applicable to them from the previous IA.
- (3) Sign for all undelivered RCCs, excess purchase rosters, and other mail or documents for the transferred units from the previous IA.
- (4) Ensure each unit and sales facility is notified, in writing, of the effective date of transfer of support and new points of contact.

5-4. APPOINTMENT OF ISSUING AGENTS (IAs).

- a. The IAs must be appointed in writing. A letter or appointment orders may be used. If a letter of appointment is used, the Area Commander must sign it. A copy of the appointment letter or orders, along with a DD Form 577 must be forwarded to USFK J1-DM before the IA can receive any service from USFK J1-DM.
 - b. The IAs must meet the following qualifications:
 - (1) The primary must be an NCO or U.S. civilian equivalent.
 - (2) An alternate must be appointed.
- (3) Both the primary and the alternate must have more than six months retainability in country and no record of ration control violations.
- c. Whenever possible, the DEROS of the primary and alternate should be staggered to minimize the training burden and provide continuity in the IA.
 - d. Because civilians provide better continuity, whenever possible, appoint civilians as IAs.

5-5. TRAINING OF IAs. USFK J1-DM will provide the following training resources:

a. Individualized training for IAs will be provided upon request. Individualized training must be scheduled in advance with USFK J1-DM Customer Service Branch Chief; no walk-ins will be accepted.

b. Each year, USFK J1-DM will conduct one or more Staff Assistance visits to the IAs. Each year, USFK J1-DM will conduct one or more training workshops for IAs.

5-6. CLOSING ISSUING AGENCIES.

- a. When considering closing an IAs, area commanders must ensure the units serviced by that IA can still be adequately supported.
- b. If the decision is made to close an IA, the area commander notifies USFK J1-DM, in writing, of the proposed closure at least 30 days in advance. The letter must include the following:
 - (1) Name of the installation.
 - (2) Mailing address of IA, including the APO.
 - (3) Desired closure date.
- (4) Identification of all units served by the IA to include complete unit title, UIC or PAS code, installation where the unit is located (including the APO number), and the name of the IAs which will serve these units in the future.
- c. USFK J1-DM will adjust its computer records accordingly and notify the commander, in writing, when this action is completed.
 - d. The deactivated IA, in coordination with the IAs assuming support will--
 - (1) Transfer all records applying to transferred units to the gaining IAs.
- (2) Sign over to the gaining IAs any undelivered RCCs, excess purchase rosters, and other mail or documents destined for assigned units or personnel.
 - (3) Turn in RCCs to USFK J1-DM immediately after deactivation.
 - (4) Notify each unit in writing of the effective date of transfer and new points of contact.

UNIT RESPONSIBILITIES

- **6-1. UNIT COMMANDERS/FIRST SERGEANTS/CHIEF PETTY OFFICERS OR CIVILIAN EQUIVALENTS.** The unit commanders/first sergeants/chief petty officers (or civilian equivalent) will-
 - a. Supervise the unit ration control program.
- b. Ensure all personnel in their unit/organization are informed of the contents and provisions of this regulation.
- c. In coordination with area commanders or designated representatives, take appropriate action against personnel over-purchasing or otherwise violating provisions of this regulation (see Chapters 7 and 8).
- d. Approve/disapprove short-term exceptions to liquor quantity and commissary dollar limits. Forward all approved exceptions to USFK J1-DM.
- e. Order controlled item inventories when there is reason to suspect an individual of an unauthorized transfer of duty-free goods. A suspect should be referred to MPI or CID for investigation. Show and tell inspections are not authorized without "probable cause" per JA guidance.
 - f. Assign responsible individuals within the unit as primary and alternate ration control clerks.
- g. Ensure all personnel except unaccompanied military outprocess through the IA or URCC to turn in their RCC.

6-2. APPOINTMENT OF UNIT RATION CONTROL CLERKS (URCCs).

- a. URCC must be appointed in writing. The letter of appointment must be signed by the unit commander or civilian equivalent and forwarded, along with a DD Form 577, to the appropriate IA before the unit can receive any service from the IA.
 - b. URCC must be appointed in writing and meet the following qualifications:
 - (1) U.S. citizen, E4 or above.
- (2) Both the primary and the alternate must have more than six months retainability in country and no record of ration control violations.
- (3) Whenever possible, the DEROS of the primary and alternate should be staggered to minimize the training burden and provide continuity in the unit ration control function.

6-3. URCC.

- a. Process applications for RCCs and issue RCCs to unit members and their family members.
- b. Screen all RCC applications for completeness and correctness. Return applications with errors to the individual for correction.
- c. Complete USFK Forms 42-E for personnel assigned or on temporary duty (TDY/TAD) to the unit/organization for more than 90 days.
- d. Maintain and secure stocks of all ration control forms needed to perform the unit-level ration control function.
 - e. Issue RCCs when authorized by the responsible IAs.
- f. Receive violations rosters from the servicing IA. Provide them to the unit commander/ first sergeant/chief petty officer or civilian equivalent for potential disciplinary action in coordination with the Area Commander. Receive Warning and Show Cause Letters from the servicing IA. Distribute to the offending unit member.
- g. Report action taken against ration control offenders to FKPM-SSD within 30 days of an individual being titled.
- h. Work through the IA to assist unit commanders and/or first sergeants/chief petty officers or civilian equivalent to obtain copies of purchase record(s) whenever needed in an investigation.
- i. Turn in any unclaimed RCCs to the servicing IA immediately. If the RCC's owner is TDY/TAD, on leave or in the field, retain the RCC. Otherwise, turn in the RCC to the servicing IA.
 - j. Turn in any incorrect, damaged, duplicate, or expired RCCs to the servicing IA.
- k. Receipt for RCCs from members outprocessing the unit and turn in RCCs to the IA for destruction.
- 1. Maintain control over accountable forms. Store controlled forms in an approved security container.
- m. Maintain and secure a stock of USFK Forms 42-E sufficient to meet customer needs. The USFK Ration Control web site contains electronic version of USFK Form 42-E that can be used in lieu of keeping stock.
 - n. Brief new unit members on the ration control program.

o. Receive USFK Form 210-E and USFK Form 217-E, send the form to USFK J1-DM through the servicing IA, as appropriate, and distribute the completed monthly sales summary and USFK Form 217-E to the requestor.

6-4. BRIEFING NEW UNIT MEMBERS.

- a. The unit commander or designated representative will brief new unit members on the ration control program. This requirement is in addition to any information that may have been provided at inprocessing centers or in other forums.
 - b. This briefing must include the following items:
- (1) An explanation of liquor and beer ration policy, commissary monthly dollar limits, controlled items, how to read USFK Forms 47 and USFK Form 49 and any local policies.
- (2) An explanation of how to properly dispose of controlled items. Refer to USFK Regs 643-1 and 643-2.
- (3) An explanation of area command policies concerning violations, black marketing and illegal transfer of duty-free goods.
 - (4) An explanation of dual sponsorship, as applicable.
- c. Failure to receive this briefing or receipt of a flawed or incomplete briefing does not constitute a defense to a charge of violating any of the provisions of USFK Reg 60-1.

6-5. PROCEDURES FOR ACTIVATING/DEACTIVATING UNITS.

- a. The unit commander/first sergeant/chief petty officer or civilian equivalent must notify USFK J1-DM, in writing, of the proposed activation/deactivation. The letter must arrive at least 30 days in advance of the proposed effective date and include the following information:
 - (1) Name of the unit.
 - (2) The UIC or PAS code.
 - (3) Name of the servicing IA.
 - (4) Complete address of the unit, including the APO.
 - (5) Desired activation/deactivation date.
- b. USFK J1-DM will notify the commander, through the servicing IA, when the computer records have been appropriately updated.

6-6. MASS TRANSFER OF PERSONNEL BETWEEN UNITS.

- a. When transferring all personnel from one unit to another, the gaining unit commander must notify USFK J1-DM in writing. The notification letter must arrive at least 30 days in advance of the desired operational date and include the following information:
 - (1) The UIC or PAS code of the losing unit.
- (2) The UIC or PAS code of the gaining unit. If the gaining unit is a new unit, include the name of the unit, the complete address (including APO), and the name of the IA that will serve the new unit.
 - (3) Desired effective date.
- b. Transferring a portion of a unit to another. The gaining unit commander must notify USFK J1-DM in writing. The notification letter must arrive at least 30 days in advance of the desired transfer date and include the following information:
 - (1) Name, rank and SSAN of personnel being transferred.
- (2) The UIC or PAS code of the losing and gaining units. If the gaining unit is a new one, then include the name of the unit, the complete address (including APO), and the name of the IA that will serve the new unit.
 - (3) Desired effective date.
- c. USFK J1-DM actions. USFK J1-DM will take the information provided and check it against the component personnel system. If the desired operational date is after the first of the month, the changes will not be reflected in the files until the following month, or when the component personnel system is updated.

6-7. PROCESSING PERSONNEL TRANSFERRED WITHIN THE ROK.

- a. Personnel transferred within the ROK without DEROS change will clear through their IA; however, those with RCCs will retain them.
- b. The gaining URCC will review the CUPIDS roster and submit USFK Form 42, if necessary, with a copy of the transfer orders to USFK J1-DM as part of the regular CUPIDS update cycle.

6-8. OBTAINING A UNIT RATION CONTROL CARD.

a. The unit RCC is used by selected individuals to avoid organizational purchases (i.e., hot dogs for the annual unit picnic) from being registered against that same individual. Instead of commissary purchases being registered to an individual they will be registered to a unit. It replaced the unit representative program. All units are encouraged to apply for a unit RCC.

- b. The unit RCC should only be used to support MWR needs. It cannot be used to purchase office supplies or items normally available through supply/procurement channels, nor used for personal functions such as promotion or holiday parties. Personal functions still require an approved exception to policy. See paragraph 4-9.
 - c. Unit RCCs can be issued to the following types of organizations:
 - (1) Military units down to the Company, Flight or detachment level.
- (2) Category I, Federally Sanctioned Private Organizations. These organizations include the American Red Cross, United Services Organization (USO), U.S. employee labor unions, and credit unions and banks on installations, etc.
- d. To request a unit RCC, send an application (USFK Form 42-3) through the servicing IA to USFK J1-DM. The battalion/squadron commander or equivalent must sign this application. Visit the ration control web page at: http://www.korea.army.mil/org/j1/dmgt/main.html.
- e. The unit commander's will designate purchaser(s) who ordinarily has access to duty-free goods. Unauthorized local national employees may never be granted the use of the unit RCC.
- f. An individual who wishes to use the unit RCC must request permission from the unit commander or first sergeant/chief petty officer (or civilian equivalent) in writing through the URCC. See Appendix B, page B-7.
- (1) The unit commander/first sergeant/chief petty officer or civilian equivalent evaluates the request and approves or disapproves it, and gives the letter to the URCC. All three copies must be signed.
- (2) The URCC returns the original letter and one copy to the requester and retains a copy for the files.
 - (3) The URCC signs out the unit RCC to the requester using a log or a hand receipt.
- (4) The requester takes the unit RCC and the original approved letter of request to the sales facility and presents the letter and the unit RCC at the time of purchase. Persons not entitled to access to duty-free goods may not accompany the requester into the sales facility.
- (5) Upon completion of the purchase, the requester will return the unit RCC to the URCC, along with the sales receipt, the copy of the letter of request and copies of any USFK Form 47 or 49 used in the purchase.
 - g. URCC take the following steps to control the unit RCC:
- (1) Keep the unit RCC in an approved security container at all times. A locked desk drawer is not an approved security container.

- (2) Always sign the unit RCC out to requesters in a log or have them complete a hand receipt. Never sign out the unit RCC to persons not entitled to access to duty-free goods. Purchase approving authorities will use USFK Form 219-E (Unit Purchase Control Register) to sign the unit RCC in and out, and will provide instructions to the purchaser on safeguarding and returning the unit RCCs. The USFK Form 219-E is available electronically at: https://www-eusa.korea.army.mil.
- (3) Keep the sales receipts, and copies of USFK Form 47 or 49 used in purchases with the letter of request in the files for at least two year.
- h. The monthly purchase report can be generated by FKJ1-DM upon request by Battalion POC for purchase verification. Report discrepancies to the unit commander/first sergeant/chief petty officer or civilian equivalent and the servicing IA immediately.
 - i. The battalion/squadron commander is fully responsible for controlling the unit RCC.

PROHIBITED ACTIVITIES

- 7-1. INDIVIDUAL RESPONSIBILITIES. All personnel authorized access to duty-free goods will
 - a. Comply with this regulation.
- b. Maintain security of their accredited credentials used to gain access to duty-free goods (ID, RCC, Temporary RCC, etc.) to prevent loss, theft, and unauthorized use or alteration.
- c. Restrict purchases to those required for personal needs, the needs of authorized family members, and bona fide gifts IAW USFK Regs 643-1 and 643-2.
 - d. Ensure the sales clerk properly records all purchases at the time of purchase.
- e. Report known or suspected violations of this regulation to the unit commander or law enforcement personnel.
- f. Turn in any unauthorized or duplicate ration control documents immediately to your unit ration control clerk or supporting IA.
- g. Dispose of items that are no longer serviceable or needed using the procedures outlined in USFK Regs 643-1 and 643-2.

7-2. PROHIBITED ACTIVITIES.

- a. Prohibited transfers of duty-free goods. Personnel subject to this regulation will not transfer duty-free and tax-free goods to another person in the ROK unless such goods are transferred IAW USFK Regs 643-1 and 643-2.
- (1) Transfers between individuals or organizations having duty-free import privileges can be done using a USFK Form 20-E (Bill of Sale) prepared IAW the instructions in USFK Reg 643-1. USFK Form 20-E is available electronically at: https://www-eusa.korea.army.mil
- (2) Transfers between an individual who has duty-free import privileges and an individual or organization not having duty-free import privileges are complicated affairs. The ROK Collector of Customs may be required to approve such transactions in advance. Procedures for transferring duty-free goods to an individual or organization without duty-free import privileges can be found in USFK Reg 643-2.
 - b. Prohibited purchasing activities. Personnel subject to the regulation will not-
- (1) Purchase in excess of personal needs and the needs of authorized family members except for use as bona fide gifts as permitted by the SOFA and USFK Regs 643-1 and 643-2.

- (2) Purchases in excess of quantity limits established in Chapter 4 of this regulation.
- (3) Make multiple purchases in the same day from the same or different sales facilities for the purpose of circumventing established shelf limits or daily purchase limits.
 - (4) Purchase in excess of dollar limits on commissary purchases.
- c. Prohibited activities with access media (as defined in chapter 4). Personnel subject to this regulation will not--
- (1) Transfer, barter, sell, pledge, or otherwise allow an access medium to be used or possessed by anyone other than the individual to whom it was issued, unless specifically authorized by regulation.
- (2) Alter, forge, or counterfeit an access medium or possess, transfer, or use an access medium knowing it to be altered, forged, or counterfeited.
- (3) Present, make, or use any document known to contain false or fraudulent information in an attempt to obtain an access medium.
 - (4) Use or possess any access medium for the purpose of committing fraud.
 - (5) Possess, use or attempt to use an access medium which belongs to another person.
- (6) Possess or use an access medium, controlled item purchase record document or bill of sale for fraudulent purposes.
- (7) Fail to execute or provide the appropriate anvilled and/or signed purchase record to the cashier, law enforcement personnel, or authorized person acting in an official capacity before exiting the sales facility in which the purchase was made.
 - d. Other prohibited activities. Personnel subject to this regulation will not--
- (1) Refuse to present the sponsor's or family members' ID, access media, or other government provided documents used in purchasing or selling duty-free or tax-free items upon proper demand by military law enforcement personnel or other authorized personnel acting in an official capacity.
- (2) Conspire to obtain, obtain, or attempt to obtain unauthorized favors to procure duty-free or tax-free goods for oneself or another.
- (3) Knowingly fail to promptly, and without delay, report loss, theft, or recovery of an access medium.

- (4) Fail to present within a reasonable time and upon proper demand of the unit commander, military law enforcement personnel, or other authorized personnel acting in an official capacity valid and bona fide information or documentation related to continued possession or proper disposition of any controlled item.
- (5) Receive or possess controlled items (as defined in this regulation) knowing them to have been obtained in violation of this regulation.
- (6) Knowingly make a false report that an access medium (as defined in chapter 4) has been lost, stolen, or destroyed.
- (7) Use a RCC known to have been previously reported as "lost" or "stolen" without reinstating the RCC.

CHAPTER 8

VIOLATION REPORTS, CORRECTION OF RECORDS, AND REVOCATION OF PRIVILEGES

- **8-1. VIOLATIONS REPORTS.** To assist commanders in disciplinary action and law enforcement officials in investigations, USFK J1-DM provides the following reports:
- a. Monthly Liquor Violation Roster. This report is sent to area and unit commanders through the servicing IA monthly and identifies all unit members who have exceeded their liquor limits for that month.
- b. Ration Control Check. The ration control check is used to obtain a report of all excess purchases, both commissary and liquor, for a particular individual. Use USFK Form 217-E. This form can be used for variety of purposes, such as extension/curtailment of tour, recommendation for award/re-enlistment, pre-employment check, extension of contractor employment, and any other purposes. USFK Form 217-E should not be submitted with more than one social security number per request. Completed ration control check is private information and must be guarded accordingly. The unit commander, first sergeant/chief petty officer, or civilian equivalent, IA, and unit security officers must sign the request form. The individuals authorized to pick up ration control checks must submit DD Form 577 to the servicing IA prior to picking up the ration control check.
- (1) IAs can visit http://www.korea.army.mil/org/j1/dmgt/main.html to conduct ration control checks.
 - (2) The subject individual cannot pick up his own ration control check.
- (3) Completed ration control checks may be faxed or electronically mailed (emailed) to the IA on an emergency basis. Ration Control checks with no violations may be faxed or emailed directly to the units.
- c. Sales Summary. This is a report unit commanders can request which provides the history of purchases for an individual for last two years. To request this report, complete and forward a USFK Form 210-E to the servicing IA. Follow the same procedures as ration control check in paragraph 8-1b.
- d. Warning Letters. This letter lets the unit commander and the individual know that the individual exceeded monthly commissary limits. This report is used for informational purposes only and no actions need be taken. In order to receive a warning letter, one must be a first time liquor limit or commissary dollar limit violator and must have violated their commissary limit by less than 5% of one's dollar limit as shown in Table 4-1 for permanent party or Table 3-2 for TDY personnel. Any further violation will result in a show cause letter.
- e. Show Cause Letters. This letter lets the unit commander, Adjudication Authority, and the individual know the individual exceeded his monthly commissary limits. This report is for individuals who have previously received a warning letter or have exceeded their family dollar limits by more than 5%.

- (1) Personnel receiving a show cause letter must contact their area support group commander through their chain of command to adjudicate the violation.
- (2) For personnel falling outside the purview of the UCMJ (i.e., IC/TR), the responsible officer must be notified for adjudication.

8-2. ADDITIONAL REPORTS.

- a. Ration Control Check. OPR: USFK J1-DM. This computer generated product provides an itemized list of what a person has purchased in commissaries throughout Korea, as well as total monthly spending, over-purchases, dates and times spender shopped, and what cashier the shopper used. It also provides information that clearly indicates if a person is buying individual commissary items in excess of his personal needs. Requests will be made through the applicable IA and will include name, Social Security Number (SSN) and what months are required.
- b. A Commissary Cashier Bad Entry Check. OPR: USFK J1-DM. This product provides data on the number of good and bad entries (of SSNs) each commissary cashier makes each month. Bad entries are those where the SSN entered into the commissary cash register is not in the ration control database. Times and dates of bad entries are also contained in this report. Information is recorded by the commissary cashier's employee number. This product is useful in identifying cashiers who are conspiring with customers to circumvent the ration control system or that require additional training. Requests should specify what commissary and what months the information is required for.
- c. Command Referral Program. Issued by any law enforcement agency. This administrative report is the non-judicial tool to curb excessive purchasing and black-market activity by notifying commanders that their personnel are suspected of such behavior.

8-3. HANDLING VIOLATIONS.

- a. Commanders and first sergeants/chief petty officers should investigate reported violations and determine what punishment (if any) the violation warrants.
- b. Ordinarily, the area commanders or designated representatives will revoke an alleged offender's duty-free foods privileges if the commander has credible evidence of suspected black marketing, illegal transfer of duty-free goods or purchase in excess of personal needs. The procedures to be used are described in paragraph 8-6.
- c. If there is reason to question the accuracy of the violation report, commanders and first sergeants/chief petty officers can request a copy of the purchase transaction record through their servicing IA.

8-4. CORRECTION OF RECORDS.

- a. If a violation report wrongly identifies an individual as having committed a violation, the area commander may get the record corrected. To do this, the violator must send a memorandum through the area commander and servicing IA to USFK J1-DM to request a correction of records (See Appendix B, page B-5). The area commander must provide an endorsement that states that the violation was investigated and should be removed from USFK J1-DM violator database.
- b. Controlled Items. A sponsor can request a copy of his/her family's controlled items purchase history by writing to the Commander (FKPM-SSD), Unit #15237, APO AP 96205-5237. If, after reviewing this record, the sponsor finds there are errors, corrections can be requested by submitting a request for correction of records to the above address (See Appendix B, page B-5). The area commander must provide an endorsement that states that the violation was investigated and should be removed from USFK J1-DM violator database.

8-5. REVOCATION OF PRIVILEGES.

- a. General. Access to duty-free goods is a privilege that may be revoked or suspended, if it is abused. Only the area commander or designated representative may revoke/suspend/reinstate access privileges. Revocation/suspension can be for any time period, including indefinitely. Individuals whose access privileges have been indefinitely suspended may request in writing, but not more often than once yearly, for reinstatement to the area commander or designed representative.
- b. Mandatory revocation. Access privileges must be revoked in cases that are directly connected with black marketing activity, purchasing in excess of personal needs, or wrongful transfer of duty-free goods. If total revocation creates undue hardship, commanders may authorize limited privileges upon proper petition by the offending party. Proper petition requires more than a statement that this would create undue hardship.
- c. Reinstatement. After a revocation period is up, the individual must request reinstatement of privileges, in writing, to the commander who will determine if privileges should be reinstated. If the commander agrees that privileges should be reinstated, the commander must sign the individual's application for a new access media.

8-6. REVOCATION PROCEDURES.

- a. Authority to revoke access to duty-free goods privileges rests with the area commander or designated representatives. **EXCEPTION:** Authority to revoke access for Embassy employees and their family members rests with the U.S. Embassy. In the discussion below, commander refers to area commanders or their designated representatives.
 - b. Prior to revoking access to duty-free goods privileges, the following actions must be taken:

- (1) The commander must give the offender a "show cause" letter which outlines the reasons which warrant suspension/revocation of privileges and requires the offender to "show cause," in writing, why privileges should not be revoked. A copy of the notice must be forwarded to the individual's unit commander or senior supervisor and the servicing IA. If the individual is a family member, a copy of the notice must be forwarded to the sponsor and the sponsor's commander or senior supervisor.
 - (2) The offender's RCC must be confiscated immediately.
 - (3) The offender must be given seven days to respond in writing.
- c. After considering the facts of the case, the commander or designee makes a decision in writing concerning the suspension/revocation of privileges.
- d. If the commander elects to revoke privileges, the offender must be given written notice of the decision, the length of the proposed revocation, and procedures for requesting reinstatement of privileges. A copy of the notice must be provided to the servicing IA, USFK J1-DM, and FKPM-SSD to prevent the individual from receiving another RCC.
- (1) If the revocation is for less than 90 days, the commander should turn the RCC in to the IA. The IA will hold the revoked RCC for the revocation period and return it to the commander upon completion of the revocation period.
- (2) If the revocation is for 90 days or more, the commander should turn the RCC in to the IA for destruction.
- e. If the commander feels that total revocation is too harsh, but would like to partially revoke privileges, the commander may request the local IA grant limited privileges. The local IA will issue one of USFK Form 46-3 upon presentation of the commander's authorization letter. This temporary privilege is good for a period of one calendar month. It may be renewed each month at the area commander's discretion.
- f. Upon completion of the revocation period, the offender may request reinstatement of privileges. Such a request must be made, in writing, to the commander.
- (1) If the commander approves the request, the area commander or designated representative will either return the confiscated RCC (if the revocation period was for less than 90 days) or sign an application for a new RCC (if the confiscated one was destroyed) and notify USFK J1-DM and FKPM-SSD, in writing.
- (2) If the commander denies the request, the commander must notify the offender, in writing, the reason why the request was denied, provide the individual with a new revocation period, and instructions on how to appeal the decision. Appeals must be made to the commander.

g. If access privileges were suspended for an indefinite period, the commander or designated representative may review the suspension at their discretion or upon submission by the offender of a written request, but submitted not more than once yearly. If, following the second annual review of an offender's indefinite suspension, the commander or designated representative determines that access privileges will not be reinstated, the offender will be sent written notification of permanent revocation.

CHAPTER 9

SALES FACILITIES: CONTROLLING ACCESS TO DUTY-FREE GOODS

- **9-1. GENERAL.** The primary purpose of controlling access is to ensure only personnel authorized by the SOFA and DOD regulation can get duty-free goods. Controlling access is achieved through ID card and access media checks.
- **9-2. CHECKING ACCESS MEDIA.** Access media and credentials required for access to duty-free goods are detailed in Chapter 3 of this regulation.
- a. Facilities selling food or beverages for on-premise consumption are not required to check ID cards. If over-the-counter take-out food or beverages are sold for off-premise consumption, ID cards must be checked.
- b. In general, access media must be checked prior to patrons entering the facility. For small facilities (less than \$1M in monthly sales), access media will be checked at the cash register; however, if this procedure is used, the access media must be checked before the cashier rings up the sale. USFK DCS can direct AAFES to check access media at any small facility for a limited time as warranted.
 - c. When checking access media, employees must do the following:
 - (1) Check the types of access media. USFK Form 73-5 is authorized to purchase gas only.
- (2) Check the ID card and access media to ensure they belong to the person presenting them. If they do not match, the employee should hold the card, ask the patron to wait and call for a manager or store security. The manager or store security should call law enforcement personnel.
- (3) Check the expiration date on the access media. If the access media is expired, the employee must deny access. Employees should advise the person presenting the expired access media that the person's sponsor needs to get the media renewed/replaced at the sponsor's servicing IA before access will be granted.
- (4) Check the limits/restrictions specified on the RCC when making a purchase. Chapter 4 of this regulation provides privileges and restrictions.

9-3. GOVERNMENT PURCHASE CARD (GPC) PROGRAM.

a. Korean Government Service (KGS) employees who are GPC cardholders may enter AAFES facilities if they have in their possession their ROK ID, a GPC with their name on it, and a GPC ORDER & RECEIPT Form detailing specific items to be purchased and signed by the appropriate Approving Official.

- b. AAFES personnel must verify the GPC cardholder's identity by comparing the name on the GPC card to the cardholder's ROK ID. At AAFES facilities with entry control checkers, AAFES will provide an escort for the GPC cardholder from point of entry to point of sale. At AAFES facilities without entry control checkers, the GPC cardholder will present his ID card, GPC and the ORDER & RECEIPT FORM at the cash register. AAFES is not required to provide an escort at facilities without entry control checkers.
- c. The KGS employee may purchase goods only with the GPC. The GPC ORDER REQUEST AND RECEIPT form and all receipts will be filed IAW the GPC SOP upon completion of the shopping.
- **9-4. CONTROL OF ACCOUNTABLE DOCUMENTS.** USFK Forms 47 and 49 are controlled, accountable documents. They should be treated with the same care as cash. Each sales facility will take the steps outlined at: http://www.korea.army.mil/org/j1/dmgt/main.html to control accountable documents.

9-5. ACQUIRING/MAINTAINING USFK FORMS 47/49 AND ANVIL MACHINES.

- a. Anvil machines. Anvil machines can be requested using the same procedures used to get a USFK Form 227 (US Forces Korea Purchase Controller Identification Plate). If an anvil machine needs repair, the store manager should turn in the broken anvil machine to the IA, who will take it to USFK J1-DM for repair/replacement.
- b. USFK Form 47 and 49. Request USFK Forms 47 and 49 via memorandum or e-mail to USFK J1-DM. Each regional store manager will sign (by serial number) for these forms from USFK J1-DM. Within 10 days of signing for the forms from USFK J1-DM, the regional AAFES store manager will notify USFK J1-DM, in writing, of which stores received which serial numbers.
- **9-6. ESTABLISHING/CLOSING DUTY-FREE SALES FACILITIES.** Whenever a new duty-free sales facility is opened or an existing one closed, store management must notify FKJ1-DM, through the respective IA, at least 30 days prior to taking the action.
 - a. Opening a new sales facility.
- (1) Store management forwards a memorandum to FKJ1-DM, through the local IA, which includes the following information:
 - (a) The desired operational date.
 - (b) The installation name and area number.
 - (c) The store name.
 - (d) Number of anvil machines required.
 - (e) Number of USFK Forms 227s required.

- (f) Name and telephone number of store manager and assistant.
- (2) The local IA verifies the information and forwards the request to FKJ1-DM.
- (3) The FKJ1-DM assigns a new store number, updates the computer files, produces the required number of store clerk cards, and prepares the correct number of anvil machines. Upon completion of these actions, FKJ1-DM notifies the IA that these items are available for pick-up.
- (4) The IA picks up the items from FKJ1-DM and issues them to the store manager, ensuring that these items are signed for in a log or on a hand receipt.
- (5) The store manager will assign one USFK Form 227 to each cashier and set up training for the cashiers in sales recording procedures.
 - b. Closing a duty-free sales facility.
- (1) The store manager notifies FKJ1-DM, through the local IA, of the closure using a memorandum. The letter must include the following information:
 - (a) The desired closing date.
 - (b) The installation name and area number.
 - (c) Store name.
 - (d) Store number.
 - (e) Number of anvil machines and store clerk cards.
 - (f) Name and telephone number of the store manager and assistant manager.
- (2) The local IA will verify the information in the letter and check the control log to ensure that all store clerk cards and anvil machines are accounted for. The local IA will then turn in the letter along with the store clerk cards and anvil machines to FKJ1-DM.
- (3) The FKJ1-DM will update the computer files, ensure all store clerk cards are returned before destroying them, and ensure all anvil machines are returned.

9-7. COLLECTION OF SALES CARDS FROM SALES FACILITIES.

a. Completed sales cards (USFK Forms 45 (US Forces Korea Refund Record), 47 and 49)) must be kept in a locked box until they are picked up.

b. Collected cards will be sent to USFK J1-DM, by either courier or certified mail, NLT than 5 working days after the end of the recording month (one full calendar month). All sales cards must be accompanied by a USFK Form 149-E (Anvil Card Transmittal). If there are no sales cards, a USFK Form 149 will be forwarded which states, "no sales cards were collected" for that month. The USFK Form 149-E is available electronically at: https://www-eusa.korea.army.mil

9-8. SALES RECEIPTS. Facility managers will provide law enforcement agencies with any and all sales records of duty-free goods upon the request of an investigating officer. For example; cash register sales records and electronic data of sales.

CHAPTER 10

PURCHASE OF ALCOHOL FOR PROTOCOL PURPOSES

10-1. PURPOSE, REQUIREMENTS, AND LIMITATIONS.

- a. Generally, duty-free alcohol, regardless of value, purchased from a NAF outlet, a club or organization operating on a USFK installation that sells duty-free alcoholic beverages, or the Monastery at the Joint Security Area, may not be given to unauthorized personnel. Exceptions to this policy are detailed below.
- (1) Duty-free alcohol may be served to non-SOFA personnel as part of a prepared meal, or command-sponsored official observances and events of historical and traditional significance to the Armed Forces.
- (2) To continue the important Korean tradition of exchanging gifts, USFK personnel may be granted approval to give alcohol as a gift to their ROK counterparts. Gifts of duty-free alcohol given by designated USFK personnel to their ROK counterparts are authorized as an exception under the provisions of AR 215-1, paragraph 7-11.
- (a) Gifts of duty-free alcohol are normally given on Korean holidays and are limited to one bottle per year per recipient per donor. Therefore, if an official presents a bottle of alcohol to a ROK counterpart on Lunar New Year, that official may not give that ROK counterpart a gift of alcohol for Chusok or other occasions in the same calendar year.
 - (b) The value of each gift of alcohol will not exceed \$35.
- (c) Unless otherwise authorized, e.g., as in paragraph 10-1a(2)(e) below, personnel must use personal funds to purchase alcohol as gifts. NAFs will not be used.
- (d) General/Flag Officers within USFK are the designated approving authority to approve USFK personnel to purchase alcohol, with personal funds, to give as gifts to ROK counterparts. These General/Flag Officers may delegate this authority to their O-6 level CofS and the ADCS without further delegation.
- (e) Only the Commander, USFK, the Commanding General, Eighth U.S. Army, the CSM, USFK/Eighth U.S. Army, and all General/Flag Officers within USFK who are authorized to host an Official Representation Fund event may use Secretary of Defense Contingency Funds (.0012 funds) to purchase alcoholic beverages as a gift.
- b. Alcohol for gift purposes may be purchased from the Hartell House Special Membership Account or AAFES Class VI outlets. Sale price at the Hartell House Special Membership Account will be the wholesale price plus a 10% handling charge. Sales from the Hartell House Special Membership Account will be made only when the purchaser submits an approved application at least 5 days prior to the required date. Purchases made from the Hartell House Special Membership Account and AAFES will not be recorded against the individual's liquor ration limitation.

c. Supplies purchased under this authority will not be used in Army or Air Force club facilities operated IAW Army or Air Force MWR regulations.

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, (FKJ1-DM), Unit #15237, APO AP 96205-5237. This publication is available electronically at: https://www-eusa.korea.army.mil

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APPENDIX A

REFERENCES

Section I. REQUIRED PUBLICATIONS

AR 215-1 (Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities). Cited in paragraph 10-1a(2).

National Defense Authorization Act (NDAA) 1999. Cited in paragraph 4-1e and Table 4-3.

Public Law 86-91. Cited in the glossary.

Uniform Code of Military Justice. Cited in chapter 1 note.

USFK Reg 643-1 (Transactions Between SOFA Personnel and Personnel Entitled Duty-Free Import Privileges in the Republic of Korea). Cited in paragraphs 6-4b(2), 7-1c, 7-1g, 7-2a, 7-2a(1), 7-2b(1) and the glossary.

USFK Reg 643-2 (Transactions Between SOFA Personnel and Personnel Not Entitled Duty-Free Import Privileges in the Republic of Korea). Cited in paragraphs 6-4b(2), 7-1c, 7-1g, 7-2a, 7-2a(2), 7-2b(1) and the glossary.

USFK Reg 700-19 (United States Forces Korea Invited Contractors and Technical Representatives). Cited in paragraphs 3-1e, 3-5, and table 3-2 (note).

US-ROK Status of Forces Agreement (SOFA). Cited in paragraph 1-1a, 1-1a(1), 1-1a(3), 1-2, 3-1k, 7-2b(1), 9-1 and the glossary.

Section II. RELATED PUBLICATIONS

AFI 34-123 (Private Organizations).

AFI 36-2104 (Personnel Reliability Program).

AFI 36-2907 (Unfavorable Information File).

AFI 37-161 (Distribution Management).

AR 25-1 (The Army Information Resources Management Program).

AR 60-10/AFR 147-7 (Army and Air Force Exchange Service (AAFES) General Policies).

AR 60-20/AFR 147-14 (Army and Air Force Exchange Service Operating Procedures).

AR 340-21 (The Army Privacy Program).

AR 600-8-2 (Suspension of Favorable Personnel Action (Flags).

AR 600-8-14 (Identification Cards for Members of the Uniform Services, their Family Members and Other Eligible Personnel).

AR 600-37 (Unfavorable Information).

AR 604-10 (Military Personnel Security Program).

DA Pam 25-51 (The Army Privacy Program - System Notices and Exemption Rules).

DODD 1315.7 (Military Personnel Assignments).

DOD 1330.17-R (Armed Services Commissary Regulations (ASCR).

DODD 5400.11 (Department of Defense Privacy Program).

DOD 5500.7-R (Joint Ethic Regulation).

DODI 1000.15 (Private Organizations on Department of Defense Installations).

MILPERSMAN 4620140 (Military Identification Card Issuing Activities).

Uniform Code of Military Justice, Manual for Courts-Martial, United States, 1998.

USFK Reg 690-4 (Overseas Tours of Duty).

US-ROK Status of Forces Agreement (SOFA).

Section III. RELATED WEB SITES

http://www.korea.army.mil/org/j1/dmgt/main.html

http://www.apd.army.mil

https://www-eusa.korea.army.mil

SECTION IV. PRESCRIBED AND RELATED FORMS

Section III. FORMS

AF Form 213 (Technical Order Publication Table)

AF Form 1168 Statement of Witness and Area Support Group (ASG) CC Approval

CG Form 2838 (Merchant Mariners Document)

*DA Form 410 (Receipt for Accountable Form)

*DA Form 3975 (Military Police Report)

DD Form 2 (Armed Forces of the United States Geneva Convention Identification Card (Reserve)

*DD Form 577 (Signature Card)

DD Form 1173-1 (DOD Guard and Reserve Family Member Identification Card

DD Form 2529 (Armed Forces Commissary Privilege Card)

*SF Form 50 (Notification of Personnel Action)

UNC Form 4 (United Nations Command Identification Card) (Controlled by UNCMAC)

*USFK Form 20-E (Bill of Sale)

USFK Form 37EK (USFK Pass) (Accountable)

*USFK Form 42-E (Command Unique Personnel Information Data System (CUPIDS) Application

*USFK Form 42-3-E (USFK Form 42 Transmittal Control)

USFK Form 45 (US Forces Korea Refund Record) (Accountable)

USFK Form 46-3 (USFK Temporary Ration Control Plate) (Accountable)

USFK Form 47 (US Forces Korea Controlled Item Purchase/Refund Record) (Accountable)

USFK Form 49 (US Forces Korea Item Purchase Record) (Accountable)

USFK Form 73-1 (USFK Ration Control Plate) (Accountable)

USFK Form 73-2 (USFK Ration Control Plate (Aide-de-Camp Plate)) (Accountable)

USFK Form 73-3 (USFK Ration Control Plate (Issuing Agency Plate)) (Accountable)

USFK Form 73-4 (Unit Ration Control Card) (Accountable)

USFK Form 73-5 (Gas Ration Control Card) (Accountable)

*USFK Form 149-E (Anvil Card Transmittal)

*USFK Form 175-R-E (Invited Contractor and Technical Representative Personnel Data Report)

*USFK Form 210-E (Request for Ration Control Monthly Sales Summary)

*USFK Form 217-E (Request for Ration Control Check)

USFK Form 227 (US Forces Korea Purchase Controller Identification Plate) (Accountable)

*Items indicated by an asterisk are available electronically at one of the web sites listed below.

http://www.apd.army.mil

https://www-eusa.korea.army.mil

APPENDIX B

SAMPLE MEMORANDUMS AND OTHER DOCUMENTATION

- Page B-2, Request for Exception to Commissary or Liquor Limits
- Page B-3, Request for Gas Ration Control Card
- Page B-4, Request for Unit Ration Control Card
- Page B-5, Request for Correction of Records
- Page B-6, Liquor Purchase Request for Hartell House
- Page B-7, Request to Use Unit RCC
- Page B-8, Required Supporting Documentation for Ration Control Application
- Page B-10, Generals Council on Black Marketing and Black Market Working Group

REQUEST FOR EXCEPTION TO COMMISSARY OR LIQUOR LIMITS

(Letterhead)

Office Symbol

MEMORANDUM THRU UNIT/ORG COMMANDER

FOR CDR, USFK (FKJ1-DM), Unit #15237, APO AP 96205-5237

SUBJECT: Request for Exception to Policy for Commissary Dollar or Liquor Limits

- 1. Request that I be authorized to purchase (fill in amount, dollars for commissary, # of units for liquor) in excess of my normal monthly limits for the month(s) of (fill in month). I am presently authorized (fill in amount) per month. This exception is requested because (state reason).
- 2. I certify that this is my (fill in number) application for exception to limits during the past 12-month period, and the (fill in number) request for this reason.
- 3. Duty/Office Phone Number of requester.

Signature Block of Requestor Sponsor Social Security Number

REQUEST FOR GAS RATION CONTROL CARD

(Letterhead)

Office Symbol

FOR CDR, USFK (FKJ1-DM), Unit #15237, APO AP 96205-5237

SUBJECT: Request for Gas Ration Control Card

- 1. Request approval for Gas Ration Control Card to be issued for a period of one year to the below listed member of the (unit/organization).
- 2. Justification:

Name:

KID#:

Job Title:

Vehicle Type:

License Plate #:

VIN:

Post DECAL:

- 3. Additional Information.
 - a. Number of Gallons/Month:
 - b. Unit/Local Measures Used to Ensure Gas RCC is Not Abused:
- 4. POC for this request is the (Grade, Name, Tel # and E-mail address)

I CERTIFY THAT THIS REQUEST MEETS THE GUIDELINES ESTABLISHED IN USFK REGULATION 614-1, PARAGRAPHS 2-4d AND 3-5

Signature Block of Unit Commander (or civilian equivalent)

REQUEST FOR UNIT RATION CONTROL CARD

<LETTERHEAD>

Office Symbol

MEMORANDUM THRU (the servicing issuing agent)

FOR ACofS, J1 (FKJ1-DM), Unit #15237, APO AP 96205-5237

SUBJECT: Request for Unit Ration Control Card

Request issue of a unit ration control card for (Unit Name). The POC for this card is (Name, Rank, Office Symbol, Duty Phone)

Signature Block of Unit Commander (or civilian equivalent)

REQUEST FOR CORRECTION OF RECORDS

<LETTERHEAD>

Office Symbol Date

MEMORANDUM THRU AREA COMMANDER, SERVICING ISSUING AGENCY

FOR CDR, USFK (FKJ1-DM), Unit #15237, APO AP 96205-5237

SUBJECT: Request for Correction of Records

I, (name and SSN), request my violations record be corrected. For the month of (fill in month), I was charged with violating my (commissary dollar, liquor, or shelf) limits by (state the amount). (Provide justification for correcting the record).

Signature Block of Requestor

LIQUOR PURCHASE REQUEST FOR HARTELL HOUSE

$<\!\!\text{REQUESTORS OFFICIAL LETTERHEAD}\!\!>$

Office Symbol)	Date	
MEMORANDUM FOR (Appropriate	te component General/Flag Officer or Designee)	
SUBJECT: Request to Purchase Liq	uor from the Hartell House Special Membership Account	
Request authority to purchase the shelf prior to discount).	_ bottles of (size of bottle) (what brand of liquor) at \$0.00 each* (*of	f
2. The purpose is the for Chusok or intended recipients are listed below:	Lunar New Year gifts to Korean counterparts. Names of the	
RECIPIENT RANK, NAME & TITLE	AMOUNT ALCOHOL NAME RECEIVED	
3. Pursuant to the exception to policithis calendar year.	y, the intended recipients have not received duty-free alcohol during	
4. Intended date of purchase is	Date of presentation is	
	Signature Block of Requestor	
APPROVED		
	Signature Plack of Americal Authority	
DISAPPROVED	Signature Block of Approval Authority	

REQUEST TO USE UNIT RCC

Date
G)
e the items listed below at the
The activity to be held is
e, SGT, SSN: 000-00-0000.
ester

REQUIRED SUPPORTING DOCUMENTATION FOR RATION CONTROL APPLICATION

Table B-1 Required Documentation for USFK Form 42		
TYPE OF APPLICATION 1. Initial	REQUIRED DOCUMENTATION	
a. Civilian Employees	Copies of orders or letter of employment and valid DOD-issued identification card	
b. Invited Contractors/Technical Representatives (Note 1)	Letter of Accreditation, ID card and current USFK Form 175-R-E (Invited Contractor & Technical Representative Personnel Data Report) (less than 30 days old).	
c. U.S. Citizen Employees of U.S. Government Departments/Agencies	Assignment notice and a valid DOD-issued identification card	
d. Retirees, Widows/Widowers, 100% Disabled Vets	Visit http://www.korea.army.mil/org/j1/dmgt/required_doc.html	
e. TDY/TAD (over 90 days)	Copy of orders	
f. Reservists (Must be on orders to a ROK TPU)	Copy of assignment orders	
g. Accompanying Family Members. (Note 2)	Copy of orders and copy of passport with Visa stamp for all family members. Copy of a valid DOD-issued identification card for family members age 10 years and older	
2. Deletion/Addition to Family.	Copy of marriage or birth certificate, passport with Visa stamp and copy of a valid DOD-issued identification card for family members 10 years and older (Note 3)	
3. Expiring RCP		
a. Military Family Members/Civilians	Copy of extension approval or new letter of employment	
b. ICs/TRs. (Note 1)	New USFK Form 175-R	
c. All others	Same as initial application	
4. Lost or stolen RCP. (Note 4)	Copy of DA Form 3975 (Military Police Report) or AF Form 1168 (Statement of Witness and Area Support Group (ASG) CC Approval)	
5. Grade changes		
a. Active duty military	Copy of orders	
b. Civilian employees	Copy of orders or letter of employment	
c. Military/Civilian sponsorship changes	Copy of orders and copy of extension approval changes or new letter of employment	

NOTES FOR TABLE B-7.

- 1. For JUSMAG Korean Fighter Program, Accreditation Memorandum is required in lieu of USFK Form 175-R.
- 2. Non-command sponsored family members of IC/TRs are not authorized to receive RCC.
- 3. The IA must check if these documents are original or certified copy.
- 4. Applications to replace lost or stolen RCCs must have the commander, first sergeant/chief petty officer or civilian equivalent's signature and be forwarded through the installation or ASG CC for final approval.

Generals Council on Black Marketing

DCS, USFK (Chair) U.S. Embassy

KORO IMA Director Area I Support Activity

ADCS, USFK
Area II, 34 SG
19 TSC
Area III, USASA
USFK, J1
Area IV, 20 SG
USFK, PMJ
Area V, 51 SPTG
USFK, SJA
Area VI, 8 FW

USFK DC-SA Commander, Naval Support Activity

USFK IG 61 FIS USFK PAO 19 CID

AAFES USFK Retiree Council Representative, Yongsan

DeCA Retirees Activities Officer, Osan

FKJ1-DM (Secretary)

Black Market Working Group

ADCS, USFK Area/Installation Dep Commanders

USFK J1 Installation MPI/OSI Representatives (as needed)

USFK, PMJ 19 CID USFK DC-SA 61 FIS USFK PAO NCIS

USFK JA-IA KORO MWR

DeCA FKJ1-DM (Secretary)

AAFES

GLOSSARY

Section I. ABBREVIATIONS

AF Appropriated Fund

AAFES Army and Air Force Exchange Service

ACofS Assistant Chief of Staff

ADCS Assistant Deputy Chief of Staff

BMWG Black Market Work Group

CofS Chief of Staff

CUPIDS Command Unique Personnel Information Data System

CUTS Command Unique Tracking System

DCS Deputy Chief of Staff

DeCA Defense Commissary Agency

DOD Department of Defense

EML Environmental Morale Leave

FKPM USFK Provost Marshal

GCBM Generals Council on Black Marketing

GPC Government Purchase Card

IA(s) Issuing Agency(ies)

IAW in accordance with

IC invited contractor

ID identification

IMA Individual Mobilization Augmentee

JUSMAG-K Joint United States Military Affairs Group-Korea

Glossary-1

KN Korean National

MSC Military Sealift Command

MWR Morale, Welfare and Recreation

NAF Nonappropriated Fund

PACOM Pacific Command

PAS Personnel Accounting Symbol

PCS permanent change of station

PP passport

RCC ration control card

ROK Republic of Korea

SOFA Status of Forces Agreement

TDY/TAD temporary duty/temporary additional duty

TPU Troop Program Unit

TR technical representative

UCMJ Uniform Code of Military Justice

UNC United Nations Command

UNCMAC United Nations Command Military Armistice Commission

URCC Unit Ration Control Clerk

U.S. United States (of America)

USFK United States Forces, Korea

USO United Service Organization

USSO United Seamen's Services Organization

Section II. TERMS

Area commander. The administrative commander in each of the six geographical areas in the ROK. Responsible to the Commander, USFK, for enforcing USFK Regulations within the geographical area over which appointed.

AF Intermittent Employee Definition. An intermittent work schedule is appropriate only when the nature of the work is sporadic and unpredictable so that a tour of duty cannot be regularly scheduled in advance.

Black marketing. The act of reselling duty-free goods purchased in USFK duty-free facilities except as provided in applicable regulations.

Command-sponsored family member.

- a. Military. A family member of a U.S. or third-country service member serving a "with family members" tour, entitled to travel to or from an overseas command at Government expense.
- b. Civilian. A family member of a full-time DOD employee serving in an area designated for accompanied tour or the sponsor has approval for an accompanied tour in an area normally designated for unaccompanied civilian tours.
- c. Other. For the purposes of this regulation, family members of the following are considered to be command-sponsored:
- (1) Full-time, U.S. citizen employees of Korean Sales District (KOSD) whose family members are authorized return transportation to the U.S. or next assignment at AAFES expense.
- (2) Full-time Department of Defense Dependent Schools (DODDS) employees, Public Law 86-91 school employees.
 - (3) The U.S. Embassy and Foreign Service employees.
- (4) Those ICs and TRs whose contract requires commissary, exchange, and Class VI privileges for family members. HQ USFK, ACofS, Acquisition Management must certify this status, before command-sponsored privileges can be authorized.
- (5) Retired U.S. military drawing full retirement pay and benefits and 100 percent disabled veterans while in the ROK.

Command Unique Personnel Information Data System (CUPIDS). The data base system maintained by USFK J1, Data Management Division, which identifies all personnel assigned to or supporting USFK and their family members. Used as a source database for issuing RCCs and for managing noncombatant evacuation operations in times of emergency.

Controlled items. Accountable items controlled by recording their purchase through the use of an anvil slip.

Controlled item inventory. An inventory of controlled items conducted by the unit ration control clerk or investigative officer where the purchaser of the items is expected to physically present each item or show documented proof of proper disposition IAW USFK Regs 643-1 and 643-2, or of export from the ROK.

Command Unique Tracking System (CUTS). An electronic method of recording purchases by patron's social security number.

Family member. A (1) spouse; (2) unmarried children, stepchildren or wards under 21, or wards under 23 who are enrolled in and attending class in a full-time course of study at an approved institution of higher learning if they are dependent for over half their support upon the sponsor; and (3) parents, parents-in-law, and parents by adoption who are dependent on the sponsor for over half their support and who reside in a household maintained by or for the sponsor.

Dual Sponsorship. Military married to military, DOD civilian married to military, contractor married to DOD civilian, or any combination thereof

Duty-free goods. Goods that are imported into or purchased in the ROK free of duties or taxes.

Duty-free retail outlets. Sales facilities operated on USFK installations or from USFK installations (such as mobile facilities) that sell items/products imported into the ROK without being charged import duties. Includes all AAFES facilities, commissaries, Class VI stores, and all MWR facilities selling such goods.

Family-size ration privileges. Privileges normally provided for families, whether they are on command or noncommand-sponsored tours in the ROK. These privileges cover all items, and the sponsor and authorized family members registered in Defense Enrollment and Eligibility Reporting System (DEERS) are granted privileges.

Identification (ID) card. A valid DOD-issued identification card, in conjunction with a valid RCC, is required to gain access to USFK facilities that sell duty-free goods. **Note:** Active military members may purchase duty-free goods with only their valid DOD-issued identification card (no RCC required).

- a. Reservists must be assigned to a unit in Korea in order to gain access to duty-free goods. Reference paragraphs 4-3g(3) and 4-6 for details of the credentials reservists and their accompanying family members must display in order to gain access to duty free goods.
 - b. UNC Form 4 (United Nations Command Identification Card) for third-country military personnel.
- c. CG Form 2838 (Merchant Mariners Document) used by Merchant Marine personnel on visiting naval vessels.

d. USFK Form 37EK (USFK Pass/ID) used by Embassy personnel.

Individual ration privileges. Privileges normally granted to individuals who are here unaccompanied or accompanied by family members who are all under the age of 20.

Invited contractor.

- a. Persons, including corporations organized under the laws of the U.S. present in the ROK solely for the purpose of executing contracts with the U.S. for the benefit of U.S. Armed Forces and who are designated by the U.S. Government IAW U.S.-ROK SOFA, Article XV, paragraph 2.
- b. Employees of those corporations who are ordinarily resident in the U.S. For ration control privileges, this excludes Korean citizens.
 - c. Authorized family members of the foregoing accompanying their sponsors in the ROK.

Issuing agency. Ration control agencies located on USFK installations throughout the ROK acting as an intermediate processing location between units and USFK J1, Data Management Division, for the administration of the ration control program at the local level.

NAF Flexible Employee Definition. A civilian employee whose salary and benefits are paid for with NAF and who serves in an indefinite position on either a scheduled or an as needed basis.

Liquor. Alcoholic beverages having an alcoholic content of 20 percent or more by volume. The purchase of liquor is limited.

Ordinarily resident. Whether one is ordinarily resident is determined by examining several factors of varying weight, including but not necessarily limited to: one's nationality, alien residency status, physical residence, duties while residing there and payment of taxes. Normally it is straightforward and can be determined by examining where one is physically living at the time of hiring. Questions regarding whether a prospective employee is ordinarily resident in Korea should be directed to the Office of the Judge Advocate (FKJA-IA), Unit #15237, APO AP 96205-5237.

Ration control card (RCC)(USFK Form 73). A plastic credit card like document used by authorized permanent party patrons to purchase duty-free goods in USFK facilities, and to record sales in their name as purchases are made. An accountable item of government property.

Sales cards (USFK Forms 45, 47, and 49). The IBM cards anvilled by sales clerks and signed by the patron at the time of purchase to record sales of duty-free goods. Processed by USFK J1, Data Management Division, on a monthly basis, to identify suspected system abusers and record accountable items.

Status of Forces Agreement (SOFA). The U.S.- ROK SOFA, its agreed minutes, understandings on implementations, and minutes of its joint committee. An international agreement between the U.S. and the ROK that became effective 9 February 1967.

Third-country nationals. Citizens of countries other than the U.S. or the ROK.

Troop Program Unit. U.S. Army Reserve Unit with members that participate and are paid for their monthly reserve meetings. Members are also called to Annual Training, which is not more than 29 days and not less than 12 days.

Type I, Federally Sanctioned Private Organizations. Private organizations that provide a recognized service to DOD and its employees; these organizations are sanctioned by specific DOD authority. Examples of this type of private organization are credit unions, USO, Civil Air Patrol, USSO, the Red Cross, banks, and employee unions.

Wrongful transfer of duty-free goods. Transferring duty-free goods in the ROK to an individual or organization not having duty-free import privileges in a manner not provided for in USFK Reg 643-2.