DEPARTMENT OF THE ARMY
HEADQUARTERS, AREA II SUPPORT ACTIVITY
UNIT #15333
APO AP 96205-5333

REPLY TO
ATTENTION OF:

IMKO-AB-PL-LO

24 August 2005

COMMAND POLICY #5-18

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fuel Ration Control Policy

1. REFERENCE:

a. USFK Reg. 60-1, Ration Control Policy-Access To Duty Free Goods, 7 Jun 04

b. USFK Reg. 643-1, Transactions between SOFA Personnel and Personnel Not Entitled duty Free Import Privileges in the ROK, 28 Feb 90

c. USFK Reg. 643-2, Transactions between SOFA Personnel and Personnel Not Entitled Duty Free Import Privileges in the ROK, 28 Feb 90

d. USFK Pam 608-3, Guidelines for Disposal of Duty Free Goods in Korea, 28 Feb 85.

2. PURPOSE: This policy clarifies who can purchase gas and the proper procedures required.

3. APPLICABILITY: This policy letter applies to all USFK members, dependents, government employees, contractors, and all others authorized to purchase fuel at the AAFES gas stations in Area II.

4. GENERAL: Purchases of fuel are authorized as follows:

a. Individuals entitled access to duty-free goods may purchase fuel upon presentation of the appropriate access media (see USFK Reg. 60-1 paragraph 3-3).

b. Those personnel authorized a USFK Form 73-9, Gas Ration Control Plate, may purchase fuel for their registered vehicle upon presentation of their USFK Form 73-9 but are not authorized to fill fuel containers with "carryout fuel".

c. Carryout fuel (gasoline, kerosene, or diesel) purchases are 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 documents (see USFK Reg. 60-1, paragraph 3-3).

(1) In accordance with USFK Reg. 60-1, individuals authorized to purchase fuel, using an authorized container, can not purchase more than 5 gallons of fuel per day. Those individuals will legibly complete and sign a fuel log at the attendant's booth.

(2) Individuals who are authorized a Gas Ration Control Plate will only purchase fuel for their registered vehicle but are not authorized to fill fuel containers. Also, those individuals will legibly complete and sign the fuel log at the attendant's booth.

d. For authorized patrons fueling non-SOFA plated vehicles:

(1) Patrons must display ID card, RCP (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 (1) above. The names on all documents must match.

e. Exceptions to Gas Ration Policy. All requests for exception to USFK Gas Ration Policy must be forwarded to FKJ1-DM for approval by the Assistant Deputy Chief of Staff (ADCS).

(1) Exceptions must be approved in advance. After-the-fact requests for exceptions will not be approved. Requests for exceptions must be forwarded to Commander, USFK, ATTN: FKJ1-DM, Unit #15237, APO AP 96205-0010, or they can be faxed to FKJ1-DM at 723-8628. The approved or endorsed request will be entered into the Exceptions database by FKJ1-DM. The FKJ1-DM will return a copy of the approved/endorsed exception to the unit commander, first sergeant, or equivalent for civilian personnel to be returned to the requester.

(2) A sample memorandum for requests for exception to policy for fuel/gas ration limits is enclosed.

(3) Exception to policy for individuals who may be using a vehicle other than their own can be obtained from the Law and Order Office, Area II Support Activity, Bldg 4305, Room 105, during normal duty hours of Monday – Friday, 0800 - 1600.

f. Authorization to purchase gasoline will not be included in contracts, memoranda of agreement, or memoranda of understanding without the approval of the USFK ADCS.

5. POC for this policy letter is the Area II Law and Order Office, Area II Support Activity, Unit #15333, APO AP 96205-5333, telephone DSN 738-4361/4414 and fax DSN 738-5286.

RONALD C. STEPHENS
COL, SC
Commanding

APPENDIX A

Sample Fuel Log

1. NAME	2. SPONSOR	3. VEHICLE	4. 5 GAL OR LESS			5. DATE	6. RATION CONTROL	7. SIGNATURE
LAST, FIRST	SSN OR KID	TAG #	CONTAINER PURCHASE				PLATE WITH GAS	
			GAS	DIESEL	KEROSENE		ONLY PRIVILEGES	
							RCP # / # OF GAL	
SMITH, JOE	111-11-1111	3-1111	X			1-Jan-03		
KIM, SON	760202-1111111	KA-2222				1-Jan-03	999111111 / 15	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

CONTAINER FUEL PURCHASES MUST FILL OUT BLOCKS 1, 2, 3, 4, 5 AND 7 MANAGER'S NAME
GAS ONLY RCP PURCHASES MUST FILL OUT BLOCKS 1, 3, 5, 6, AND 7 MANAGER'S SIGNATURE

Sample Fuel Log

APPENDIX B

Sample Exception To Policy Memorandum

(Letterhead)

Office Symbol

MEMORANDUM THRU UNIT/ORG COMMANDER

FOR CDR, USFK, ATTN: FKJ1-DM, Unit #15237, APO AP 96205-0010

SUBJECT: Request for Exception to Policy for Fuel Ration Control Limits

1. Request that I be authorized to purchase (fill in amount) in excess of my normal monthly limits for the month(s) of (fill in name). 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

IMKO-AB-PL-LO
SUBJECT: Fuel Ration Control Policy

APPENDIX B

Sample Exception To Policy Memorandum

Office symbol, 1st End

Unit

FOR Requester

FOR CDR, USFK, ATTN: FKJ1-DM, Unit #15237, APO AP 96205-0010

Approved/disapproved or

Recommend approval (for long-term exception)

Signature block of unit commander

Sample Exception To Policy Memorandum