

Headquarters
United States Forces Korea
Unit #15237
APO AP 96205-5237

United States Forces Korea
Regulation 60-1

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Exchange and Commissary Services

ACCESS TO DUTY-FREE GOODS

***This regulation supersedes USFK Regulation 60-1, dated 23 May 2011.**

FOR THE COMMANDING GENERAL:

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Summary. This regulation prescribes policy to control use of both appropriated fund (AF) and non-appropriated fund (NAF) facilities of the United States (US) Armed Forces in the Republic of Korea (ROK) that supply duty-free goods to authorized patrons. Restrictions concerning use of these facilities are in US Public Law, Department of Defense (DOD)/Service regulations and the US-ROK Status of Forces Agreement (SOFA).

Summary of Change. This document has been substantially changed. A full review of its contents is required. Summary of key topics are as follows:

- Change the name to Access to Duty-Free Goods.
- Updated Table 2-1 for Osan Air Base.
- Para 2-2, Changed the name of the Black Market Working Group to Duty-Free Working Group.

- Para 3-2, Updated Liquor Limits to provide 3 units for the sponsor and 2 additional units/month for each family member 21 or over.
- Para 3-3, Updated Beer Limits to 6 cases per sponsor and adds 2 cases per each additional family member 21 or over.
- Para 3-4, Increased Commissary Limits to \$800 per sponsor and adds \$300 per additional family member registered in DBIDS. The old limit had a maximum of 6 family members with the limit of \$2000 no matter how many more family members. Now the system will add \$300 for every family member providing a much better system to manage duty-free goods for large families.
- Added Para 4-1 outlining who is authorized to use the Exchange/Commissary. Access to duty-free goods is controlled by the US-ROK SOFA and U.S. laws, regulations and policies. In Korea, patrons allowed to purchase duty-free goods at the commissary and exchange must be authorized in accordance with commissary and exchange regulations as well as the SOFA. In addition, command guidance was added to mitigate issues with Garrison/Installation Commanders granting access to personnel who are not authorized by the SOFA. It also addresses allowing an escort to help authorized patrons to shop if a medical condition exists (i.e, broken arm/leg, etc).
- Updated Table 4-1 Authorized Personnel phone number for Osan Air Base.
- Updated Table 4-2 Required Supporting Documentation to include Retiree Family Members and adds a category of "Others" to ensure we encompass all authorized patrons.
- Adds Para 4-3 Access to Duty-Free Goods Facilities, subparagraph b Access Documents. This paragraph clarifies what documents/forms are authorized for positive identification at every duty-free sales facility.
- Updated Para 4-4b Access Documents. Ration Control cards are only required for personnel listed in Para 4-4b7 (third country military personnel, Merchant Marine and visiting Navy personnel, Embassy personnel as well as all family members of assigned USFK military, DoD civilians and approved USFK contractors).
- Table 4-5 Ration Control Temporary Privileges Matrix – updated Reservist or Military Sealift Command (MSC) Personnel.
- Added Para 5 – Point of Sale System – clarifies that scanners do not store personnel identification information (i.e., SSN) and that all duty-free sales must be registered even when patrons don't have a DoD ID card. These transactions must be manually recorded at the point of sale (register).
- Appendix B – USFK Duty-Free Working Group. Updated working group attendees to include members of the EUSA or USFK Retiree Councils and remove IMCOM HQs (since inactivated in Korea).
- Glossary, Section II Terms. Update various terms. Added Retiree/Widow/Widower Status of Forces Agreement privileges.

Applicability. This regulation applies to all individuals, entities and their representatives authorized access to duty-free goods, or tax-free goods in the ROK, United States Forces Korea (USFK) organizations, and all sales facilities established and authorized to dispense duty-free or tax-free merchandise under the US-ROK SOFA.

Supplementation. Supplements to this regulation by subordinate commands are prohibited unless prior approval is obtained from Headquarters (HQ) USFK (FKJ1-12), Unit #15237, APO AP 96205-5237, email: pacom.yongsan.usfk.mbx.j11-workflow@mail.mil.

Forms. USFK forms are available at www.usfk.mil/usfk/.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Records titles and descriptions are available on the Army Records Management System website: <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is USFK J1 (FKJ1-12), Policy and Programs Branch. Users are invited to send comments and suggested improvements on [DA Form 2028](#) (Recommended Changes to Publications and Blank Forms) to HQ USFK (FKJ1-12), Unit #15237, APO AP 96205-5237, email: pacom.yongsan.usfk.mbx.j11-workflow@mail.mil.

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Chapter 1

Introduction

1-1. Purpose

This regulation prescribes 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 within this regulation are intended to regulate conduct of individual members rather than to provide general guidelines for the conduct of military functions. This regulation -

- a. Sets policy to prevent abuse of duty-free privileges afforded authorized patrons under the SOFA.
- b. Sets policy to ensure duty-free goods are available to authorized patrons.
- c. Sets procedures regarding access to duty-free goods within the Republic of Korea (ROK) to comply with the United States (US)-ROK Status of Forces Agreement (SOFA).

1-2. References

Required and related publications are listed in [Appendix A](#).

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

Chapter 2

Responsibilities

2-1. General Officer Steering Group (GOSG)

The GOSG is comprised of representatives from United States Forces, Korea (USFK) organizations and activities. See [Appendix B](#) for GOSG membership listing. The GOSG is chaired by USFK, Deputy Chief of Staff (DCS).

- a. The GOSG is responsible for approving policies to address duty-free issues and maintain oversight of the command's efforts to combat potential duty-free and black marketing problems.
- b. The GOSG shall meet on an "as needed" basis.

2-2. Duty-Free Working Group (DFWG)

The DFWG is comprised of representatives from USFK subject matter experts, Service components and installation/garrison activities. See [Appendix B](#) for DFWG membership recommended listing. The DFWG is chaired by USFK, Assistant Chief of Staff (ACofS) J1.

- a. The DFWG is responsible for developing policies addressing duty-free issues and trends to include black marketing and the excessive purchase of duty-free goods and developing recommendations for the command to review and take action.
- b. The DFWG shall meet on a quarterly basis in Yongsan.
- c. The meeting minutes and an executive summary shall be provided to the command leaders and DFWG members after each meeting for review and to document due-outs to complete.

2-3. USFK Assistant Chief of Staff (ACofS) J1

a. Provide policy oversight and management for the Duty-Free Access Program to include approval/disapproval of requests for exception to policy after proper coordination with the USFK Judge Advocate, USFK Provost Marshal, SOFA Secretariat Office and other appropriate offices as required.

b. Organize and provide staff to accomplish the following functions:

(1) Provide a secretary to the DFWG to provide minutes of every meeting.

(2) Notify the appropriate commander and USFK Provost Marshal of personnel who may have over-purchased and provide evidence of suspected violations of this regulation or black marketing 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) Monitor and enforce Ration Control Card (RCC) issuance policies and disburse blank Ration Control Cards to area issuing agents. After the initial one-year supply of expendable items (e.g., printer ribbon rolls, temporary RCC paper cards, etc), the Issuing Agent (IA) offices will be responsible to repurchase these expendable items. The J1 will continue to supply the plastic RCC. Cards will be transported either through certified courier, registered mail, or direct transfer to an Issuing Agent.

(5) Provide the equipment and personnel required to support the Personnel Information Management System Korea (PIMSK).

(6) Organize and implement a staff assistance and training program for Issuing Agents. In conjunction with the annual staff assistance visits, USFK J1 (FKJ1-12 Personnel Systems Branch) will conduct IA training workshops as necessary.

(7) Monitor staff functions and ration control-related activities for compliance with this regulation.

(8) Serve as the issuing agent for all U.S. general and flag officers assigned to the ROK.

(9) Submit to PACOM J1 for coordination all USFK shelf limits change requests. Shelf limit request must be reported by 1 August annually, therefore any shelf limit reports must be submitted to the USFK J1 (FKJ1-12) by 1 June annually.

c. Assist Garrison or Wing Commanders in establishing new IA office or closure of existing IA office by adjusting computer records to match the commander's request and notifying the commander when this action is completed. USFK J1 (FKJ1-12) is also responsible for conducting training of newly appointed IAs.

d. Provide an annual report to Congress and the Office of the Secretary of Defense through United States Pacific Command (USPACOM) on ration control policy in the ROK.

2-4. USFK ACofS Acquisition Management (FKAQ)

- 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 a RCC, via [USFK Form 700-19A-E](#) (Invited Contractor and Technical Representative Personnel Data Report) in accordance with (IAW) [USFK Reg 700-19](#) (The Invited Contractor and Technical Representative Program).
- b. Take appropriate action against ration violations by IC/TR personnel.

2-5. USFK ACofS Provost Marshal (FKPM)

- a. Advise on excessive purchasing of duty-free goods and black marketing trends and patterns.
- b. Act as the focal point for USFK law enforcement coordination to suppress the excessive purchasing of duty-free goods and black marketing. Take appropriate action against ration violations. Assist in providing information to commanders and appropriate USFK law enforcement elements regarding potential excessive purchasing of duty-free goods or black marketing in order for appropriate action to be taken against violators. In such capacity, the Provost Marshal (PM) may request additional assistance from USFK J1 (FKJ1-12) for more detailed reports and/or data queries pertaining to a case in question.
- c. Serve as a member of the DFWG to develop policies to deter black marketing and to provide oversight of the merchandising and monitoring of products popular on the black market.

2-6. USFK ACofS Public Affairs Office (PAO)

- a. Publicize through news releases, The Morning Calm newspaper, American Forces Network-Korea, USFK Website, Internet and other means, this regulation, its enforcement, and disciplinary actions taken against violators (violators will not be personally identified).
- b. Respond to requests for information on SOFA provisions from civilian news media.

2-7. Executive Agent (EA)

Provide manning support for ration control operations. The following positions are filled by Eighth Army, Army Support Element Korea (ASE-K):

- a. A Noncommissioned Officer in Charge, Customer Service Branch, 42A30.
- b. A Korean Augmentee to the United States Army (KATUSA).

2-8. USFK Duty-Free Goods Sales Facility Managers

- a. Ensure all sales are conducted within the spirit and intent of this regulation and the Status of Forces Agreement ([SOFA](#)). Applicable facilities include those selling duty-free or tax-free goods, including exchanges, commissaries, and Morale, Welfare and Recreational (MWR) facilities.
- b. Set quantity buying restrictions (purchase limits) in coordination with the Garrison or Wing Commander, as necessary, on individual purchases of selected items to ensure availability to all authorized patrons.
- c. Conspicuously post notices of purchase limits in sales facilities.

d. Train employees, at least semiannually, on the requirements of this regulation and any authorized supplements.

e. Develop and implement procedures to ensure only individuals authorized access to duty-free goods are allowed to purchase them.

f. After coordination with the servicing civilian personnel office, consider appropriate disciplinary measures against employees who violate this regulation IAW civilian personnel regulations and applicable union agreements.

g. Establish procedures to ensure sales of controlled items are recorded accurately and transmitted to USFK J1 (FKJ1-12) on a daily-basis.

h. Establish procedures to check Identification (ID) cards and/or RCC of patrons entering a duty-free goods sales facility. 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. For small facilities (less than three cash registers) 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. When checking access media, sales facility employees must do the following:

(1) Check the expiration date on the access media. If the access media has expired, the employee must deny access. Employees should advise the individual presenting the expired access media that the access media requires renewal or replacement before access will be granted.

(2) Check the limits/restrictions specified on the RCC.

(3) Ensure the names on all documents match.

i Follow prescribed procedures prior to opening a duty-free sales facility:

(1) Opening a new sales facility requires the store manager to notify the USFK J1 (FKJ1-12) of the opening by submitting a memorandum through the supporting IA which includes the following information:

(a) The desired opening date.

(b) The Garrison or Base name.

(c) The store's name and number.

(d) The store manager's and assistant's names, telephone numbers and email addresses.

(2) Supporting IA must verify the information and forward the memorandum to USFK J1 (FKJ1-12).

(3) USFK J1 (FKJ1-12) will update the PIMSK database.

j. Follow prescribed procedures prior to closing a duty-free sales facility.

(1) Closing a duty-free sales facility requires the store manager to notify USFK J1 (FKJ1-12) of the closure by submitting a memorandum through the supporting IA which includes the following information:

- (a) The desired closing date.
- (b) The Garrison or Base name.
- (c) The store's name and number.
- (d) The store manager's and assistant's names, telephone numbers and email addresses.

(2) The store manager and supporting IA must verify the information in the memorandum and check the control log to ensure accountability of ration control equipment provided by USFK J1 (FKJ1-12). Upon finalizing accountability, the store manager shall inform the supporting IA and turn in the memorandum and equipment to USFK J1 (FKJ1-12).

(3) USFK J1 (FKJ1-12) will update the PIMSK database.

k. Small duty-free sales facilities are defined as sales facilities which have gross total sales or revenue of less than \$100,000 per year. The following rules and regulations shall apply to these facilities.

(1) Small duty-free sales facilities are required to certify their status as a small duty-free sales facility by submitting a report annually detailing their total revenue and sales to USFK J1 (FKJ1-12). The report shall include the store manager's name, contact information (DSN/Commercial phone number and email address), and signature certifying the report is accurate.

(2) Small duty-free sales facilities are required to follow all rules including appropriate ID and ration card checks. Each facility must ensure that their patrons are authorized access to duty-free goods and have unexpired ID and/or unexpired Ration Cards.

2-9. Component Commanders

a. Ensure all members of their respective organizations are aware of the contents of this regulation.

b. Ensure appropriate action is taken against personnel who engage in activities which violate this regulation.

c. Establish policy and directive to govern duty-free purchase program to include in/out-processing of personnel.

d. Ensure Mission Unit Commanders (Battalion and below) use the Ration Control Monitor Tool to track and document ration violations.

2-10. Garrison, Base and Wing Commanders

a. Coordinate requirements of this regulation with retail outlets and enforce compliance.

b. Coordinate with retail managers to impose temporary or permanent shelf limits.

c. Establish Issuing Agency (IA) office. Prior to opening a new IA office, coordinate with USFK J1 (FKJ1-12) for support. To the greatest extent possible, limit one IA office per garrison or wing. When considering whether or not to create a new IA office, garrison or wing commanders should consider key factors such as geography, customer convenience, and the need for maintaining strict control over IA's operations.

(1) Appointment of IA in writing is a non-waiverable requirement and must be documented in an appointment letter or order signed by the garrison or wing commander or designated representative. Copies of the appointment letter or order, [DD Form 577](#) (Signature Card) must be electronically forwarded to USFK J1 (FKJ1-12) before the IA can receive any support from USFK J1 (FKJ1-12).

(2) The following IA's qualifications should be met by the selected individual:

(a) Consider Department of Defense (DOD) civilians over military personnel for primary and alternate IAs. Selected military personnel should be in grade of E-4 or above.

(b) US Citizenship, if not, submit waiver request memo to USFK J1 (FKJ1-12) for approval. However, Foreign Nationals employee will not have access to the PIMSK unless a favorable Defense National Agency Check with Inquiries or National Agency Check with Inquiries has been obtained for such individuals.

(c) Primary and alternate IAs should have more than six months retainability in Korea and no record of duty-free purchase violations.

(d) To the greatest extent possible, the primary and alternate IA DEROS dates should be staggered to provide continuity.

(3) Prior to the desired IA office operational date, notify USFK J1 (FKJ1-12) in writing, no later than (NLT) 30 days in advance. Submit request to the USFK J1 (FKJ1-12), Unit #15237, APO AP 96205-5237 and include the following information:

(a) The Garrison or Base name.

(b) Email and mailing addresses for the new IA office. Include Unit Number and APO in the mailing address.

(c) Primary and alternate IA names, ranks and telephone numbers.

(d) Listing of all units to be serviced by the new IA office. Listing must include complete unit title, unit identification code (UIC) or personnel accounting symbol (PAS) code, unit's geographical location (including the APO), and unit's previous IA's name (if applicable). For additional information visit the [J1 Ration Control Program Overview](#).

d. Closing an IA Office. Prior to closing an IA office, ensure continued ration control program service to supported units is established. Additionally, the area commander must notify USFK J1(FKJ1-12), in writing, of the proposed closure a minimum of 60 days in advance of proposed closing date. The notification letter must include the following:

(1) The Garrison or Base name.

- (2) Mailing address of IA, including the APO.
- (3) Desired closing date.
- (4) Listing of all units to be serviced by the IA office. Listing must include complete unit title, UIC or PAS code and unit's geographical location (including the APO). For additional information visit the [J1 Ration Control Program Overview](#).
- (5) Ensure out-going IA will coordinate with the new IA to accomplish the following actions:
 - (a) Complete a signature transfer to the new IA of all records including undelivered RCCs, excess purchase rosters, other mail and/or documents.
 - (b) Turn-in of all RCCs to USFK J1 (FKJ1-12) within 24 hours of closing.
 - (c) Notify each unit in writing of the effective date of transfer and provide the name and contact information of the new IA.
- e. Unit activation/deactivation. In coordination with the supporting IA office, notify USFK J1 (FKJ1-12) in writing, of the proposed unit activation/deactivation. The letter must arrive no later than 30 days prior to the proposed effective date of the unit's activation/deactivation and include the following information:
 - (1) Name of the unit.
 - (2) The UIC or PAS code.
 - (3) IA's name and contact information.
 - (4) Complete unit address, including the APO.
 - (5) Desired activation/deactivation date.
- (6) USFK J1 (FKJ1-12) will notify the commander, through the supporting IA, when the computer records have been updated.
- f. Request for Ration Control Check ([USFK Form 217](#)). Submit the request to the supporting IA office for processing. This ration control check report only details violations to ration control policy by an individual and their dependents and can only be requested by a unit commander within their unit or by FKAQ for invited contractors.
- g. Revoke access privileges for individuals involved in black marketing, illegal transfer of duty-free goods, or purchasing in excess of personal needs. To prevent the individual from receiving another RCC, provide a copy of the revocation notice to the servicing IA, USFK J1 (FKJ1-12), and FKPM-CD.
- h. Investigate, in coordination with local law enforcement, reports of lost, stolen and confiscated RCCs prior to authorizing issuance of a replacement RCC.

2-11. Issuing Agents

Issuing agents are assigned to each USFK Garrison or Wing and administer the duty-free purchase program on behalf of the garrison or wing commander and USFK J1 (FKJ1-12). Table 2-1 provides a listing of the issuing agencies' locations.

CNFK, Chinhae	Bldg 606	Chinhae Navy Base	762-5558
Camp Carroll	Bldg S-946	Waegan	765-7890
USAG Casey	Bldg 2440	Dongducheon	730-3475
U.S. Embassy	32 Sejongro, Jogno-gu	Seoul	721-4161
USAG Humphreys	Bldg 544, Room 3	Pyeongtaek	753-3012
Osan Air Base	Bldg 765	Songtan	784-1853
7 AF/8MSG	Bldg 590	Kunsan Air Base	782-5249
USAG Red Cloud	Bldg 611	Uijeongbu	732-7660
Camp Henry	Bldg T1712	Daegu	768-7518
USAG Yongsan	Bldg S-4304 (1RC)	Yongsan/Seoul	738-4612
J1-12 (DM)	Bldg 2402A, Main Post	Yongsan/Seoul	723-6123

- a. Provide the customer support of all duty-free purchase related issues within respective area.
- b. Process RCC requests and issue RCCs to authorized personnel and their family members.
- c. Verify RCC requests and required supporting document with the PIMSK web application. Ensure individual requestor's record in the ration control web application is current, accurate, and complete for the individual and/or family members. Issue USFK Forms 73 (1, 2, 3, 4, 5) to authorized personnel via PIMSK.
- d. Direct customers to the nearest Defense Biometric Identification System (DBIDS) registration point to correct any personnel information discrepancies prior to issuing RCC. See Table 4-1 for DBIDS locations.
- e. Retrieve duty-free violations list from the PIMSK web application and distribute to violators, and their unit commanders. Annotate actions taken against ration control violators in the PIMSK database by suspense date as noted on "show cause" letters.
- f. Destroy expired, duplicated, incorrect, or otherwise unneeded permanent and temporary RCCs. Input destruction via the PIMSK web application.
- g. Control access to RCC accountability forms. Store forms in a US General Service Administration (GSA)-approved security container.

h. Provide guidance to garrison, wing and unit commanders and first sergeants/chief petty officers or civilian equivalents, on the procedures for enrolling assigned personnel into the ration monitoring tool.

i. Issue USFK Form 46-3 (Temporary Ration Control Card) to authorized personnel via PIMSK.

j. Confiscate ration card(s) during personnel out-processing and record it in the PIMSK web application.

k. Process requests [USFK Form 217-E](#) (Request for Ration Control Check) from unit commanders and first sergeants/chief petty officers or civilian equivalents, and complete ration control checks for monthly sales summaries via PIMSK. Only the sponsor may request or pick-up a full report of his/her sales record from USFK J1 (FKJ1-12).

l. Review Unit Ration Control Card (URCC) purchases and provide respective commanders with information on personnel not compliant with this regulation.

m. As applicable, the new IA, in coordination with the previous IA, is responsible for picking-up ration control records and logs, excess purchase rosters, and/or other mail or documents from the previous IA and ensuring each unit and sales facility is notified, in writing, of the effective date of support transfer and name and contact information of new IA.

n. For new and existing IA personnel needing training, coordinate training with USFK J1 (FKJ1-12). Training conducted by USFK J1 (FKJ1-12) shall be completed before access to PIMSK can be granted. Attendance shall be required at USFK J1 IA workshops unless specifically exempted by USFK J1 (FKJ1-12).

2-12. Unit Commanders/First Sergeants/Chief Petty Officers or Civilian Equivalents

a. Oversee the unit's Ration Control Program.

b. The unit commander or designated representative is responsible for briefing new unit members on the contents and provisions of this regulation. This requirement is in addition to any information that may have been provided at in-processing centers or other forums. Briefings must include the following:

(1) An explanation of liquor and beer purchase policies, commissary monthly dollar limit and any local policies.

(2) An explanation of how to properly dispose of duty-free goods IAW with this regulation and [USFK Reg 643-2](#) (Transfer of Duty-free Items).

(3) An explanation of the garrison or wing commander's policies on duty-free purchase violations, black marketing, illegal transfer of duty-free goods, and excessive purchasing of duty-free goods.

(4) An explanation of dual sponsorship, as applicable, and as related to the duty-free purchase program.

(5) Newly assigned unit personnel failing 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 this regulation.

c. Transfer of all personnel from one unit to another, requires the gaining unit commander to submit a transfer letter through the supporting IA to USFK J1 (FKJ1-12), 30 days prior to the desired transfer 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 unit's name, complete address (including APO), and the gaining unit's IA name.

(3) Desired effective date.

(4) If the desired transfer date will be reflected in the following month, or upon update of the component's personnel system.

d. In coordination with garrison or wing commanders or designated representatives, take appropriate action against personnel who over-purchased or otherwise violated the provisions of this regulation.

e. Request ration control check using [USFK Form 217-E](#) (Request for Ration Control Check) for an individual within their units. Submit the request to the supporting IA office for processing. Only the sponsor may request and pick-up a full report of his/her sales record from the supporting IA.

f. Recommend approval or disapproval for exceptions to policy for ration limits to USFK J1 (FKJ1-12) for final decision.

g. Coordinate and schedule duty-free goods inventories in cases of suspected unauthorized transfer of duty-free goods. Notify applicable Military Criminal Investigating Organization (Criminal Investigating Division - CID, Air Force Office of Special Investigations - AFOSI or Naval Criminal Investigating Service - NCIS) of suspected duty-free goods violations. Coordinate and consult with the servicing SJA to ensure there is a proper legal basis for inspections of duty-free merchandise purchased by individuals.

h. Ensure personnel, except unaccompanied military, out-process through the appropriate IA office and turn-in RCC.

i. Ensure all personnel out-process through the DBIDS station to de-register, including their family members.

j. Enroll all personnel into the USFK Ration Monitor Tool via PIMSK. Appoint a unit Point of Contact (POC) and submit a Ration Monitor System Application through the appropriate IA office. With this application, units will need to provide an initial alpha roster to "tag" assigned personnel in PIMSK. The primary and alternate POC's must have more than six months retainability in country and no record of ration control violations. Receive along with the unit POCs a monthly email notification of any ration limit violations. Use the Ration Monitor Tool to review unit ration violations as well as document the actions taken against ration limit violations within 60 days of notice.

2-13. USFK Personnel

a. Comply with this regulation and maintain RCC security (temporary or permanent RCC) to prevent loss, theft, or unauthorized use or alteration.

b. Understand that sponsors are required to register all family members, regardless of age, in DBIDS to ensure family ration limits are set properly.

c. Understand that RCC is not transferable between family members or any other authorized patrons.

d. Restrict purchases to those required for personal needs, the needs of authorized family members, and bona fide gifts IAW [USFK Reg 643-2](#) (Transfer of Duty-Free Items).

e. Ensure sales clerks properly record purchases, void transactions and returns for refunds.

f. Report known or suspected violations of this regulation to the unit commander or law enforcement personnel.

g. Immediately turn-in found RCC to supporting IA or law enforcement.

h. Dispose of items that are no longer serviceable or needed using the procedures outlined in [USFK Reg 643-2](#) (Transfer of Duty-Free Items).

i. Report lost or stolen RCC to law enforcement to obtain MP report ([DA Form 3975](#) or other applicable service-specific report) prior to applying for a replacement.

j. Understand that the sponsor is the only person who can request RCC(s) from the IA. However the sponsor may authorized (in writing) his/her dependent(s) to pick up the RCC(s).

k. Understand that the sponsor may submit a [USFK Form 217-E](#) (Request for Ration Control Check) to the supporting IA office for processing. Only the sponsor may request a full report of his/her sales record from the supporting IA office. Only the sponsor may pick-up a full report of his/her sales record from the supporting IA office.

Chapter 3 Duty-Free Purchase Policy

3-1. General

a. Military Service members violating this regulation are subject to punishment under the Uniform Code of Military Justice (UCMJ), Section VII, Article 92, for failure to obey a lawful general order or regulation.

b. Civilian personnel violating this regulation are subject to adverse administrative action or criminal prosecution as authorized by applicable ROK law, U.S. Code sections or federal and local regulations.

c. Black marketing of USFK duty-free goods in the ROK has been problematic for USFK, resulting in the placement of limits and controls on selected duty-free goods most subject to abuse.

3-2. Liquor Purchase Policy

a. Liquor is defined to be any beverage that is 20% or more alcohol by volume. Liquor sales are restricted to those personnel age 21 or older with purchase privileges and are limited in terms of

alcohol units. All purchases of liquor regardless of size will be counted against the monthly purchase limit.

b. These monthly limits are determined based on data shown in table 3-1.

Table 3-1
Monthly Liquor Purchase Limits

<u>Item</u>	<u>Individual</u>	<u>Each Additional Family Member over 21</u>
Liquor	3 units	+2 units

One unit of liquor = fifth, quart or liter

Current Liquor Sales Inventory

1 gallon = 4 units

1.75 liter = 2 units

700-750 ml = 1 unit

1 pint/375 ml = 1/2 unit

1 miniature = 1/12 of a unit

NOTE: The liquor limits are monthly and not cumulative from month to month.
Wine is not counted against the liquor limits.

3-3. Beer Purchase Policy

a. Beer sales are restricted to those personnel age 21 or older with purchase privileges and are limited in terms of a case. All purchases of beer regardless of amount will be counted against the monthly purchase limit.

b. The beer monthly limits are determined based on data shown in table 3-2.

Table 3-2
Monthly Beer Purchase Limits

<u>Item</u>	<u>Individual</u>	<u>Each Additional Family Member over 21</u>
Beer	6 Cases	+2 units

Current Beer Sales Inventory

24pk of 12 oz bottle or can = 1 case

12pk of 12oz bottle or can = 0.5 case

6pk of 12 oz bottle or can = 0.25 case

1/2 barrel or 1/2 keg = 3.5 case

NOTE: The beer limits are monthly and not cumulative from month to month.

3-4. Commissary Purchase Policy

a. Commissary purchases are limited to monthly dollar limits to deter abuse of duty-free privileges.

b. The commissary monthly limits are shown in table 3-3.

Table 3-3
Monthly Commissary Dollar Limits Based on Family Size

<u>Item</u>	<u>Individual</u>	<u>For Each Additional Family Member</u>
Commissary Limits	\$800	+\$300

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 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. The 50% does not apply to the liquor and beer limits. Regardless of arrival date, the first month is considered from arrival date to end of that month.

Current USFK CoS approved limits are available at our website: <https://pimsk.korea.army.mil>.

3-5. Gasoline Purchase Policy

a. Authorization to purchase gasoline will not be included in contracts, memoranda of agreement, or memoranda of understanding without the USFK J1(FKJ1-12) and FKAQ approval.

b. Authorized patrons may purchase gasoline for vehicles registered on a USFK military post/base, displaying a post/base decal and by presenting the DOD or USFK ID and RCC.

c. Authorized Patrons with rented or leased vehicles must present a copy of the rental or lease agreement in lieu of the vehicle's registration document along with ID and RCC. The names on these documents must match.

d. Purchase of "carryout" fuel is limited to no more than five gallons per day.

e. Gas RCC only applies to Korean national (KN) in law enforcement, military intelligence personnel working as part of a joint (US-ROK) investigative team, where use of a US government-owned vehicle would hamper undercover operations, may be authorized access to gas RCC. If the duties of the KN employees are not those described above, the KN employee is not authorized to purchase duty-free fuel.

(1) Application for gas RCCs will be made by memorandum along with a copy of SF-50 (Notification of Personnel Action) through the garrison or wing commander and the servicing IA to USFK J1 (FKJ1-12). The request must be made by the unit commander or civilian equivalent. See [Appendix E](#) for sample.

(2) Renewal of gas RCC shall be in memorandum format (see [Appendix E](#)) with a copy of the individual's USFK ID card and current gas RCC attached and submitted through the servicing IA to USFK J1 (FKJ1-12). The USFK J1 (FKJ1-12) will process the request and upon approval produce the new gas RCC and provide it to the requesting organization's supporting IA.

f. Garrison and wing commanders may establish heating fuel (Kerosene) limits. Heating fuel limits must be in writing and a copy of the limits provided to USFK J1 (FKJ1-12). Limits must be prominently posted at locations which allow easy viewing by authorized patrons. Heating fuel may only be purchased by authorized patrons upon presentation of the appropriate access media. Use of gas ration cards to purchase heating fuel (kerosene) is not authorized.

3-6. Shelf and Purchase Limit Policy

a. Shelf limits are imposed as a tool to prevent and deter over purchasing of items popular on the black market. All shelf limits recommendations must be submitted to the USFK J1 (FKJ1-12) by 1 June annually for coordination through PACOM J1 (submit requests to pacom.yongsan.usfk.mbx.j11-workflow@mail.mil). After complying with [10 USC §2489](#), DODIs [1330.17](#) and [1330.21](#), garrison and wing commanders, in coordination with sales facilities managers, may place shelf limits on the selected items. New shelf limit requests must be reported to Congress by 1 August annually before implementing any changes. Each report must describe changes to the host-nation laws and the treaty obligations of the United States and the conditions within the host nation that require the use of new quantity or other restrictions on purchases in commissaries and exchange stores. Negative reports are required ([DODI 1330.21](#), Paragraph (para) 6.6). Commanders may not add a merchandise item unless USD (P&R) approves and notifies Congress of the proposed addition and the reasons for the addition of the item. Sales facilities managers are required to prominently post signs announcing shelf limits in English and in Korean. A request to purchase in excess of the shelf limit requires prior approval from the garrison or wing commander (or their designated representative).

b. Purchase limits are not identical to shelf limits. Purchase limits are a sales facility manager's tool to guarantee product availability. Sales facilities managers may impose purchase limits IAW applicable Army and Air Force Exchange Service (AAFES) or Defense Commissary Agency (DeCA) guidelines to assure the availability of merchandise to all authorized customers. Quantity or other restrictions may not discriminate among the various categories of patrons, and shall be consistent with the purpose of the commissaries to provide reasonable access for authorized patrons to purchase merchandise items ([DODI 1330.17](#), para 4e).

3-7. Exception to Policy to Increase Purchase Limits

a. Requests for an exception to policy to increase purchase limits shall be submitted through unit commanders/first sergeants/chief petty officers or civilian equivalents to the supporting IA office. The supporting IA will forward the requests to USFK J1 (FKJ1-12) for approval/disapproval. After-the-fact requests for increases will not be approved.

b. A purchase limit increase is defined as a temporary increase of purchase limits per month over the requestor's current limits.

c. If approved, USFK J1(FKJ1-12) will enter the approved purchase limit increase into the PIMSK database. USFK J1 (FKJ1-12) will provide an email confirmation to the individual and supporting IA regarding the approved purchase limit increase. See [Appendix D](#) for sample request for an increase to liquor or commissary dollar limits.

d. Distinguished U.S. citizen visitors are granted temporary access to duty-free goods through the USFK Protocol office via USFK Form 46-3 (Temporary Ration Control Card). These access media are valid for a maximum of 60 days and may be issued to general or flag officers, equivalent-grade enlisted/civilians, spouses or staff, as determined by the Chief, Protocol Branch, Secretary Combined Joint Staff.

e. Exceptions to policies established in accordance with the provisions of the ROK-US SOFA (such as who may have access to duty-free goods) may not be granted by USFK without the agreement of the ROK government. Requests for exceptions to policy established by this regulation shall be submitted through unit commanders/first sergeants/chief petty officers or civilian equivalents to the supporting IA office. The supporting IA will forward the requests to USFK J1 (FKJ1-12) for staff review and ultimately approval/disapproval.

Chapter 4

Access Control

4-1. Authorized Personnel

Access to duty-free goods is controlled by the US-ROK SOFA and U.S. laws, regulations and policies. In Korea, patrons allowed to purchase duty-free goods at the commissary and exchange must be authorized in accordance with commissary and exchange regulations as well as the SOFA. Articles IX, XIII and XIV of the SOFA obligate the United States to make reasonable and practical efforts to restrict access to the commissary and exchange to authorized patrons and to take necessary steps to prevent abuse of the SOFA-granted tax and customs-free privileges.

a. In order to meet our SOFA obligations, the general rule is that only authorized patrons are allowed entry into the commissary and PX in Korea. This policy restricts access in order to minimize the potential for abuse and ensure the U.S. complies with the intent of the SOFA.

b. Limited exceptions may be granted for visitors to accompany authorized patrons into the commissary and exchange in exceptional circumstances for specified purposes with specified duration that shall not exceed the time necessary to achieve the specified purpose.

c. The following are examples of situations that may warrant approval for visitors to accompany authorized patrons into the commissary and exchange without authority for the visitors to make purchases. Similar exceptional situations of extreme hardship may also warrant approval. This list is not all inclusive.

(1) The authorized commissary/exchange patron is capable to accompany the visitor into the commissary/exchange, but the authorized patron is incapable or unable to shop due to medical conditions. For example, the patron is able to walk but unable to push a cart due to medical conditions, such as a broken arm. In this situation, the duration of the exception would be limited to the time the medical condition exists. While in the commissary, the visitor must be accompanied by the authorized patron and at no time will the visitor be allowed to purchase duty free goods in his/her personal capacity unless authorized to do so as a patron in their own right.

(2) The authorized commissary patron is a minor child, and the child's sponsor is on unexpected temporary duty away from the permanent duty station or place of employment, and the sponsor wasn't able to plan for the commissary/exchange purchases in advance. In this situation, the duration of the exception would be limited to the period of temporary duty.

d. In no case will approval for access be granted solely for the convenience of the authorized patron.

4-2. DBIDS Registration

a. All sponsors and family members must register in the Defense Biometric Identification System (DBIDS). Noncompliance shall result in the denial of duty-free privileges. DBIDS registration locations are identified in table 4-1.

Installation	Location	Bldg #	Phone #	Area	REMARKS
Camp Mobile	In Processing Center	S2711	730-3491	I	Military In-processing only
USAG Red Cloud	Pass & ID Office	225	732-9266/7234	I	
USAG Casey	Pass & ID Office	S2440	730-6896	I	
USAG Yongsan	Visitor Center	S4034	723-6456	II	
USAG Yongsan	Pass & ID Office	Camp Kim	724-4300	II	
USAG Humphreys	Pass & ID Office	544	753-6609	III	
Camp Carroll	Pass & ID Office	946	765-8537	IV	
Camp Henry	Pass & ID Office	1712	768-6917	IV	
Osan Air Base	Pass & Registration Office	765	784-5594	V	
Kunsan Air Base	Pass & ID Office	590	782-4900	VI	
Chinhae Navy Base	Pass & ID Office	612	762-5296	VII	

b. All family members, including dependents under the age of ten, must be registered in DBIDS to be counted towards a family size for the monthly commissary dollar spending limit. Once individuals register in DBIDS, they will automatically be registered in the USFK ration control database, but still must visit an issuing agent office to request ration control cards. See table 4-2 for additional required supporting documentation to receive ration control cards.

Table 4-2
Required Supporting Documentation

Members of the Armed Forces Family Members

- Sponsor's PCS orders to Korea
- Sponsor's DoD ID
- Dependent's DoD ID

Members of the Civilian Component Family Members

- Letter of Employment or TDY orders
- Sponsor's DoD ID
- Dependent's DoD ID

Invited Contractors/Technical Representatives Family Members

- [USFK Form 700-19A](#) (IC and TR Personnel Data Report) (even if TDY) with validated stamp within 30 days of arrival
- Sponsor's DoD ID
- Dependent's DoD ID

Retiree Family Members

- Sponsor's Passport with visa expiration date no earlier than 90 days
- Dependent's Passport with visa expiration date no earlier than 90 days
- Sponsor's DoD ID
- Dependent's DoD ID

Widow/Widower

- Passport with visa expiration date no earlier than 90 days DoD ID

Others

- Letter of Employment or authorized organization verification documentation
- Sponsor's Passport with visa expiration date no earlier than 90 days
- Dependent's Passport with visa expiration date no earlier than 90 days
- Sponsor's Identification Card
- Dependent's Identification Card

NOTE:

- Personnel must be properly registered in DBIDS before coming to ration control office for ration control cards.
- All personnel have to update their DEROS at their Personnel Office before coming to the ration control office.
- There is a delay up to an hour after updating DBIDS before ration control office can process your requests for a ration control card.
- Temporary ration control cards will not be issued if a permanent ration control card expires. Personnel can request a new ration control card ten days in advance to avoid any loss of privileges while waiting for a new permanent ration control card.
- A new ration control card will not be issued if the existing card's expiration date is more than 30 days away.
- Refer to USFK Regulation 700-19, *United States Forces Korea Invited Contractors and Technical Representatives*, for information regarding installation access control.

c. Personnel with expiring ration control card should visit a DBIDS registration site with paperwork documenting the extension of DEROS or stay in Korea, then visit an issuing agent to request new ration control card 30 days prior to expiration date. See [USFK Reg 190-7](#), [Appendix F](#) for DBIDS expiration time periods.

d. The following categories of personnel are authorized and entitled to access duty-free goods:

(1) Members of the Armed Forces-

(a) US active duty military.

(b) An "active member of a reserve component" - on active duty orders.

(c) An "active reservist" - drills once a month, attends a 15 day annual training, and assigned to a unit in Korea.

(d) 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.

(2) Members of the Civilian Component - Civilian persons working 20 or more hours per week or 40 or more hours within two weeks, who are in the employ of, serving with, or accompanying the United States armed forces in the Republic of Korea excluding persons who are ordinarily resident in the Republic of Korea.

(3) US citizen employees of non-DOD US Government departments and agencies in an official capacity while in the ROK if authorized by applicable DOD and service regulations governing commissary and exchange service operations and when consistent with SOFA requirements Access to commissary facilities is governed by [DODI 1330.17](#). Access to exchange facilities is governed by [DODI 1330.21](#).

(4) Full-time, US 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. Access to personnel in this category will be subject to the requirements of applicable DOD and service regulations which govern authorized support to these entities.

(5) ICs and TRs when authorized under the terms of their contract and properly designated IAW [USFK Reg 700-19](#) The Invited Contractors and Technical Representatives Program in paragraph 3-6.

(6) Retired US military drawing full retirement pay and benefits, 100-percent disabled veterans and Medal of Honor recipients while in the ROK.

(7) Un-remarried widow/widower drawing full military benefits of a deceased US military spouse.

(8) Accompanying family members of categories listed above, except those of civilian local hires.

(9) Full-time US citizen employees of DOD and NAF agencies who are on Government Issued order of temporary duty/temporary additional duty (TDY/TAD) in the ROK.

(10) ICs/TRs, who meet the requirements in paragraph 2-4, who are on Government Issued order of TDY/TAD in the ROK.

(11) Pending divorce, a spouse may retain privileges until the divorce is finalized provided the spouse's sponsor remains in Korea.

(12) Other persons and organizations with the express consent of the ROK Government in accordance with the US-ROK SOFA Article XIII, Agreed Minute. Submit requests with justification for USFK to solicit ROKG express consent for access to duty-free goods to the supporting IA which will forward the requests to USFK J1 (FKJ1-12) for staff review and ultimately approval/disapproval.

4-3. Unauthorized Personnel

Individuals who do not fall into one of the categories outlined above are not authorized 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 2 weeks.

b. Civilian employees in positions paid for with appropriated funds (APF) that are intermittent, regardless of the number of hours worked. Civilian employees in positions funded by non-appropriated funds (NAF) that are flexible and only employed on an as-needed basis, do not have access, regardless of the number of hours worked.

c. Retired reserve component members who are not yet receiving full retirement pay and benefits (pink ID card holders).

d. "Inactive reservists" or reserve component members not assigned to a military unit in the ROK nor on orders to USFK for exercise purposes.

e. Family members of widow/widower are not authorized duty-free privileges.

f. Family members visiting or residing in the ROK without their sponsor including but not limited to dependents of service members deployed to a combat zone and dependents of environmental morale leave (EML).

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.

h. Concessionaires are prohibited from making any purchases from USFK duty-free sales facilities.

i. Transition Assistance Program participants and 20/20/20 spouses are not authorized duty-free access.

j. Retired DOD Civilians. There is no basis for retired DOD Civilians to access duty-free goods in Korea when not affiliated with USFK or on official orders to Korea.

4-4. Access to Duty-Free Goods Facilities

a. Positive identification is required at every duty-free sales facility. An individual who seeks to make a purchase from a commissary or AAFES PX/BX shall be positively identified as an authorized patron at the entrance to these facilities and at the point of sale (cash register).

b. Access Documents:

(1) Members of the Armed Forces – CAC

(2) Members of the Civilian Component – CAC

(3) Invited Contractors (ICs) and Technical Representatives (TRs) – CAC

(4) Retiree – DD Form 2 United States Uniformed Services Identification Card (Retired)

(5) Civilians for DoD and NAF agencies on Government issued temporary duty/temporary additional duty (TDY/TAD) orders in the ROK – ID Card and orders

(6) ICs/TRs, who meet the requirements in paragraph 4-2, on Government issued TDY/TAD orders in the ROK – ID Card and orders

(7) Others – ID Card ^(Notes) and RCC

Notes:

(a) Dependent ID Card holders of assigned USFK personnel (military, DoD civilians, and USFK contractors)

(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 (Application for Installation/Base Pass) used by Embassy personnel.

c. If sponsor is between 18 and 21 years, the sponsor ration card will print as "No Alcohol". However, sponsors under 18-years of age shall receive a minor RCC.

d. RCCs may be issued in a permanent or temporary basis. Table 4-3 describes the types of RCC available for issue along with the entitled privileges.

Table 4-3
Type of Permanent Ration Control Cards

<u>Type of RCC</u>	<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 Family Member Ration Control Card	Minor Privileges – no alcohol or tobacco Minor
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 Ration Control Card	Same as applicable permanent card Temporary above

e. Upon a dependent’s 21st birthday, the sponsors may request an adult family member RCC.

f. The Minor Family Member RCC (USFK Form 73-3) is authorized to family members 20 years old or younger, when approved by the sponsor. The Minor Family Member RCC does not authorize the purchase of alcoholic beverages nor tobacco products. The minimum age to purchase tobacco products in Korea is 18 years old (per [DODI 1330.17](#) Armed Services Commissary Operations and [AR 215-8](#) Army and Air Force Exchange Service Operations, Tobacco products (including smokeless tobacco) will not be sold to anyone under 18 years of age). A customer’s identification will be checked if the buyer appears to be under 27 years of age.

g. Family members under the age of 10 are authorized access to duty-free facilities without providing a dependent DOD ID or RCC, but not authorized to purchase unless they have valid DOD ID and RCC.

h. Dependents with a DOD ID and RCC regardless of age and their lawful guardian (as identified by a Power of Attorney) are authorized. Sponsors are required to manage their dependent’s ration control card, allowing the Family Care Plan (FCP) guardian access only when the FCP has been implemented.

i. Dual Sponsorship. In cases of dual sponsorship in which the couple shares the same household, only one person shall be appointed as the sponsor. Table 4-4 describes who shall be designated as the sponsor.

Table 4-4
Dual Sponsorship

Military married to military

- The senior ranking military member in the family is considered the sponsor.

Military married to DOD civilian or contractor

- The military member is considered the sponsor.

DoD civilian married to DOD civilian

- The senior DOD civilian is considered the sponsor.

DoD civilian married to contractor

- DOD civilian is considered the sponsor.

Contractor married to contractor

- The married couple must designate the sponsor and the dependents.

Retiree working as a contractor or DOD civilian

- The retiree shall be registered under his/her SOFA status category. Dual status retirees (drawing full retirement pay) cannot choose to register as a retiree just to get their Ration Control Card issued every two years vice the one year renewal as a contractor.

NOTE:

All cases above, the sponsors must update their DBIDS registration of any changes in family status. Remember, a change in DBIDS (e.g. family size) = a Change in duty-free purchase limits.

4-5. Limited Access

a. Limited access to duty-free goods can be granted under-certain officially sanctioned conditions (for example, DODEA Far East events like school sporting events, student musical concerts, scouting jamborees, etc, sponsored by an USFK installation/garrison command). Requesters must send Request for a Temporary Ration Control Card (see [Appendix C](#) for format) to pacom.yongsan.usfk.mbx.j11-workflow@mail.mil providing the inclusive dates requested, the official capacity of the visit, the status (DOD, family member, civilian, citizenship, location of sponsor, etc.) of each individual requesting access, and the sponsoring installation/garrison.

b. Individuals not ordinarily permitted access to duty-free goods may purchase food and beverages for on-premise consumption at exchange food courts/eateries, USO, USSO and MWR facilities .

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 RCCs as described in table 4-3 of this regulation. However, as an exception, other patrons not normally permitted access may be granted access if they are honorary members of the facility or are bona fide guests and actually accompanied by an authorized patron unless prohibited by the installation commander. Such honorary members and guests may not purchase duty-free goods from facilities selling services except for minor purchases necessary to participate in the activities at that facility.

4-6. Temporary Duty-Free Privileges

a. Temporary privileges are granted to individuals in a TDY/TAD, leave status, or newly arrived in or soon to depart the ROK with USFK Form 46-3 (USFK Temporary Ration Control Card) and a DOD ID. Registration in DBIDS is required prior to the issue of a temporary RCC.

b. All incoming sponsors and authorized family members are allowed access to duty-free facilities for up to 30 days following arrival to the ROK. Sponsors and their authorized family members must present an individual DOD ID card and copy of their sponsors' (PCS, TDY/TAD) orders to gain access. The sponsors' orders must be verified and stamped with an expiration date by the supporting IA. Upon expiration of the 30 days, family members must either present a temporary or permanent RCC in order to gain access to facilities with duty-free goods.

c. Personnel TDY/TAD or on other DOD-funded orders, and in the ROK for more than 30 days must register in DBIDS and visit the supporting IA office to request an RCC. A temporary RCC will be issued if the duration of the time spent in the ROK is less than 90 days.

d. Temporary access privileges may be granted as outlined in table 4-5. Categories not listed may request access by submitting a completed Request for Temporary Ration Control Card letter. See [Appendix C](#).

**Table 4-5
Ration Control Temporary Privileges Matrix**

CATEGORY	CIRCUMSTANCES	DECISION		
		Access	Duration	Remarks
ICs/TRs	In TDY/TAD status are required to report to their USFK Sponsoring Agency's (SA) Responsible Officer (RO)	Yes	NTE 90 Days.	USFK Acquisition Management (FKAQ) is the approving authority for the granting IC's/TR's in TDY/TAD status access to duty-free goods facilities IAW USFK Reg 700-19 (The Invited Contractor and Technical Representative Program).
DoD Civilians	TDY/TAD to the ROK for a period of 90 days or less.	Yes	NTE 90 Days.	Must have a DOD ID and orders.
Reservists or Military Sealift Command (MSC) Personnel	Assigned to duty aboard a visiting US Naval vessel or MSC-contracted ship.	Yes	NTE 90 Days.	
	The US Navy contract personnel aboard US Navy vessel and Invited Allies (Foreign Nationals) when attached to the United Nations Command visiting a ROK port.	Yes	NTE 90 Days.	
	TDY/TAD to the ROK for a period of 90 days or less.	Yes	NTE 90 Days.	Must have a DOD ID and orders.

	Personnel who are eligible and have applied for permanent RCC, but have not received an RCC yet.	Yes	NTE 30 days.	The sponsor must report to the Issuing Agency to obtain a USFK Form 46-3 (USFK Temporary Ration Control Plate) for family members.
	The US citizen employees of Department of State at or enroute to remote areas.	Yes	NTE 30 days.NTE 90 Days.	Requires evidence of diplomatic status. Must have USFK Form 46-3 (USFK Temporary Ration Control Plate) and a valid DOD ID card. The sponsor must report to applicable Area's Issuing Agency office to obtain temporary RCC for family members.
	Other persons and/or organizations with the express consent of the ROK government.	Yes	Period varies depending on ROK government approval. NTE 30 days.	The sponsor must report to the Issuing Agency to obtain a USFK Form 46-3 (USFK Temporary Ration Control Plate) for family members.
	The US citizen employees of Department of State at or enroute to remote areas.	Yes	NTE 30 days.	Requires evidence of diplomatic status
	Other persons and/or organizations with the express consent of the ROK government.	Yes	Period varies depending on ROK government approval.	
	Personnel who are on DoD-funded orders and do not possess a DoD ID card.	Yes	NTE 90 Days.	Orders and passport.

e. Temporary quantity and commissary dollar limits are shown in table 4-6.

**Table 4-6
Temporary Quantity and Commissary Dollar Limits**

Duration of Stay	Liquor Quantity Limit	Commissary Dollar Limit (family size)
15 days or less	2 units (individual)	\$325 (1)
	3 units (family)	\$475 (2)
		\$600 (3)
		\$750 (4)
		\$850 (5)
		\$1,000 (6 or more)
More than 15 days	3 units (individual)	\$800 (1)
	5 units (family)	\$1,100 (2)
		\$1,400 (3)
		\$1,700 (4)
		\$2,000 (5)
		\$2,300 (6 or more)

4-7. Management of Ration Control Cards (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.

(2) The RCCs must be kept secure at all times. Ensure the RCCs are stored in an approved security container at all times. A locked desk drawer is not an approved security container.

b. Issuing and Receiving RCCs.

(1) Every time a RCC changes hands (i.e., USFK J1 (FKJ1-12) issues to IA, IA to the sponsor), a [DA Form 410](#) (Receipt for Accountable Form) or a computerized listing provided by USFK J1 (FKJ1-12) will be annotated and authenticated to record the transfer of the RCC.

(2) All RCCs will be screened for errors before signing any hand receipts.

(3) Copies of receipts and computerized listings showing RCC issuance and receipt will be kept on file for a minimum of 12 months.

(4) 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 sign for the RCCs if the family member possesses a written consent from the sponsor.

4-8. Destruction of Permanent and Temporary Ration Control Cards

a. Only IAs are authorized to destroy permanent and temporary RCCs.

b. RCCs will be destroyed immediately and destruction entered into the PIMSK web application at: <https://pimsk.korea.army.mil>.

4-9. Replacement of Lost or Stolen Ration Control Cards

Requests for replacement of either a permanent or temporary RCCs must be signed by the unit commander, first sergeant/chief petty officer or civilian equivalents. Forward signed requests through the garrison or wing commander or designated representative for final approval. The IA may issue temporary RCC(s) to an applicant only after receiving approval from the garrison or wing commander or designated representative along with applicable military law enforcement report.

4-10. Obtaining a Unit Ration Control Card (URCC)

a. Unit commanders may request a URCC for use by designated unit personnel when making purchases for group events, such as hot dogs for organization day events, office supplies, to avoid registration of purchases against a unit member's purchase history. Obtaining a URCC, requires the unit to be enrolled in the unit ration monitoring tool and a [USFK Form 42-4-E](#) (Unit Ration Card Monitor System Application) signed by the battalion/squadron commander or civilian equivalent submitted through the supporting IA office to USFK J1 (FKJ1-12). See [Appendix G](#) for sample request for URCC. .

b. Battalion, squadron commander or civilian equivalent are responsible for controlling the URCC. Commanders should take the following control measures:

(1) Ensure the URCC is stored in an approved security container at all times. A locked desk drawer is not an approved security container.

(2) Maintain a sign-in and sign-out log or complete a hand receipt for documenting URCC access. Do not give access to the URCC to personnel not entitled to access of duty-free goods. Purchase approving authorities will use [USFK Form 219-E](#) (Unit Purchase Plate Control Register) to sign the URCC in and out, and will provide instructions to the purchaser on safeguarding and returning the URCC.

(3) Maintain records, for a minimum of two years, with the sales receipts.

c. Unit Ration Control Card Holders must be appointing in [USFK Form 42-4-E](#) and meet the following qualifications.

(1) Authorized to access to duty-free goods controlled by US-ROK SOFA and US laws, regulations and polices

(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.

d. Local national employees who are a Government Purchase Card (GPC) holder may be granted the use of a URCC but cannot be the registered URCC holder.

e. The URCC may be used to support any approved official purchases at duty-free sales facilities.

f. The URCCs can be issued to the following organizations:

(1) Company, Flight or detachment level units.

(2) The American Red Cross, USO, scouting organizations, US employee labor unions, credit unions and banks on US military installations.

g. The monthly summary purchase reports can be generated by the supporting IA upon request by the battalion or squadron POC for purchase verification.

Chapter 5 Point of Sales System

a. This POS system requires that a DoD ID card be scanned or ration card number be entered for every transaction.

b. The register scanner does not record SSNs. It records other personal identification information that exists on every DoD issued ID card. This unique information is electronically stored within the barcode and is not visible on the card itself.

c. For those patrons without a DoD ID card, their USFK Ration Card Number is entered manually into the register to record their transactions.

d. This system ensures that only authorized patrons are permitted access to duty-free goods and that excess purchasing can be identified.

Chapter 6 Transfer of Duty-Free Goods

NOTE: Personnel subject to the UCMJ who violate Chapter 7 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.

a. Personnel subject to this regulation will not transfer duty-free or tax-free goods to another person in Korea except as authorized in [USFK Reg 643-2](#) (Transfer of Duty-Free Items). The following guidance is provided for legal transfer of duty-free or tax-free goods:

(1) Transfers between individuals or organizations having duty-free goods privileges can be done using a [USFK Form 20-E](#) (Bill of Sale) prepared IAW the instructions in [USFK Reg 643-2](#) (Transfer of Duty-Free Items).

(2) Transfers between an individual who has duty-free goods privileges and an individual or organization not having duty-free import privileges are complicated. The ROK Collector of Customs may be required to approve such transactions in advance. Refer to [USFK Reg 643-2](#) (Transfer of Duty-Free Items) for details.

b. Failure to present within a reasonable time and upon demand of Customs, military law enforcement personnel, or other authorized personnel acting in an official capacity, valid and bona fide information or documentation for proper disposition of any duty-free goods is subject to legal actions under US-ROK SOFA and USFK applicable regulations.

Chapter 7 Violation Reports

a. To assist commanders in disciplinary action and law enforcement officials in investigations, USFK J1 (FKJ1-12) provides the following reports:

(1) A monthly duty-free purchase violation list is available at the PIMSK website for supporting IAs to access, print and provide to garrison, wing and unit commanders.

(2) Ration Control Check Reports. The unit commanders, first sergeants/chief petty officers, or civilian equivalents, and FKAQ for Invited Contractors, may request to the supporting IA a ration control check by using [USFK Form 217-E](#) (Request for Ration Control Check). The ration control check identifies excess purchases by a particular individual and by their dependents.

(3) Use one [USFK Form 217-E](#) (Request for Ration Control Check) for each individual for which a ration control check is requested. Completed ration control check reports are for official use only (FOUO) as they contain personal information. Therefore, they must be safeguarded accordingly.

(4) IAs may conduct ration control checks by visiting URL: <https://pimsk.korea.army.mil>.

(5) The subject individual is not authorized to pick-up his/her ration control check report.

(6) Completed ration control checks may be faxed or electronically mailed (emailed) to the requesting official on an emergency basis. Ration Control checks with no violations may be faxed or emailed directly to the unit.

b. Ration Monitor Tool. The purpose of this tool is to provide unit commanders with direct access to ration limit violations. The unit commander or appointed unit POCs must address the violations within 60 days and document their actions within the Ration Monitor Tool via PIMSK.

c. PIMSK generates an email daily sending out information to violators who reached or exceeded their ration limits for Commissary, Alcohol and Beer. The automated email notification goes to Commander, First Sergeant and/or their delegated personnel who appointed as a Ration Control Monitor for situational awareness of potentially vulnerable and/or the propensity to misbehave based on consistently reaching and/or exceeding (violating) monthly ration control limits .

d. "Show cause" Letters. The purpose of these letters is to notify the unit commander and the individual that monthly duty-free purchase limits have been exceeded when the individual or unit is not enrolled in the Ration Monitor Tool. The unit commander must address the violation with the individual involved and provide a response, through the supporting IA, of the actions taken to USFK J1 (FKJ1-12). The FKAQ and the responsible officer must be notified when the person with the violation is an IC or TR.

e. Detailed Ration Control Reports. Only sponsors, law enforcement officials, or FKAQ for Invited Contractors, may request a detailed report of individual & dependent sales records from the supporting Area Issuing Agent.

f. If there is reason to question the accuracy of the violation report, commanders and first sergeants/chief petty officers or civilian equivalents can request a copy of the purchase transaction record through their supporting IA.

Chapter 8

Correction of Records

a. If a report wrongly identifies an individual as having committed a violation, the individual may submit a request for record correction. The request must be submitted through the supporting IA to USFK J1 (FKJ1-12) for validation and correction. The request should include any supporting material including receipts to support the request. See [Appendix F](#) for a sample request.

b. USFK J1 (FKJ1-12) shall provide a written memorandum notifying the individual as to whether the request for correction was approved or not.

Chapter 9

Revocation of Privileges

9-1. Revocation of Privileges

a. Access to duty-free goods is a privilege. If abused, it may be revoked or suspended. Only the garrison or wing commander or designated representative (delegated to the deputy installation/garrison commander) may revoke/suspend duty-free privileges. Revocation/suspension can be for any duration, including indefinitely. **Exception:** Garrison or wing commanders will provide a courtesy notification to the Embassy before revoking an Embassy employee's access to duty-free goods.

b. Mandatory revocation. Access privileges must be revoked in cases that are directly connected with black marketing 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 the revocation action has created undue hardship.

c. Garrison or wing commanders must notify through their supporting IA to USFK J1(FKJ1-12) of any revocation/suspension or reinstatement of duty-free privilege. FKJ1-12 will update the PIMSK database to reflect the individual's duty-free privilege status.

d. If duty-free privilege has been revoked or suspended by a garrison or wing commander, then the revocation or suspension is applicable to all areas on the Korean peninsula.

9-2. Revocation Procedures

a. Prior to revoking access to duty-free goods privileges, the following actions must be taken:

(1) The garrison or wing commander must give the alleged offender a revocation letter which outlines the reasons why suspension/revocation of privileges is warranted and requires the alleged offender to "show cause" in writing, explaining 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 offender is a family member, a copy of the revocation letter must be forwarded to the sponsor and the sponsor's commander or senior supervisor.

(2) The alleged offender must be given seven days to respond in writing to the revocation letter.

(3) The revocation letter, the facts and circumstances which lead to the issuance of that letter, and the alleged offenders response shall be reviewed for legal sufficiency by the commander's servicing Judge Advocate to determine if substantial evidence exists to support the commander's decision.

b. If the garrison or wing 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 through the supporting IA to USFK J1 (FKJ1-12) to prevent the individual from receiving another RCC. After revocation, the garrison or wing commander shall confiscate an individual's CAC or RCC, in order to restrict access to duty free facilities, and turn-in to the supporting IA for destruction and annotation in the PIMSK.

c. If the garrison or wing commander determines that total revocation is too harsh and decides to partially revoke privileges, he/she may direct the IA to grant temporary and limited privileges. The IA will issue one USFK Form 46-3 (Temporary Ration Control Card) upon presentation of the garrison or wing commander's authorization letter. This temporary privilege is effective for a period of 30 days. It may be renewed each month at the area commander's discretion.

d. Upon completion of the revocation period, the offender must submit a written request for reinstatement of privileges to the garrison or wing commander.

(1) If the request is approved, the garrison or wing commander or designated representative will provide written notification of the reinstatement through the supporting IA to USFK J1 (FKJ1-12) for annotation in PIMSK.

(2) If the request is disapproved, the garrison or wing commander must notify the offender, in writing, of the reason for the disapproval decision, provide the individual with a new revocation period, and appeal instructions.

e. If access privileges were suspended for an indefinite period, the garrison or wing commander or designated representative may review the suspension at his/her discretion or upon an annual submission of a written request by the offender. If, following the second annual review of an offender's indefinite suspension, the garrison or wing commander or designated representative determines that access privileges will not be reinstated, the offender will be sent written notification of permanent revocation.

Chapter 10

Government Purchase Card (GPC) Program

a. Korean Government Service (KGS) employees who are GPC holders may enter DeCA and AAFES facilities, but must have in their possession a ROK ID, unit RCC, GPC and a GPC Order and Receipt Form signed by the appropriate Approving Official and detailing the specific items to be purchased. The names on the presented ROK ID and GPC must match.

b. DeCA and AAFES personnel must verify the GPC holder's identity by comparing the name on the GPC card to the cardholder's ROK ID. At AAFES facilities without entry control checkers, the GPC holder will present his/her ID, URCC, GPC and the GPC Order and Receipt Form at the cash register. DeCA and AAFES personnel shall record the transaction using the ration numbers on the URCC to ensure those purchases are identified with the unit and not the individual.

c. The KGS employee may purchase goods only with a URCC and the GPC. The GPC Order and Receipt Form and all receipts will be filed IAW the GPC SOP upon completion of the shopping.

d. Use of URCC is required at duty free sales facilities in conjunction with GPC for all authorized patrons.

Chapter 11

Purchase of Alcohol for Protocol Purposes

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 support the important Korean tradition of exchanging gifts, USFK personnel may be granted approval (requires prior approval by designated approval authority) to give alcohol as a gift to their ROK counterparts or personnel not entitled duty-free import privileges. Gifts of duty-free alcohol given by designated USFK personnel to their ROK counterparts or personnel not entitled duty-free import privileges are authorized as an exception under the provisions of [AR 215-1](#) (Military Morale, Welfare, and Recreations Programs and Nonappropriated Fund Instrumentalities) 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 a USFK member presents a bottle of alcohol to a ROK counterpart on Lunar New Year, that USFK member may not give that ROK counterpart a gift of alcohol for Chuseok or another occasion in the same calendar year.

(b) The value of each gift of alcohol will not exceed \$50.

(c) Unless otherwise authorized, personnel must use personal funds to purchase alcohol as gifts. NAFs will not be used.

(d) 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 duty-free alcoholic beverages as a gift.

(e) 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 Chief of Staff or O-6 level Assistant Chief of Staff without further delegation.

b. Regardless of payment method, a URCC should be used to make the purchase.

Appendix A References

Section I. Required Publications

[AR 215-1](#) (Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities)

[AR 215-8](#) (Army and Air Force Exchange Service Operations)

10 United States Code Section [2489](#)

Uniform Code of Military Justice (UCMJ) Section VII, Article 92

[USFK Reg 190-7](#) (Installation Access Control)

[USFK Reg 643-2](#) (Transfers of Duty Free Items)

[USFK Reg 700-19](#) (The Invited Contractor and Technical Representatives Program)

[U.S.-ROK Status of Forces Agreement \(SOFA\)](#)

Section II. Related Publications

[AR 25-1](#) (The Army Information Technology)

[AR 340-21](#) (The Army Privacy Program)

[AR 600-8-2](#) (Suspension of Favorable Personnel Action (Flags))

[AR 600-8-14/AFI 36-3026](#) (Identification Cards for Members of the Uniformed Services, their Eligible Family Members and Other Eligible Personnel)

[AR 600-37](#) (Unfavorable Information)

[DODD 5500.07](#) (Standards of Conduct)

[DODD 1315.07](#) (Military Personnel Assignments)

[DODD 5400.11](#) (Department of Defense Privacy Program)

[DODI 1000.15](#) (Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations)

[DODI 1330.09](#) (Armed Services Exchange Policy)

[DODI 1330.17](#) (Armed Services Commissary Operations)

[DODI 1330.21](#) (Armed Services Exchange Regulations)

MILPERSMAN 4620140 (Military Identification Card Issuing Activities)

Uniform Code of Military Justice, Manual for Courts-Martial, United States, 2008.

AK Regulation 690-3 (Overseas Tours of Duty)

Section III. Prescribed Forms

[USFK Form 42-4-E](#) (Unit Ration Card and Monitor System Application)

USFK Form 46-3 (USFK Temporary Ration Control Plate) (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 217-E](#) (Request for Ration Control Check)

[USFK Form 219-E](#) (Unit Purchase Plate Control Register)

Section IV. Referenced Forms

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

[DA Form 410](#) (Receipt for Accountable Form)

[DA Form 3975](#) (Military Police Report)

[DD Form 577](#) (Signature Card)

DD Form 1173-1 (DOD Guard and Reserve Family Member Identification 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 700-19A-R-E](#) (Invited Contractor and Technical Representative Personnel Data Report)

Section V. Related Web Sites

<https://pimsk.korea.army.mil>

<http://www.apd.army.mil>

http://8tharmy.korea.army.mil/g1_AG/Programs_Policy/Publication_Records_Reg_USFK.htm

<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

Appendix B

Duty-Free Working Group Members List (the following list of positions are highly recommended to attend to represent their command/installation/agency based on past attendance).

USFK Access to Duty-Free Working Group (meets quarterly)
411th Contract Support Brigade
7th AF A1
8th Army G1
AAFES Regional Manager
CID Korea Field Office
CNFK N1
DeCA Regional Manager
Garrison / Installation Deputy Commanders
Installation MPI / OSI / NCIS Representatives
MARFORK G1
Retirees Activities Officers (All Installations Welcomed)
SOCKOR J1
US Army Audit Agency
USFK Inspector General
USFK Internal Review
USFK J1 (Chair)
USFK J1-11 (Policy and Programs Branch)
USFK J1-12 (Personnel Systems Branch)
USFK Provost Marshal
USFK Public Affairs Office
USFK SOFA Secretariat
USFK Staff Judge Advocate
EUSA or USAG-Yongsan Retiree Council Rep

Appendix C
Sample Request for Temporary Ration Control Card

(Letterhead)

Office Symbol

Date

MEMORANDUM FOR USFK ACofS J1, ATTN: FKJ1-12, Unit #15237, APO AP 96205-5237

SUBJECT: Request for Temporary Ration Control Card

1. The following information is provided in support of a request for a temporary ration control card.

- a. SPONSOR RANK/NAME:
- b. SPONSOR SSN:
- c. SPONSOR DUTY STATION:
- d. SPONSOR'S OFFICIAL EMAIL ADDRESS:
- e. DEPENDENT NAME AND SSN:
- f. DATE OF ARRIVAL:
- g. DATE OF DEPARTURE:
- h. LOCAL ADDRESS:
- i. LOCAL TELEPHONE NO:
- j. CHILD/CHILDREN NAME(S) AND DATE OF BIRTH(S):
- k. PURPOSE OF VISIT/JUSTIFICATION:

2. POC for this request is the (Rank, Name, Duty Phone, and email address).

Signature Block of Requestor

1st Ind, (Office Symbol)

MEMORANDUM FOR USFK J1J1-12, Unit #15237, APO AP 96205-0010

Recommend/Do not Recommend (with justification/comment for nonconcurrence)

Signature Block of Unit/Area Commander
(or civilian equivalent)

**Appendix D
Sample Request for Increase for Commissary Dollar or Liquor Limits**

(Letterhead)

Office Symbol

Date

MEMORANDUM THRU (UNIT/AREA COMMANDER)

FOR USFK ACofS J1, ATTN: FKJ1-12, Unit #15237, APO AP 96205-5237

SUBJECT: Request for Increase 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. POC for this request is the (Rank, Name, Duty Phone, and email address).

Signature Block of Requestor

1st Ind, (Office Symbol)

MEMORANDUM FOR HQ USFK, ACofS, J1, ATTN: FKJ1-12, Unit #15237, APO AP 96205-5237

Recommend/Do not Recommend

Signature Block of Unit/Area Commander
(or civilian equivalent)

(As required) 2nd Ind, (Office Symbol)

MEMORANDUM FOR HQ USFK, ACofS, J1, ATTN: FKJ1-12, Unit #15237, APO AP 96205-5237

Recommend/Do not Recommend

Signature Block of Unit/Area Commander
(or civilian equivalent)

Appendix E
Sample Request for Gas Ration Control Card (Initial/Renewal)

(Letterhead)

Office Symbol

Date

MEMORANDUM THRU (AREA COMMANDER & SUPPORTING IA)

FOR USFK ACofS J1, ATTN: FKJ1-12, Unit #15237, APO AP 96205-5237

SUBJECT: Request for Gas Ration Control Card (Initial/Renewal)

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).

a. NAME:

b. KID#:

c. JOB TITLE:

d. VEHICLE TYPE: (Make, Model, Year, Color, & Number of Doors)

e. LICENSE PLATE #:

f. VIN #

g. POST DECAL #

2. Justification:

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 (Rank, Name, Duty Phone, and email address).

Signature Block of Unit Commander
(or civilian equivalent)

Appendix F
Sample Request for Correction of Records

(Letterhead)

Office Symbol

Date

MEMORANDUM THRU (UNIT COMMANDER, SUPPORTING ISSUING AGENCY)

FOR USFK ACofS J1, ATTN: FKJ1-12, Unit #15237, APO AP 96205-5237

SUBJECT: Request for Correction of Ration Control Records

1. I, (Full Name, SSN), request my violations record be corrected. For the month of (fill in date/month/year), I was charged with violating my (commissary dollar, liquor, or beer) limits by (state amount).
2. (Provide justification for correcting the record).
3. POC for this request is the (Rank, Name, Duty Phone, and email address).

Signature Block of Requestor

Appendix G
Sample Request for Unit Ration Control Card

(Letterhead)

Office Symbol

Date

MEMORANDUM THRU (the servicing issuing agent)

FOR USFK ACS J1 (FKJ1-12), Unit #15237, APO AP 96205-5237

SUBJECT: Request for Unit Ration Control Card

Request issue of a unit ration control card for (Unit Name/Installation). The POC for this card is (Rank, Name, Duty Phone, and email address).

Signature Block of Unit Commander
(or civilian equivalent)

Recommend/Do not Recommend

Signature Block of Area/Installation Commander
(or civilian equivalent)

Glossary

Section I. Abbreviations

APF	Appropriated Funds
AAFES	Army and Air Force Exchange Service
ACS	Assistant Chief of Staff
AFOSI	Air Force Office of Special Investigations
DFWG	Duty-Free Working Group
CofS	Chief of Staff
DeCA	Defense Commissary Agency
DBIDS	Defense Biometric Identification System
DoD	Department of Defense
EML	Environmental Morale Leave
FKAQ	USFK Acquisition Management
FKJ1-11	Policy and Programs Branch, USFK J1
FKJ1-12	Personnel Systems Branch, USFK J1
FKPM	USFK Provost Marshal
GPC	Government Purchase Card
IA(s)	Issuing Agency(ies)
IAW	In Accordance With
IC	Invited Contractor
ID	Identification/Identification Card
IMA	Individual Mobilization Augmentee
KATUSA	Korean Augmentee to the United States Army
KN	Korean National
MSC	Military Sealift Command
MWR	Morale, Welfare and Recreation

NAF	Nonappropriated Funds
PACOM	Pacific Command
PAS	Personnel Accounting Symbol
PIMS-K	Personnel Information Management System – Korea
PCS	Permanent Change of Station
RCC	Ration Control Card
ROK	Republic of Korea
SOFA	Status of Forces Agreement
TDY/TAD	Temporary Duty/Temporary Additional Duty
TR	Technical Representative
UCMJ	Uniform Code of Military Justice
UNC	United Nations Command
UNCMAC	United Nations Command Military Armistice Commission
URCC	Unit Ration Control Card
US	United States (of America)
USFK	United States Forces Korea
USO	United Service Organization
USSO	United Seamen's Services Organization

Section II. Terms

Area/Garrison/Installation Commander. The commander in each of the seven geographical areas in the ROK. The Area/Installation Commanders are responsible to the Commander, USFK, for enforcing USFK regulations within their garrison/installation.

APF 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 to persons not authorized access to duty-free goods, except as provided in applicable regulations.

Controlled Items. Accountable items controlled by recording their purchase through the use of a point-of-sale system.

Controlled Item Inventory. An inventory of controlled items conducted by the unit commander 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 Reg 643-2](#), or of export from the ROK.

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.

Excessive Purchasing of Duty-Free Goods. An excessive purchase of duty-free goods takes place when an otherwise authorized individual purchases duty-free goods in excess of his or her personal needs. When it occurs, it raises an inference that the excessive amounts are intended for black marketing which must be evaluated "case by case". All personnel will restrict purchases to those required for personal needs, the needs of authorized family members, and bona fide gifts IAW USFK Regulation 643-2 (Transfer of Duty-Free Items).

Family Member/Dependent. 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 on the sponsor for over half of their support; 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. Dependency determination is made by the Defense Accounting and Finance Service (DFAS).

Family-Size Duty-Free Privileges. Privileges normally provided to families. These privileges cover all items, and the sponsor and authorized family members registered in Defense Enrollment and Eligibility Reporting System (DEERS) are granted privileges.

Guest. This term means bona fide guests. A bona fide guest is a person who is specifically and personally invited by an authorized patron to use or access a duty-free facility (including golf courses). Bona fide guests must accompany the authorized patron when using the facility to which the invitation was extended. To be considered a bona fide guest, the circumstances must be clear that the authorized patron's personal relationship to the guest is the motivation for the invitation. Individuals who are not known to the authorized patron (e.g., individuals introduced to or referred to an authorized patron by a private organization or third party solely for the purpose of facilitating access to a duty-free facility) are not bona fide guests.

Identification (ID) Card. A card, often bearing a photograph that serves to identify a person, to prove his/her age, benefits, affiliation and agency. .

Individual Duty-Free Privileges. Privileges normally granted to single individuals or accompanied by family members who are under the age of 21.

Invited Contractor. As defined in Article XV of the US-ROK SOFA. Persons, including (a) corporations organized under the laws of the United States, (b) their employees who are ordinarily resident in the United States, and (c) the dependents of the foregoing, present in the Republic of Korea solely for the purpose of executing contracts with the United States for the benefit of the United States armed forces or other armed forces in the Republic of Korea under the Unified Command receiving logistical support from the United States armed forces, who are designated by the Government of the United States in accordance with the provisions of paragraph 2 below, shall, except as provided in this Article, be subject to the laws and regulations of the Republic of Korea.

Issuing Agency. Ration control agencies located on USFK installations throughout the ROK acting as an intermediate processing location between units and USFK J1 (FKJ1-12) 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.

Personnel Information Management System Korea (PIMSK). The data base system maintained by USFK J1 (FKJ1-12) 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. Current USFK CoS approved limits are available at: <https://pimsk.korea.army.mil>

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.

Retiree/Widow/Widower Status of Forces Agreement (SOFA) Privileges. Though not covered by the SOFA, retirees and widows are included in the category of "officers or personnel ordinarily accorded the privileges." ROK-US discussions during the 28th Joint Committee, 1968, related to the interpretation of Article XIII ensure that retirees and widows would have access to Non Appropriated Fund Organizations (Exchange/Commissary/MWR).

Status of Forces Agreement (SOFA). The US-ROK SOFA, its agreed minutes, understandings on implementations, and minutes of its Joint Committee. An international agreement between the US and the ROK that Implements the Mutual Defense Treaty of 1953 designed to serve the mutual interests of the US and the ROK and to protect the basic rights of US citizens who are subject to its provisions.

Third-Country Nationals. Citizens of countries other than the US or the ROK.

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 contrary to the guidance in [USFK Reg 643-2](#).