



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-HR

2 August 2012

US ARMY GARRISON YONGSAN POLICY LETTER #1-21

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Replacement of Government Issue Ration Control Cards (USFK Forms 73-1 through 73-5 and 46-3)

1. **REFERENCE:** USFK Reg. 60-1, Ration Control Policy – Access to Duty Free Goods, 23 May 2011
2. **PURPOSE:** To establish procedures for replacement of Ration Control cards.
3. **APPLICABILITY:** This policy applies to all US Army Garrison Yongsan (USAGY) personnel.
4. **GENERAL:** This policy ensures that Ration Control (RCC) cards are properly reported as lost or stolen and to eliminate potential misuse of lost or stolen documents.
5. **RATION CONTROL CARDS:**
 - a. RCC cards lost or stolen must be reported to the Military Police. The Military Police will issue an EAPB Form 3 as verification that the RCC was reported lost or stolen.
 - b. The EAPB Form 3 is then signed by the sponsor's unit commander, first sergeant/chief petty officer or civilian equivalent. Not required for sponsors 05/GS-14 or above.
 - c. For those individuals without a supervisor, i.e. retirees, un-remarried widows, personnel on leave in Korea from CONUS, the EAPB Form 3 will be signed and stamped in the supervisor's block by the USAGY Directorate of Emergency Services.
 - d. The EAPB Form 3 is then taken to the USAGY Ration Control Office and submitted for RCC replacement approval. Once approved, a replacement RCC will be ordered. This is normally completed the same day.
 - e. Approval authority to issue a replacement RCC is granted by the Directorate of Human Resources, USAG Yongsan, for first time lost or stolen cards. Those that have multiple reports of lost or stolen cards reflected on EAPB Form 3 must be approved by the Deputy Garrison Commander prior to issue of a replacement RCC.

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6. **RESPONSIBILITY:**

a. USAG-Y Directorate of Human Resources:

(1) IAW USFK Regulation 60-1, designated as the Garrison Commander's representative for final approval for replacement of first time lost or stolen RCC.

(2) IAW paragraphs 5c and 6c above, complete the supervisor block of EAPB Form 3.

b. USAG-Y Provost Marshal Office:

(1) Issue EAPB Form 3.


(2) Conduct check for previously reported lost or stolen RCC. Record date and type of card previously reported lost or stolen on EAPB Form 3.

c. USAG-Y Ration Control Office:

(1) Ensure appropriate documents are submitted / approved and BIDS verified prior to issuing a replacement RCC.

(2) Continue to stress the importance of safeguarding Government Issue Ration Control cards.

7. Emergencies will be addressed on a case-by-case basis. Any questions regarding this policy should be addressed to Commander, USAGY, ATTN: Directorate of Human Resources, 738-5088/4008.


MICHAEL E. MASLEY
COL, AG
Commanding

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