



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON KAISERSLAUTERN
UNIT 23152
APO AE 09227

REPLY TO
ATTENTION OF

SEP 28 2011

IMEU-KAI-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Kaiserslautern (USAGK) Command Policy Letter # 7 -
Procedures for Issue/Turn-In of Ration Cards

1. This letter supersedes Command Policy Letter # 7, dated 5 November 2000.
2. Issue:
 - a. Ration cards will be issued initially upon assignment to the USAGK.
 - b. Expired ration cards will be reissued (at sponsor's request) during the month of current card's expiration and will be effective on the following month. Expiring ration cards must be turned in before a new card will be issued.
 - c. Civilian personnel must have a memorandum signed by their immediate supervisor requesting a ration card and it will contain the following information:
 - (1) Sponsor's Name
 - (2) SSN
 - (3) DEROS Date
 - (4) Division/Branch
 - (5) Civilian Address
 - (6) Family Member(s) and relationship
 - (7) Reason for requesting a ration card
3. Turn In:
 - a. Ration cards must be turned in to the Administrative Services Division office when the individuals are reassigned out of USEUCOM area (this includes cards for the family members).

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b. Sponsors will ensure that ration cards are turned in prior to departure of family members to CONUS (i.e., Early Return of Dependents).

4. Lost Cards:

a. Sponsors will ensure that ration cards in their possession are adequately safeguarded to prevent loss (theft, destruction or other reasons) at all times.

b. The following procedures will be followed when a ration card is lost:

(1) Soldiers will report immediately in writing to the HHD Commander the loss of their ration card and/or those of their family members.

(2) Soldiers must explain on the memorandum the circumstances of the loss and efforts to locate the card.

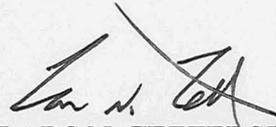
(3) The HHD Commander will conduct an inquiry to determine the facts and circumstances surrounding the loss and provide written guidance.

(4) If the HHD Commander determines that the loss was not due to wrongdoing and that was not a second incident of negligence on the part of the individual whom it was issued, the Commander will have the card replaced.

(5) If the ration card was not lost because of unlawful or unauthorized actions of the person to whom it was issued or was a second incident of failure to safeguard the card properly (negligence), the Commander may withhold replacement.

(6) Civilians will, in the event of loss/theft or mutilation of the ration card, have a sworn statement (affidavit) accompanying their request for reissue.

5. Point of contact is the Directorate of Human Resources at 493-4345.



LARS N. ZETTERSTROM
LTC, EN
Commanding

DISTRIBUTION A