

**Army Regulation 600-38**

**Personnel—General**

# **The Meal Card Management System**

**Headquarters  
Department of the Army  
Washington, DC  
11 March 1988**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 600-38

The Meal Card Management System

This revision gives new information on the following areas:

- o MACOM compliance reviews (para 2-1).
- o Installation commander functions (para 2-2).
- o Procedures for the transfer of Meal Card Control Books to support organization rotation programs (para 3-4).
- o Procedures for DA Form 4890-r (Meal Card Control Register) (para 3-6).
- o Meal card accountability procedures (para 3-8).
- o Audit procedures for meal cards (para 3-10).
- o Rules for the issue and withdrawal of meal cards (table 3-2).
- o Reimbursement for meals available during field duty (para 4-1).
- o Reserve Component reimbursement (officer and enlisted) during field duty (para 4-2).
- o Reimbursement for all Active Army soldiers (enlisted and officers) (paras 4-3 and 4-4).
- o Procedures for the issue of meal cards during field duty (para 4-7).
- o Meal card verification frequency (para 5-1).

Effective 11 April 1988

Personnel—General

## The Meal Card Management System

**By Order of the Secretary of the Army:**

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**History.** This UPDATE printing publishes a revision that is effective 11 April 1988. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

**Summary.** This regulation provides policy and procedure for both Active Army and Reserve Components, for the management of Meal Card Control Books (DD Form 714) and reimbursement for meals provided in a field environment. Specific guidelines are provided for the acquisition, issue, and control of Meal Card Control Books (DD Form 714); and for the issue of and accountability for meal cards at all issuing levels. Guidance is also given on policy and procedure for issue and withdrawal of meal cards and identification and reimbursement for meals available in the field. This regulation provides

procedures for verifying meal card entitlements and conducting annual reviews of the Meal Card Management System.

**Applicability.** This regulation applies to all Army commands, Active Army units, and activities with the responsibility to provide meal cards to personnel assigned or attached for rations in garrison (except BCT and AIT students) and when required, during field duty. Units and activities with the Tactical Army Combat Service Support Computer System (TACCS) will follow the applicable regulatory guidance when issuing and controlling meal cards. This regulation is also applicable to the Army National Guard (ARNG) and U.S. Army Reserve (USAR) when required to issue meal cards in lieu of using the DD Form 2A(RES) for meal entitlement identification. This regulation does not apply to the corps of Cadets when training is conducted at the U.S. Military Academy, fixed Army medical treatment facilities or inmates in a confinement facility.

**Proponent and exception authority.** Not Applicable.

**Impact on New Maning System.** This regulation does not contain information that affect the New Manning System.

**Army management control process.** This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are contained in DA Circular 11-86-2.

**Supplementation.** Supplementation of this

regulation and establishment of command and local forms other than DA forms are prohibited without prior approval from HQDA (DALO-TST-F), WASH DC 20310-0564.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Logistics. Users are invited to send comments and suggested improvements on DA Form 2028(Recommended Changes to Publications and Blank Forms) through command channels to HQDA (DALO-TST-F), WASH DC 20310-0564.

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\*This publication supersedes AR 600-38, 15 April 1982.

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### Glossary

## Chapter 1 Meal Card Management - System

### 1-1. Purpose

The purpose of this regulation is to provide guidelines, for both Active Army and Reserve Components, for management of Meal Card Control Books (DD Form 714) and reimbursement for meals provided in a field environment.

### 1-2. References

*a.* Required publications are listed below.

(1) AR 25-400-2, The Modern Army Record Keeping System (MARKS). (Cited in paragraphs 2-5 and 3-8.)

(2) AR 30-1, The Army Food Service Program. (Cited in paragraphs 1-4, 3-3, 4-2, 4-5, and 5-1.)

(3) DA PAM 25-400-2, Modern Army Record Keeping System (MARKS) for TOE and Certain Other Units of the Army. (Cited in paragraphs 2-5 and 3-8.)

*b.* Related publications are listed below.

(1) AR 37-104-3, Military Pay and Allowance Procedures: Joint Uniform Military Pay System Army (JUMPS-Army).

(2) AR 37-106, Finance and Accounting for Installation Travel and Transportation Allowances.

(3) AR 210-10, Installation and Administration.

(4) AR 310-2, Identification and Distribution of DA Publications and Issue of Agency and Command Administrative Publications.

(5) AR 310-10, Military Orders.

### 1-3. Explanation of abbreviations and special terms

Abbreviation and special terms used in this regulation are explained in glossary.

### 1-4. Objectives of the Meal Card Management System

This system is directly related to, and operates in conjunction with, The Army Food Service Program. The objectives of the regulation are as follows:

*a.* Define requirements for the acquisition, issue and control of Meal Card Control Books (DD Form 714).

*b.* Establish policies for the issue of and accountability for meal cards at all issuing levels.

*c.* Establish policy and procedures for issue and withdrawal of meal cards.

*d.* Establish policies for the identification and reimbursement for meals available in the field.

*e.* Establish procedures to verify meal card entitlements.

*f.* Provide for the annual review of the Meal Card Management System.

### 1-5. Communications

*a.* Direct communications pertaining to this regulation is authorized between major Army commanders and the Commander, U.S. Army Troop Support Agency (TSA), Fort Lee, Virginia 23801-6020, as prescribed in AR 10-45, Organization and Functions, U.S. Army Troop Support Agency.

*b.* Major Army commanders may authorize subordinate commanders to communicate directly with the Commander, TSA.

### 1-6. Deviations

*a.* Active Army units will submit requests for deviation through command channels to the Commander, TSA, ATTN: DALO-TAF-T, Fort Lee, VA 23801-6020. After analysis by TSA, request will be sent to the Office of the Deputy Chief of Staff for Logistics (ODCSLOG), Headquarters Department of the Army (HQDA), for final determination.

*b.* ARNG units will submit requests for deviation through the appropriate State Adjutant General (AG), and the Chief, National Guard Bureau, ATTN: NGB-ARL, Wash DC 20310-2500, to HQDA, ATTN: DALO-TST-F, Wash DC 20310-0564.

*c.* USAR units will submit requests for deviation through appropriate command channels to the Chief, Army Reserve, ATTN:

DAAR-L, Wash DC 20310-2414 to HQDA, ATTN: DALO-TST-F, Wash DC 20310-0564.

### 1-7. Policies

*a.* Enlisted service members receiving an allowance for subsistence, officers and civilians will be required to reimburse the Government for meals furnished.

*b.* Meals available during field duty will be considered as meals furnished for all soldiers. Reimbursement for all meals available to field duty participants will be through Finance and Accounting (FAO) action. Only non participants (no reimbursement through FAO action) will be authorized to effect reimbursement in cash at the time of consumption.

*c.* The management (issue and control) and review of the Meal Card Management System will be by an individual who would normally perform personnel or personnel administration center (PAC) functions.

*d.* Meal cards will be printed and distributed in books of 200. Cards will be prenumbered during printing and will be distributed as a controlled form as prescribed in AR 310-2.

## Chapter 2 Responsibilities and Appointment of Control Personnel

### 2-1. Commanding Generals, Major Army Commands (CGs, MACOMs)

The CGs, MACOMs will—

*a.* Provide guidance and assistance to subordinate commanders on a scheduled and requested basis.

*b.* Conduct compliance reviews of installations' procedures (minimum of one issue level per year) used to issue, withdraw, destroy, and safeguard meal cards; and the procedures for effecting reimbursement for meals available during field duty. A letter containing the findings and recommendations of the review will be provided to the installation commander, BCO(s), MCCO(s) and the internal review section.

### 2-2. Installation commanders (CONUS and overseas)

Installation commanders (see glossary) will—

*a.* Designate the level (i.e., installation, division, brigade, battalion or below) at which meal card issues will take place.

*b.* Designate, in writing, a sufficient number of Meal Card Control Book Control Officer(s) (BCO) (officer, service member, or civilian) to ensure adequate control and issue of Meal Card Control Books. A BCO will be appointed at all installations with twenty (20) or more units or activities. This person will be separate and distinct from the Meal Card Control Officer(s) (MCCO). At installations with less than twenty (20) units or activities, the same individual may be appointed to perform both the Meal Card Book Control Officer and Meal Card Control Officer functions. When only one officer is designated, all applicable functions assigned to the BCO and MCCO must be performed.

NOTE: Hereafter the Meal Card Control Book Control Officer will be referred to as the Book Control Officer (BCO).

*c.* Ensure that procedures are developed and published to accomplish the following actions:

(1) Prompt issue of meal cards to newly assigned or attached enlisted service members (except BCT and AIT students) entitled to subsistence-in-kind (SIK) and the timely turn-in of meal cards when personnel are no longer entitled to SIK.

(2) Issue of replacement meal cards because of name change or for lost, stolen, or mutilated cards.

(3) Issue of temporary meal cards.

(4) Safeguarding of unissued meal cards. This may be accomplished by storing in secure containers, such as orderly room safes or in file cabinets with welded lock bar and padlocks.

*d.* Ensure the installation publications officer issues Meal Card Control Books only to persons officially designated as a BCO.

- e. Ensure procedures are established to conduct meal card verification checks.
- f. Establish procedures for appropriate action against persons obtaining meals without proper reimbursement.
- g. Establish procedures to monitor the program for compliance with this regulation and ensure the system is audited per paragraph 3-8, this regulation.
- h. Require an investigation for all unissued meal cards reported lost or stolen (AR 15-6).

### **2-3. Active Army unit and organization commanders**

Unit and organization commanders (who issue meal cards) will—

- a. Appoint, in writing, a Meal Card Control Officer (MCCO) and alternate(s), when required by the installation policy of paragraph 2-2, *a* and *b* above. The number appointed will be sufficient to provide required controls and issue cards as specified herein. Personnel will be an officer, a soldier (E-7 or above or an E-6 filling one of these positions), or a civilian (GS-9 or above) and will be other than food service or TISA personnel.
- b. Ensure that all soldiers (both active and reserve component, (RC when required by the Active Army commander)) assigned (except BCT or AIT students) or attached and entitled to SIK, are issued a valid meal card.
- c. Issue, control, and withdraw cards, as required herein, when soldiers of the Reserve Components are subsisted with Active Army units and required by the Active component to maintain DD Form 714 in addition to the red identification card (DD Form 2A(RES)).
- d. Ensure proper documentation is provided the Finance and Accounting Officer (FAO) to recoup or suspend BAS for all available meals during field duty from all enlisted soldiers authorized BAS and effect payroll deduction (PD) for officers with the unit or organization, per guidance in chapter 4.
- e. Ensure the MCCO is notified (written) when there is a change in the status of enlisted soldiers' entitlement, i.e. when an individual's status changes from SIK to BAS.
- f. Ensure prompt appropriate action is taken when meal cards have been improperly obtained or when fraudulent use of meal cards has been determined.
- g. Brief all meal card recipients on the monetary value of the card, and potential actions that may be required when used by unauthorized personnel, and the need to take every precaution to safeguard the card. Initiate appropriate action against any individual whose negligence leads to repeated loss of meal cards.
- h. Appoint in writing a meal card verification officer (MCVO). The MCVO will be other than food service, TISA or meal card control personnel. When more than one issuing activity is using the same dining facility, only one verification officer is required to be appointed for each periodic verification check.
- i. Establish procedures for the issue of temporary meal cards or for annotating orders for service members arriving or departing during nonduty hours.
- j. Report to the BCO all lost or stolen unissued meal cards and initiate an AR 15-6 investigation.

### **2-4. Installation publications officer**

The installation publications officer will—

- a. Distribute Meal Card Control Books as accountable forms. Issue complete books only to persons officially designated by the installation commander as the BCO.
- b. Provide technical assistance and advice to the BCO regarding administrative controls and safeguarding of meal cards, meal card control books and meal card control documents. This includes assistance in correcting deficiencies reported by auditors and reviewing personnel.

### **2-5. Meal card control book control officer (BCO)**

The BCO assists and inspects all supported units or activities and will—

- a. Requisition, receive, and account for Meal Card Control Books from the Installation Publications Officer.

- b. Issue books to appointed MCCO for subsequent issue of individual meal cards per procedures of paragraph 3-3 this regulation.

c. Establish procedures to monitor the number of active books each MCCO has on hand. The number of books maintained by a MCCO should be the minimum number to meet unit requirements.

d. Require an annual written report on the number of meal cards still valid/outstanding in each meal card control book. Report should be the status as of 31 December of each year.

e. Require the return of completed books to the BCO for destruction when all meal cards from the book have been recorded as inactive, lost, stolen, or destroyed.

f. Establish procedures for obtaining and disseminating to installation dining facilities the numbers of meal cards reported lost or stolen. Ensure updated data on lost or stolen cards is provided at least weekly. The lost or stolen meal card will remain on the record for four weeks and then will be dropped. In addition, establish procedures for handling cases of personnel caught fraudulently using a card.

g. Establish procedures to monitor the methods used by the MCCO and MCC to safeguard, issue, withdraw, and destroy meal cards.

h. Review, retain and destroy completed Meal Card Control Books per paragraph 3-8, this regulation, AR 25-400-2, and DA PAM 25-400-2.

i. Conduct an annual meal card management system review at each MCCO level, per appendix A.

### **2-6. Meal card control officer (MCCO)**

The MCCO is responsible for—

- a. Requesting and receiving Meal Card Control Book(s) from the BCO per requirements of paragraph 3-3, this regulation. The number of books requested will be limited to the number required to meet initial and replacement issues.
- b. Ensuring one or more Meal Card Controller (MCC) enlisted (E-4 or above) or civilian (GS-4 or above) is appointed (in writing) to physically assist the MCCO in the issue and control of meal cards and required records. The MCCO will retain accountability and responsibility for card issue and control.
- c. Issuing meal cards to authorized service members and maintaining accountability for all meal cards in accordance with procedures in chapter 3, this regulation.
- d. Returning Meal Card Control Books and associated records to the BCO within 5 duty days following the time the last card in the book is recorded as inactive, lost, stolen, or destroyed.
- e. Destroying (burning or shredding) all cards which have been permanently withdrawn due to status change of service members. When cards are destroyed, making appropriate entries in the Meal Card Control Book and Meal Card Control Register (DA Form 4809-R).
- f. Filing of all supporting correspondence, on actions taken with the official record copy of the Meal Card Verification (DA Form 4550-R).

g. Providing the BCO the numbers of meal cards reported lost or stolen for action as required in paragraph *h* below. The data will be provided per schedule established by the BCO.

h. Providing an annual written status report on the number of valid cards per book issued and/or still in the book. This includes the total number of issued and unissued cards in the unit. It will also include, by card number, the number of cards reported lost, stolen, and destroyed. The annual report will be initiated as of 31 December each year.

### **2-7. Meal card controller (MCC)**

The MCC will—

- a. Assist in the physical issue and withdrawal of meal cards, as prescribed herein.
- b. Complete administrative requirements associated with the issue and withdrawal of meal cards, as prescribed by the MCCO.

## 2-8. Meal card verification officer (MCVO)

The MCVO is responsible for performing duties as outlined in chapter 5 of this regulation.

## Chapter 3 Requisitioning, Issuing, Controlling, and Accounting for Meal Cards

### 3-1. General

An effective meal card issue and control system must be supported by enforcing headcount controls and cash collection procedures in the dining facility and at field sites, in accordance with procedures in AR 30-1, chapter 6 and appendix E.

### 3-2. Purpose and use of DD Form 714, Meal Card

*a.* The meal card identifies permanently assigned or attached soldiers, and enlisted personnel from other Services authorized to subsist without reimbursing the Government. Enlisted soldiers authorized BAS, officers and civilians who are not required to pay surcharge, may be issued a meal card under conditions specified in paragraph 3-7.

*b.* Unless exempted by this regulation, meal cards will be issued to all permanently assigned enlisted soldiers who are not receiving BAS or another monetary allowance in lieu of SIK. Meal cards are not required to be issued to BCT or AIT students during their training periods. When soldiers are issued a meal card, they will be informed of the following:

- (1) Purpose and use of the meal card.
- (2) Their responsibility for safeguarding the card.
- (3) Circumstances under which they must return the card to the issuing authority, either on a temporary or permanent basis.
- (4) Cards will not be loaned or given to anyone.

*c.* Soldiers, who remain in an SIK status will normally be issued only one meal card during their assignment to a given unit. When required, installation commanders may recall all meal cards and issue new ones. This would normally occur only when mismanagement or misuse of meal cards is suspected or revealed through audit, review, or other disclosures. A change in MCCO, MCC or commander does not necessarily constitute justification to recall and reissue meal cards.

*d.* Table 3-1 depicts the various categories of soldiers to whom meal cards are issued.

*e.* Conditions under which meal cards are issued, turned in, or withdrawn are described in table 3-2.

### 3-3. Requisitioning and receipt of Meal Card Control Book(s)

*a.* DD Form 714, Meal Card Control Books, are available through normal publication supply channels. Meal cards are requisitioned by the book (Meal Card Control Book).

*b.* The BCO will requisition the Meal Card Control Book(s) using procedures as specified and published by the Installation Publications Officer.

*c.* The MCCO will request and obtain Meal Card Control Book(s) from the BCO using the DA Form 3161, Request for Issue and Turn-in. The book(s) will be issued from the BCO and MCCO by DA Form 3161 or DA Form 410 (Receipt of Accountability Form) and the completion of the transfer control and receipt form located in the front of the book. The DA Form 410 will be used in lieu of the DA Form 3161 when the book(s) is issued other than directly to the requesting individual (mailed). One copy of the DA Form 3161 (DA Form 410 if applicable) and transfer and control receipt will be retained and filed by the BCO. The original of the DA Form 3161 (and DA Form 410 if applicable) will be retained by the requisitioning unit until the completed book(s) is returned to the BCO.

*d.* The procedures for meal card accountability (para 3-8) will be

followed by the BCO and MCCO upon receipt of the Meal Card Control Book(s).

### 3-4. Turn-in and transfer of Meal Card Control Book(s)

*a.* Turn-in of Meal Card Control Book(s) will be as follows:

(1) Whenever there is a permanent change of station for an organization which issues meal cards, all Meal Card Control Book(s) (complete with all used and unused cards) and associated records will be returned to the BCO prior to clearance being granted for the unit's departure. Turn-in will be accomplished through the use of DA Form 3161 and the next unused transfer control receipt form in the front of the book.

(2) When all cards from a book have become inactive, (destroyed, lost or stolen) the book will be returned (within 5 duty days) by the MCCO to the BCO as prescribed in paragraphs 2-5e and 2-6d.

*b.* Transfer of Meal Card Control Book(s) will be as follows:

(1) When a unit deploys away from home station in support of organization rotation program (Example: Battalion Exchange Program CONUS and OCONUS and return) The MCCO will prepare and submit through the Battalion Commander to the BCO a DA Form 2496(Disposition Form), in three copies, with the following applicable information:

*(a)* The number of Meal Card Control Book(s) and the serial numbers of each book that will accompany the unit. Units should ensure that sufficient books are on hand to meet expected needs for duration of the deployment.

*(b)* A statement identifying the meal card serial numbers which have not been issued and remain attached in the Meal Card Control Book(s).

*(c)* A statement identifying the meal card serial numbers accounted for on DA Form 4809-R.

*(d)* The expected date of departure.

*(e)* The estimated date of return.

*(f)* The following explanation: "Note: The Battalion Commander will verify that all unissued cards are on hand, issued cards are properly signed for on DA Form 4809-R, or properly recorded as lost, stolen, or destroyed by entries on the meal card control sheets in front of the book."

*(g)* A copy of DA Form 2496 will be furnished to the BCO, one copy will be retained by the MCCO and filed in the active meal card control binder and one copy will be forwarded to the installation publications officer.

(2) Whenever a change in BCO is required or requested, the appropriate command will appoint a new BCO. The officer vacating the position will prepare a DA Form 2496 (DF) in four copies, with the following information:

*(a)* The serial numbers of meal card control books, drawn from the installation publications officer.

*(b)* The serial numbers of meal card control books signed out to MCCO's.

*(c)* The serial numbers of meal card control books on hand.

*(d)* The serial number of meal card control books that have been or are scheduled to be destroyed by the departing BCO.

*(e)* The signature of the vacating officer and the date of the action. The incoming BCO will verify the data, sign, and date the DF.

*(f)* Distribution of the DF will be IAW (4) below.

(3) Whenever there is a change of MCCO, the officer vacating the position will prepare a DA Form 2496 in four copies, with the following information:

*(a)* The number of Meal Card Control Book(s) and serial numbers of each book being transferred as compared to the DA Form 3161 or DA Form 410.

*(b)* A statement identifying the meal card serial numbers which have not been issued and remain attached in the Meal Card Control Book(s).

*(c)* A statement identifying the meal card serial numbers accounted for on DA Forms 4809-R.

*(d)* The signature of the vacating officer and date.

*(e)* The signature of the incoming officer and date.

(f) The following explanation: "Note: The incoming MCCO should personally verify that all unissued cards are on hand, issued cards are properly signed for on DA Form 4809-R, or properly recorded as lost, stolen or destroyed by entries on the meal card control sheets in front of the book."

(g) The next unused transfer control and receipt form located in the front of the book will also be completed and retained by the outgoing MCCO.

(4) To confirm the transfer of the accountable form(s), the distribution of the DA Form 2496 will be as follows: One copy will be forwarded to the outgoing officer; one copy will be retained by the incoming officer (to be filed in the active meal card control binder for the MCCO or meal card control book log for the BCO with a copy of the appointing orders); one copy will be forwarded to the appointing HQ; and one copy will be forwarded to the BCO or installation publications officer as applicable. (See figure 3-2 for a sample transfer.)

### 3-5. Meal card control register, DA Form 4809-R

a. Each unit or activity with responsibility to issue meal cards will maintain a Meal Card Control Register. This form is a record of the disposition of all meal cards not attached to the Meal Card Control Book. For example, the form shows that a card is in the possession of the soldier to whom issued, was withdrawn and is on hand or was destroyed, or was reported lost or stolen. DA Form 4809-R will be locally reproduced on 8 1/2 by 11-inch paper. A copy of the form for local reproduction is located at the back of this publication.

b. Meal Card Control Registers serve as a cross-check for audit purposes. They may be used for comparison with the Shreddout Report (RCS CSCFA 284 or JACS Report 26, provided by the FAO) to ensure that soldiers are not receiving both BAS and SIK or obtaining meals from the government without proper reimbursement.

c. Completed DA Forms 4809-R will be maintained in Meal Card Control Binders as per paragraph 3-6, this regulation.

d. When meal cards are issued for use in the field, a separate DA Form 4809-R will be prepared as per paragraph 3-7, this regulation.

### 3-6. Meal card control binder procedures (active and inactive)

The MCCO is responsible for maintaining all active and inactive meal card control binders.

a. The active Meal Control Binders will—

(1) Consist of one or more three ring binder(s).

(2) Contain the current and the last MCCO appointment orders (1st binder only).

(3) Contain current and previous MCC appointment orders (1st binder only).

(4) Contain DA Form 410, DA Form 2496, and DA Form 3161 if applicable, on which all Meal Card Control Books were drawn and transferred (1st binder only).

(5) Contain separate sections for each Meal Card Control Book. Each section will contain the DA Form 4809-R which should account for all active meal cards detached from a Meal Card Control Book to include field meal cards.

b. The DA Form 4809-R will be maintained as follows:

(1) Alphabetically, by the soldiers last name for meal cards issued on a permanent basis.

(2) Numerically, by meal card sequence for meal cards issued on a temporary basis.

c. The inactive Meal Card Control binder will—

(1) Be maintained separately for each Meal Card Control Book.

(2) Contain all closed out DA Form 4809-R in meal card number sequence.

(3) Be turned in along with the Meal Card Control Book(s) to the BCO when all meal cards for the book are inactive.

### 3-7. Meal card issue procedures

a. Meal Cards or temporary documents (orders) that need to be

annotated, will be annotated in black ink at least 3/8-inch high block letters. The various components, services, other program categories, and abbreviations used in annotating meal cards are listed in table 3-1. This will ensure proper reporting of data for either common service or reimbursement purposes.

b. Soldiers permanently assigned and authorized SIK will be issued permanent meal card. The card will be signed by the MCCO after all required entries are completed on initial issue or replacement meal cards. Blank cards, as needed, may be signed by the MCCO for issue by the MCC during the absence of the MCCO. The MCC responsible for meal card issue will make the required entries on a DA Form 4809-R and the meal card control sheet. (See figures 3-3 thru 3-6 for sample entries.) The recipient will sign the proper blocks on DD Form 714 and DA Form 4809-R when the meal card is received. The meal card will be laminated after the recipient signs the card.

(1) Enlisted soldiers accompanied by family members or unaccompanied soldiers in grades E-7 through E-9 when reporting to a new installation are authorized BAS by AR 210-10-1. Therefore, they will not be issued a meal card for garrison use except as authorized by paragraph ebelow.

(2) Enlisted soldiers in grades E-1 through E-6, not accompanied by family members when reporting to a new installation are normally not authorized BAS, except as authorized IAW AR 210-10-1, chapter 7. If authorized SIK, they will be issued a permanent meal card.

c. The following procedures will be used for issue and control of all temporary Meal Cards or other temporary meal authorization documents. Temporary meal cards will be prepared on an as-needed basis.

(1) Permanently assigned personnel, reporting during non-duty hours, will be issued a temporary meal card. (See fig 3-4.) These cards will be annotated "TEMP" according to figure 3-4. The inclusive dates of temporary SIK authority will not exceed four days. Temporary meal card(s) and DA Form(s) 4809-R will be provided to the commander's designated representative for issue to SIK enlisted soldiers arriving during nonduty hours. Completed DA Form(s) 4809-R, reflecting the issue of temporary meal card(s) and any unissued temporary meal cards will be returned to the MCCO and MCC upon their return to duty. When a permanent meal card is issued, the temporary meal card will be withdrawn and the DA Form 4809-R will be completed per figure 3-4. The DA Form(s) 4809-R used to record issues of temporary meal card(s) will be retained in the active binder until the card is no longer issuable.

(2) Permanently assigned SIK members scheduled to depart (PCS) during nonduty hours will be permitted early turn-in of the meal card. A copy of the individuals orders, will be annotated to designate SIK authority until scheduled departure. The inclusive dates will be indicated on the soldier's orders. The temporary authorization will be signed by the MCCO or MCC. In a PCS status, the permanent meal card will be withdrawn and all necessary documents completed. The DA Form 4809-R will be closed out and placed in the inactive meal card control binder, and the meal card destroyed.

(3) Soldiers attached for 90 days or less, AGR/RC personnel, replacement personnel, members in personnel control facilities, and students at service schools (except BCT or AIT) who are authorized SIK will be issued a temporary meal card from specific blocks of meal cards. (See fig 3-5.) The same meal card will be used by that soldier as long as he/she is assigned to the issuing unit or until authorized BAS. When members in this category are not from the issuing Service, meal cards and DA Form 4809-R will be annotated with the proper abbreviation. (See table 3-1.) Meal cards will be laminated after they have been signed by the MCCO. All DA Forms 4809-R used to account for the Meal Card will be maintained in the active binder until the card is no longer issuable.

(4) A temporary meal card will be issued from a specific block of meal cards to personnel participating in field duty conducted away from home station. Cards will be annotated "FLD", signed by the MCCO and be laminated. (See figure 3-6.) These cards will be withdrawn and retained for future use after each exercise. All DA



Forms 4809-R used to account for the Meal Card will be maintained in the active binder until the card is no longer issuable.

*d.* Soldiers in a TDY status receiving the per diem subsistence portion of the per diem allowance will not be issued a meal card, nor have their orders annotated. They will pay the food and surcharge costs. This applies to all soldiers on TDY unless an exception has been granted by the Secretary of the Army from the requirements to pay the subsistence portion of the per diem to enlisted soldiers while on TDY to the specific school or activity.

*e.* Commanders may find it appropriate to issue meal cards to assigned members who are exempt from surcharge payment. Meal cards, annotated SE (surcharge exempt), will only be issued to officers, civilians, and enlisted members who are exempted under one of the criteria cited in AR 30-1, paragraph 6-16. Annotated meal cards entitle the bearer to purchase a meal by paying food cost only. When this procedure is used, officers, civilians and enlisted members not in possession of an annotated meal card would then be required to pay food cost and surcharge rates.

### **3-8. Meal card accountability procedures**

*a.* The installation commander will appoint an individual to conduct an external audit of at least one MCCO activity per year. At an installation where only one MCCO is appointed this audit will be limited to at least one unit which the MCCO serves. Audits will be conducted per procedures of paragraph 3-10, this regulation.

*b.* The BCO will establish the following accountability methods:

(1) Use DA Form 5672-R (Meal Card Control Book Log). DA Form 5672-R will be locally reproduced on 8½ by 11-inch paper. A copy is provided at the back of this regulation. This will be maintained in a permanent file.

(2) Maintain the log in accordance with figure 3-1.

(3) Maintain a copy of the BCO and all MCCO appointing orders.

(4) Maintain a separate permanent file for all DA Forms 410, DA Forms 3161 and transfer control slips for all Meal Card Control Books issued.

(5) Maintain a separate file for all DA Forms 2496 showing the transfer of Meal Card Control Book(s) from one MCCO to another.

(6) Accept completed books turned in by the MCCO. Prior to destruction, the BCO will review all documents forwarded with the book to ensure that all 200 cards have been annotated as lost, stolen or destroyed.

*c.* The MCCO will establish the following accountability methods:

(1) Ensure compliance with instructions (1 thru 3) contained on the inside front cover of the meal card control book. (Instruction number 4 applies to the BCO retention of completed books.)

(2) Ensure the meal card control sheets attached to the Meal Card Control Book are properly annotated.

(3) Ensure that all meal cards signed for by the MCCO are either on hand or accounted for on DA Form 4809-R, per paragraph 3-6.

(4) Personally supervise the destruction of all meal cards which cannot be reissued and make appropriate entries on the DA Form 4809-R and the meal card control sheet. Examples are: mutilated cards, cards on which errors were made during preparation, and cards that were issued to soldiers who have left the unit permanently or have been authorized BAS.

(5) Perform a 100 percent audit of all meal card control books, as of 31 December each year, to ensure all meal cards have been accounted for properly. Upon completion of the audit, the MCCO will prepare a report on the status of meal cards on hand, issued, destroyed, and reported lost or stolen. The report will be forwarded to the BCO.

(6) Supervise performance of administrative actions assigned by the MCCO to the MCC.

### **3-9. Issue of meal cards to Reserve Components Soldiers**

*a.* The State AG/MUSARC commander will determine if meal cards are required and the level at which meal cards/meal card

control books will be maintained. The State AG/MUSARC commander will ensure that only the essential number of meal cards required to meet their needs are drawn. Authorized cards/books will be drawn in accordance with the procedures cited in this regulation.

*b.* When RC are required to issue meal cards under one of the conditions prescribed in paragraph e below, the unit/organization will requisition, control, issue, and review records pertaining to meal cards in the same manner as prescribed for active Army units.

*c.* A meal card will not normally be issued to enlisted RC service members. They will use their red ID Card, DD Form 2A (Res), for IDT/AT periods.

*d.* The RC commander concerned will ensure that RC members who do not possess a valid ID card, but who are entitled to subsist without reimbursement, are properly identified to the headcount prior to allowing them to consume a meal in the RC dining facility.

*e.* Meal cards will only be issued to RC members under the following circumstances—

(1) When RC members are eating in an Active Army dining facility during IDT or AT and required by the supporting Active Army commander. Temporary meal cards will then be issued by the host Active Army unit per paragraph 3-7. Cards issued under these procedures will be annotated USAR or ARNG as appropriate. Upon completion of training, cards will be withdrawn and maintained by the issuing MCCO. Temporary meal cards will be prepared on an as-needed basis.

(2) Temporary meal cards will be issued to RC members subsisting in other than an Active Army or Reserve Component (e.g., USAF, USCG, USN) dining facility during IDT or AT when the use of the meal card is required by the host component. The temporary meal card will be issued by the RC parent unit. Cards must be annotated USAR or ARNG, as appropriate.

(3) ARNG/USAR enlisted soldiers, who are authorized to subsist without reimbursement at Professional Development Center (PDC) operated by the ARNG or USAR, will be issued temporary meal cards by the respective center. Cards will be annotated ARNG or USAR, as appropriate.

(4) Department of Defense (DOD), civilian employees who are students or guest instructors at a PDC and are furnished Government meals at no cost to the individual (per JFTR part 2) in lieu of per diem, will be issued a temporary meal card annotated in accordance with table 3-1. Temporary meal cards will be issued by the respective center.

(5) Permanent meal cards will be issued to all RC personnel who are assigned as Cadre at the PCD and are authorized SIK.

(6) Enlisted full time manning (FTM) soldiers, who are required to accompany their RC unit of assignment or attachment to AT, and who are not authorized the subsistence portion of the per diem allowance will have BAS recoupment action (chapter 4, this regulation) initiated by their parent unit. These soldiers are entitled to SIK, per the JFTR, and will be identified by annotating a copy of their orders (per procedures in para 3-7) in lieu of issuing of a meal card.

### **3-10. Procedures for audit of meal cards**

*a.* The following procedures will be followed when conducting an audit:

(1) Check DA Forms 4809-R in the active and inactive binders for each meal card DD Form 714 (to include those laminated) that is associated with the Meal Card Control Book, DD Form 714.

(2) As each meal card is determined to be properly accounted for on a DA Form 4809-R make a mark on the Meal Card Control Sheet to indicate that the card is accounted for properly. When finished with both the active and inactive binders there should be a mark beside each line on the Meal Card Control Sheet or the meal card should be physically on hand.

(3) In the event a card or cards are not properly accounted for on a DA Form 4809-R or physically on-hand, research will be done to determine what happened to the card(s). Research should include checking to determine if the card(s) has (have) recently been used.

(a) Unaccounted for card(s), which have been issued, will require a Report of Survey in accordance with AR 735-11.

(b) The results of the audit will be included in a letter report. A

copy of the report will be filed in the MCCO records (for incoming and outgoing) and a copy provided to the unit commander, or to appointing commander for annual audits. Noted deficiencies will be corrected by the MCCO within 30 days and the appropriate commander advised in writing of corrective actions taken.

## **Chapter 4 Identification and Reimbursement for Meals Available in the Field**

### **4-1. General**

a. The procedures in this chapter apply when meals are available during field duty as defined in the glossary. Commanders will initiate action to effect all required reimbursements beginning when meals are available during field duty, to include preparation for deployment and travel to and from home station (if applicable). Reimbursement for all meals available, beginning with the first meal and ending with the last meal available will be by FAO action (BAS recoupement/ suspension for enlisted soldiers (para 4-3 this regulation) or payroll deduction for officers (para 4-4 this regulation)).

b. When performing field duty commanders/exercise directors must ensure enlisted soldiers and officers are provided government meals to preclude unnecessary cost. Commanders may provide government meals through the use of operational rations, box lunches or when duty location requires, the garrison dining facility meals.

c. Observers and visitors, etc.(military and civilian), who are not participants in field duty (no reimbursement through FAO action) will be required to pay cash for the meal at time of consumption. The exercise commander will develop the policy and procedure to be used for this collection procedures i.e. during in-processing at the exercise reception station or by designating specific field dining facilities that will be staffed to collect cash. If receiving the subsistence portion of per diem they will pay both food cost and surcharge.

d. Short notification of impending field duty (operational alert or emergency situation) may prevent timely implementation of required administrative procedures. When this occurs, unit commanders must ensure that reimbursement procedures thru FAO as prescribed herein (not later than 3 working days following return), for BAS enlisted soldiers and officers, are implemented.

e. When a soldier (enlisted or officer) is from a different command and cannot provide documentation of FAO action and is reporting to participate in field duty the following procedure may be used to effect reimbursement prior to field duty. Reimbursement for all meals available (current food cost rate as prescribed by HQDA) will be by personal check, money order or cashiers check made payable to servicing FAO. Upon completion of reimbursement, the soldier will be provided with proper identification as prescribed in this chapter.

### **4-2. Reserve Components (RC)**

a. Reserve component officers while performing annual training (AT) away from home station with either the parent unit or other than with the parent unit will utilize the deferred method of payment identified below. The reimbursement will be for all meals to be available during AT to include travel (if applicable) to and from home station.

b. Regardless of the method of reimbursement, payment for meals available to officers will be at the current food cost rate as prescribed annually by HQDA.

c. Procedures for officer reimbursement during AT are as follows:

(1) Deferred Payment is the preferred method of payment. This method must be used when a person is participating as an individual, or member of a unit, and is participating with or subsisting with the Active Army or is performing annual training away from home station. Deferred payment will be effected through FAO action in accordance with the following. The commander must initiate FAO

action to have the total cost, of all meals to be available during AT, deducted from the individual's payment for AT performance. This procedure is accomplished through completion of DA Form 4187, IAW paragraph 4-8, or other authorized (FAO) document. The FAO document must be submitted with the unit payroll. Duty orders must contain a statement indicating that payroll deduction has been or will be accomplished beginning with (date and meal) and ending with (date and meal). When consuming meals during AT the officer will sign DA Form 3032 annotated PD.

(2) The alternate payment method of reimbursement may be used when: (1) AT is performed at home station or (2) for Individual Mobilization Augmentee (IMA) or Individual Ready Reserve Officers (IRR) whose annual training orders do not reflect FAO action has taken place. Officers will reimburse, for all meals available, prior to the start of AT. Reimbursement for these meals may be made by personal check, money order or cashiers check made payable to servicing FAO. When this method is used for home station annual training, payment will be made to the unit administrator who will forward all funds collected, through normal channels, to the servicing FAO. Duty orders must contain a statement indicating that cash reimbursement has been accomplished beginning with (date and meal) and ending with (date and meal). When consuming meals during AT the officer will sign DA Form 3032, annotated AP.

d. Procedures for RC enlisted soldiers performing AT are as follows.

(1) Soldiers, other than full time manning (FTM) personnel, are authorized SIK when training with their unit, another RC unit, or with the Active Army during field duty (AT or IDT). The meal entitlement of these soldiers is verified by presentation of their red ID card.

(2) Enlisted FTM soldiers, who are required to accompany their RC unit of assignment to AT, and are not authorized the subsistence portion of per diem, will (per the DOD PM) have their BAS entitlement recouped (per para 4-3.a). These soldiers will be subsisted as in an SIK status. FTM soldiers having their BAS recouped will sign (when required) DA Form 3032 annotated FAO action. These soldiers will be identified by using the last four numbers of their SSN, as their meal card number, as taken from their DD Form 2A. These soldiers orders must contain a statement that BAS recoupment has been accomplished beginning with (date and meal) and ending with (date and meal).

### **4-3. Active Army enlisted soldiers**

Soldiers authorized SIK will continue to use their garrison meal cards for identification purposes in the field. Unit commanders or servicing personnel administration centers will effect reimbursement through FAO action from enlisted soldiers receiving BAS while participating in field duty. For field duty periods (to include duty as an umpire, evaluator or a participant in AT with reserve components) reimbursement from the first meal available through 14 days will be effected through BAS recoupment. For field duty in excess of 14 days the soldiers' BAS entitlement will be suspended. Procedures to effect each type of reimbursement are as follows:

a. In the field from one day through 14 days. Commanders will initiate written action to effect BAS recoupment. The DA Form 4187 (Personnel Action) will be used by the unit or PAC clerk to effect BAS recoupment for individuals. It will be prepared within three workdays after completion of the field duty and forwarded to the FAO for action. The DA Form 4187 will indicate the time and date of departure to, and return from, field duty. (See figure 4-1.) To facilitate processing of the DA Form 4187, roster procedures (for groups of ten or more) described below may be used.

(NOTE: Roster procedures, forward 2 copies of the DA Form 4187 and 2 copies of the roster (a listing of all soldiers affected by this action) to the FAO.)

b. Field duty in excess of 14 days. For field duty which is scheduled to be longer than 14 days, commanders will initiate written action to suspend BAS. Suspension of BAS will be by submission of a DA Form 4187 per paragraph 9-4, DA PAM 600-8, Management and Administration Procedures. It will be prepared and submitted within three workdays from the effective date of the

action (prior to and after completion of the field duty) and forwarded to the FAO for action. (See figure 4-1.) A copy of DA Form 4187, sent to the FAO to suspend BAS, will be placed in a suspense file by the unit or PAC clerk to ensure that reinstatement of BAS is accomplished upon return from the field. To facilitate processing, DA Form 4187 may be submitted using a roster of participating soldiers who share the same time and date of suspension and upon return, reinstatement. When this procedure is used, enter "See attached roster of personnel" in the "NAME" block of the DA Form 4187. Two copies of the DA Form 4187 and two copies of the roster (for each action (suspension/reinstatement)) must be forwarded to the servicing FAO.

#### **4-4. Active Army officers**

a. When officers participate in field duty (to include duty as an umpire, evaluator or a participant in AT with reserve components); reimbursement will be through FAO action (payroll deduction) regardless of the field duty duration. The procedures to effect payroll deduction (PD) will be as follows:

(1) Commanders will initiate written action to effect PD for all officers participating in field duty. The DA Form 4187 will be used to initiate PD action. It will be prepared and submitted within three workdays after completion of the exercise. The DA Form 4187 will indicate the time and date of departure to, and return from, field duty and the number of each breakfast, lunch and dinner meals available during field duty. The DA Form 4187 will be prepared in accordance with figure 4-2.

(2) Reimbursement will be effected for all meals available during the field duty period (whether consumed or not). Meal rates for payroll deduction will be the current food cost rates as prescribed annually by HQDA.

b. To facilitate processing, roster procedures described in paragraph 4-3 may be used.

#### **4-5. Missed meals (officers and enlisted soldiers)**

a. Claims for missed meals are only authorized for meals missed due to mission requirements and that are supported by individual signature headcount records (DA Form 3032). Submission of the DD Form 1475 (Basic Allowance for Subsistence - Certification) for missed meals is not authorized for meals that were not consumed due to personal preference; that are accounted for by the one line entry method on DA Form 3032 (Signature Headcount Sheet), or present for duty certification as used under the Combat Field Feeding System (CFFS).

b. Meals missed by officers as a direct result of duty requirements, while performing field duty in a travel status or non-travel status will be processed as noted above and IAW AR 37-106. Officers (Active Army or RC) who have effected reimbursement action and were subsequently required to purchase a meal or meals will also submit the DD Form 1475 to gain reimbursement. Commanders and exercise directors who have officers participating in field exercises must ensure officers have access to Government meals to preclude unnecessary costs.

c. For meals where the signature system was used to account for meals, enlisted soldiers may submit a claim for meals missed as a direct result of a duty requirement per the guidance below.

(1) Enlisted soldiers performing field duty in a non-travel status will file for missed meals in accordance with paragraph 30114, AR 37-104-3.

(2) Enlisted soldiers performing field duty in a travel status will be paid for missed meals IAW AR 37-106.

d. Within 3 working days following an exercise, unit commanders will ensure DD Form 1475 is prepared. (See fig 4-3.) It will reflect the names and meals missed by enlisted and officer members because of duty. After all data has been entered and verified, the military supervisor of those personnel who are listed on the form will enter this statement: "The data above is true and correct to the best of my knowledge," on the next open line on the DD Form 1475

and will sign and date this statement. The certificate will be approved by the commander who will then forward it to the appropriate section (PAC, USPFO, MUSARC) for transmittal to the FAO.

e. Upon receipt, the FAO will verify receipt (DD Forms 1475) and return a copy of the transmittal letter to the unit or PAC. If the FAO verified copy has not been received within 30 calendar days, the unit commander or PAC will initiate follow-up action.

#### **4-6. Joint service exercises**

When participating in joint service exercises where food service support is provided by another service, identification and reimbursement procedures will be as prescribed by the supporting service. When food service support is provided by the Army, members of the other services will provide documentation that the Service member is authorized SIK and has a meal card (or other agreed upon method of identification) issued by their respective service; or that FAO action (BAS recoupment/suspension/enlisted) or payroll deduction (officers) has taken place. In the event that members of other services cannot provide documentation, the procedures in paragraph 4-1d of this regulation for all meals available during the exercise will be applied. The cancelled check (from FAO) will be the individuals receipt for claiming reimbursement at home station.

#### **4-7. Meal card issue for use in the field**

a. For the Active Army when field duty is conducted away from home station, laminated meal cards annotated "FLD" must be issued. These meal cards will be issued to enlisted members having their BAS recouped/suspended and to officers who are using payroll deduction action. (See fig 3-3.) The issue date and return date of the meal card will substantiate the start and stop date for enlisted soldiers who are having their BAS recouped/suspended and meals available for officers using payroll deduction.

b. Enlisted Reserve Component soldiers with a red ID card (DD Form 2A (Res)) will use this card for meal authorization. The issue of a meal card (DD Form 714) is not required unless deemed essential by the supporting Active Army unit. When issue of a meal card is required, the Active Army unit establishing the requirement will be responsible for effecting the issue and withdrawal.

c. During field duty at home station, the issue of meal cards annotated "FLD" is not required. Enlisted soldiers and officers (not in an SIK status) will use their DD Form 2A to gain admittance to the dining facility. The last four numbers of the soldier or officer SSN will be used in the meal card number column of DA Form 3032.

## **Chapter 5 Meal Card Verification and Reporting**

### **5-1. Meal card and entitlement verification policy**

a. The MCVO will conduct a meal card verification check in the dining facility according to the procedures shown below. Commanders may increase, but not decrease the survey size or frequency when necessary.

(1) Verify the entitlement of 30 soldiers during a meal.

(2) Complete the DA Form 4550-R (Meal Card Verification Form). (See fig 5-1.) DA Form 4550-R will be locally reproduced on 8 1/2 by 11-inch paper. A copy for local reproduction is located at the back of this publication.

(3) Complete a written narrative report of the meal card verification check.

(4) Forward the completed DA Form 4550-R and narrative report to the appointing commander for review and appropriate action, and to each MCCO, who issued cards to personnel using the dining facility, for subsequent forwarding to the BCO.

b. The frequency of meal card verification and entitlement checks in garrison will be as follows:

(1) Small remote sites and units with an average (based on 10 duty days) per meal headcount of 50 or less will not be required to conduct meal card verification checks.

(2) One check each quarter in units with an average (based on 10 duty days) per meal headcount between 51 and 200.

(3) Monthly checks in units with an average (based on 10 duty days) per meal headcount of 201 or more.

(4) When more than one meal card issuing activity is supported in the same dining facility, only one activity is required to perform the check as prescribed above. The verification check may be rotated among the issuing activities supported within one dining facility.

**5-2. Meal card and entitlement verification procedures**

a. The MCVO should choose an area near the dining facility exit. Verification should be done in such a manner as to minimize delay of soldiers exiting the facility. Verifications should be conducted on random dates and meals and without advance notice to preclude compromise. Verification will be conducted at the dining facility by physically comparing the soldier's meal card and their Armed Forces Identification Card (DD Form 2A) or recording the soldier's name and unit when they state they paid cash for the meal.

b. The MCVO will complete the meal card verification DA Form 4550-R as follows:

(1) Record the headcounter's name and organization in the remarks section.

(2) Check and record the data on a minimum of 30 soldiers. When the ID card is correct but the meal card does not match, confiscate meal card, record name and organization of the service member and report information to his or her organization commander through command channels.

(3) Compare the names of soldiers who stated they paid cash with the DD Form 1544 (Cash Meal Payment Sheet) to ensure all soldiers who indicated they paid for the meal did in fact pay. The report will reflect the names of soldiers whose signature could not be found on the DD Form 1544.

c. If the MCVO has a problem in identifying the issuing activity for completion of the DA Form 4500-R, the BCO can provide a list of book numbers issued to each organization.

d. Preparation instructions and a completed DA Form 4550-R are at figure 5-1.

**Table 3-1  
Service Categories and Abbreviations**

Service Category	Abbreviation
U.S. Army, Active	USA
Army National Guard	ARNG
U.S. Army Reserve	USAR
Reserve Officer Training Corps	ROTC
U.S. Navy, Active	USN
U.S. Navy Reserve	USNR
U.S. Marine Corps, Active	USMC
U.S. Marine Corps, Reserve	USMCR
U.S. Air Force, Active	USAF
Air National Guard	ANG
U.S. Air Force Reserve	USAFR
Military Assistance Program Personnel (identify country; e.g., MAP-CANADA)	MAP-
Labor Service Personnel (identify country; e.g. LS-GER)	LS-
Korean Augmentation to U.S. Army	KATUSA
Foreign Military Personnel (identify by country and service, e.g., F-PERU-ARMY)	F-
Surcharge Exempt	SE
DOD civilian attending training where Government meal are furnished (identify component e.g. DOD-NGB)	DOD-

**Table 3-2  
Rules for issue and withdrawal of Meal Cards**

**Rule: 1**

**If an individual is:** Newly assigned to the unit. Permanently assigned.

**And if the individual is:** Authorized subsistence-in-kind (SIK), not drawing BAS.

**Action to be taken:** Issue permanent garrison meal card. Enter name of service member on DA Form 4809-R and Meal Card Control Sheet.

**Completion of DA Form 4809-R:** Complete columns a, b, and d of DA Form 4809-R and require soldier to sign in column e.

**Rule: 2**

**If an individual is:** A BCT or AIT student temporarily assigned.

**And if the individual is:** Entitled to SIK.

**Action to be taken:** No garrison meal card is required to be issued. Service member will use DD Form 2A as the meal card. The headcounter will enter the last four digits of the soldier SSN in the meal card number column of DA Form 3032

**Completion of DA Form 4809-R:** None.

**Rule: 3**

**If an individual is:** Attached for rations 90 days, or less. Is not entitled to per diem allowance.

**And if the individual is:** Authorized SIK.

**Action to be taken:** Issue temporary laminated garrison meal card.

**Completion of DA Form 4809-R:** Meal card is issued by meal card number rather than by individuals name. Enter meal card number on line

**Table 3-2  
Rules for issue and withdrawal of Meal Cards—Continued**

"Name of person issued to". Complete only column b and d and require recipient to sign column e.

**Rule: 4**

**If an individual is:** Applying for basic allowance for subsistence (BAS).

**And if the individual is:** Granted approval in writing by the commanding officer.

**Action to be taken:** Withdraw meal card on the date BAS is to start. Advise soldier he must now pay for meals in the dining facility.

**Completion of DA Form 4809-R:** Complete columns c, d, and e. MCCO will destroy card and annotate destruction of card on DA Form 4809-R and Meal Card Control Sheet.

**Rule: 5**

**If an individual is:** Departing on TDY, leave, is confined, or hospitalized.

**And if the individual is:** In the possession of a garrison meal card.

**Action to be taken:** No action is required. Soldier will maintain possession of the meal card until return to the unit. Individual should not be reported as authorized to be subsisted on the dining facility feeder report.

**Completion of DA Form 4809-R:** None

**Rule: 6**

**If an individual is:** Reporting meal card lost or stolen.

**And if the individual is:** Authorized SIK and has been issued a garrison meal card; or an officer or enlisted soldier who has been issued a meal card for the purpose of identification or field use.

**Table 3-2**  
**Rules for issue and withdrawal of Meal Cards—Continued**

**Action to be taken:** Annotate DA Form 4809-R for lost or stolen meal card. Issue new garrison or appropriate meal card.

**Completion of DA Form 4809-R:** Accounting for lost or stolen meal card. MCC will complete DA Form 4809-R columns c and sign column e. Additionally, annotate meal card control sheet either lost or stolen and enter (if applicable) the replacement meal card number. For issue of new garrison meal card. Complete columns a, b, d, and have service member sign in column e on the next unused line on the DA Form 4809-R.

**Rule: 7**

**If an individual is:** Reporting and or returning a mutilated meal card.

**And if the individual is:** Authorized SIK and has been issued a garrison meal card; or an officer or enlisted soldier who has been issued a meal card for the purpose of identification or field use.

**Action to be taken:** Withdraw meal card if possible, annotate DA Form 4809-R as mutilated. Issue new garrison meal card if appropriate.

**Completion of DA Form 4809-R:** Accounting for mutilated meal card. MCC will complete DA Form 4809-R columns c and sign column e. Additionally, annotate meal card control sheet and enter (if applicable) the replacement meal card number. For issue of new garrison meal card. Complete columns a, b, d, and have soldier sign in column e on the next unused line on the DA Form 4809-R.

**Rule: 8**

**If an individual is:** Transferred on PCS orders to a new unit either on or off the installation.

**And if the individual is:** In the possession of SIK garrison meal card.

**Action to be taken:** Withdraw and destroy meal card.

**Completion of DA Form 4809-R:** The MCC will complete columns c, d, and sign column e. Annotate copy of orders if required to turn-in meal card early. The MCCO will destroy card and annotate destruction on DA Form 4809-R and the meal card control sheet. The DA Form 4809-R is closed out and put in the inactive binder.

**Rule: 9**

**If an individual is:** Entitled to BAS or subsistence allowance.

**And if the individual is:** Surcharge exempt (per AR 30-1) and not entitled to per deim.

**Action to be taken:** A laminated garrison meal card annotated "SE" (surcharge exempt) may be issued. This card will entitle the bearer to reimburse at the food cost meal rate, rather than the food cost and surcharge rates.

**Completion of DA Form 4809-R:** This type of meal card is issued by meal card number rather than by individuals name. Enter meal card number on line "Name of person issued to". Complete only column b and d and require recipient to sign column e.

**Rule: 10**

**If an individual is:** A soldier of U.S. forces, other than Active Army, or a member of a military assistance program, labor service, or foreign military service.

**And if the individual is:** Authorized to have payment for meals consumed in garrison to be made by pay voucher deduction.

**Action to be taken:** Issue a garrison meal annotated with appropriate abbreviation IAW table 3-1. Enter name of soldier on DA Form 4809-R and Meal Card Control Sheet.

**Completion of DA Form 4809-R:** Complete columns a, b, and d of DA Form 4809-R and require soldier to sign in column e.

**Rule: 11**

**If an individual is:** An officer, or enlisted soldier on BAS.

**And if the individual is:** Going on field duty away from home station.

**Action to be taken:** Issue a laminated meal card annotated "FLD".

**Completion of DA Form 4809-R:** This type of meal card is issued by meal card number rather than by individuals name. Enter meal card number on line "Name of person issued to". Complete only column b and d and require recipient to sign column e.

**Rule: 12**

**If an individual is:** An enlisted RC (AGR) subsisting with an Active Army unit in garrison.

**And if the individual is:** Authorized SIK (copy of orders reflect entitlement status).

**Table 3-2**  
**Rules for issue and withdrawal of Meal Cards—Continued**

**Action to be taken:** The Active Army component will issue a garrison meal card annotated with appropriate abbreviation IAW table 3-1. Enter name of soldier on DA Form 4809-R and Meal Card Control Sheet.

**Completion of DA Form 4809-R:** Complete columns a, b, and d of DA Form 4809-R and require soldier to sign in column e.

**Rule: 13**

**If an individual is:** An RC unit (officer and enlisted) training or subsisting with the Active Army during field duty.

**And if the individual is:** Required by the command to be issued a meal card to ensure proper identification during field duty.

**Action to be taken:** The Active Army component will issue a laminated meal card annotated "FLD" and with the appropriate Service abbreviation.

**Completion of DA Form 4809-R:** Complete columns a, b, and d of DA Form 4809-R and require soldier to sign in column e.

**Rule: 14**

**If an individual is:** An RC officer.

**And if the individual is:** Subsisting with an Active Army unit in garrison (not annual training (AT)).

**Action to be taken:** No meal card is issued. Officer must pay cash at the time of consumption for meals consumed.

**Completion of DA Form 4809-R:** None.

**Rule: 15**

**If an individual is:** An RC officer.

**And if the individual is:** Performing annual training (AT) with a Active Army unit in garrison. Duty orders reflect that reimbursement by FAO action has been accomplished.

**Action to be taken:** Issue temporary laminated garrison meal card or annotate a copy of orders.

**Completion of DA Form 4809-R:** Meal card is issued by meal card number (with appropriate service abbreviation) rather than by individuals name. Enter meal card number on line "Name of person issued to". Complete column b and d and require recipient to sign column e.

**Rule: 16**

**If an individual is:** An RC enlisted soldier performing AT with an Active Army unit or subsisting with an Active Army unit in the field or garrison.

**And if the individual is:** Authorized SIK.

**Action to be taken:** No meal card is required to be issued. The soldier will use the red ID card (DD Form 2A (Res)). If the command determines that proper identification is essential then the issue of a meal card with the appropriate Service abbreviation would be used. (See rule 13.)

**Completion of DA Form 4809-R:** See rule 13 if appropriate.

**Rule: 17**

**If an individual is:** Reported AWOL

**And if the individual is:** In the possession of a garrison or field meal card.

**Action to be taken:** Report meal card as lost or stolen.

**Completion of DA Form 4809-R:** The MCC will complete columns c, and d and sign in column e. At the conclusion of twenty duty days, if the meal card is not found the MCCO will close out the DA Form 4809-R and annotate the Meal Card Control Sheet.

**Rule: 18**

**If an individual is:** Preparing a meal card for issue.

**And if the individual is:** Unable to issue the meal card due to an error in preparation.

**Action to be taken:** Enter data on a DA Form 4809-R, secure meal card for destruction by MCCO, enter data on Meal Card Control Sheet.

**Completion of DA Form 4809-R:** The MCC will complete columns a, and c enter destroyed due to error in preparation in column d. MCCO will destroy card and sign in column e.

### MEAL CARD CONTROL BOOK LOG

For use of this form, see AR 600-38; the proponent agency is DCSLOG

MEAL CARD BOOK CONTROL NUMBER <small>a.</small>	DATE RECEIVED <small>b.</small>	DATE ISSUED ORGANIZATION <small>c.</small>	DATE RETURNED <small>d.</small>	DATE DESTROYED <small>e.</small>
K-127801/K-128000	10CT84	12 OCT 84 CO A, 1st BN	4 JAN 86	10 JAN 86
M-124201/M-124400	1 DEC 84	16 DEC 84 HHC, 321 FA		
T-128201/T-128400	12 FEB 85	HHC, 2nd ID 14 FEB 86		
T-128401/T-128600	12 FEB 85	HHC, 2nd ID 14 FEB 86		
T-128601/T-128800	12 FEB 85	HHC, 2nd ID 14 FEB 86		
Z-111001/Z-111200	4 JAN 86	4 JAN 86 COA, 1st BN		
Z-111201/Z-111400	4 JAN 86			
P-445001/P-445200	4 JAN 86			

DA FORM 5672-R, JAN 88

Figure 3-1. Sample of a meal card control book log

# DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
VI-MMM	Transfer of Meal Card Control Books

TO	FROM	DATE	CMT 1
Cdr, 3d Bn, 28th FA	MCCO, 3/28th FA	11 Oct 87	

1. CPT John A. Wood, outgoing MCCO, transfers three meal card control books, serial numbers X-0760201 - X-0760400, X-0760401 - X-0760600, and X-0760601 - X-0760800, to 1LT Raymond L. Perkins, incoming MCCO. Copy of 1LT Perkins' appointment orders is attached as Encl 1.
2. Following meal cards have not been issued.
  - a. X-0760348 to X-0760400.
  - b. X-0760503 to X-0760600.
  - c. X-0760692 to X-0760800.
3. Following meal cards are accounted for on DA Form 4809-R.
  - a. X-0760201 to X-0760347.
  - b. X-0760401 to X-0760502.
  - c. X-0760601 to X-0760691.
4. 1LT Perkins audited above meal cards IAW AR 600-38, para 3-10, on Oct 85 and provided his report to your office that date. No deficiencies were noted.

JOHN Q. WOOD  
CPT, FA  
Outgoing MCCO

Raymond L. Perkins  
1LT, FA  
Incoming MCCO

DA FORM 2496  
AUG 80

PREVIOUS EDITIONS WILL BE USED

Figure 3-2. Sample of a transfer of meal card control books

---

**Block or Column**

Name of person issued to:

Enter the name of the person to whom the garrison meal card is issued to. The name will be entered last name first. When meal cards are issued by the assigned card number, such as a temporary or field (FLD) meal card, enter the meal card number on this line.

a. Meal Card Number:

Enter the meal card number printed on the front of the meal card for each issue to the individual. This column will not be used when a meal card is issued by meal card number instead of name.

b. Date of Issue:

Enter the date that the initial (or reissue) meal card was issued to the individual.

c. Date of Turn-in, Loss or Destruction:

Enter the date that the meal card was turned-in, reported lost or stolen, or reported and or returned a mutilated meal card.

d. Reason for Action:

Enter the reason (such as new arrival, card report lost, BAS to FLD) for the date entered in either column b or c.

e. Signature of Recipient:

When a meal card is issued (entries in column a or b) to an individual, the individual will enter his or her payroll signature (rank is optional) in this column. When a meal card is reported lost, stolen, mutilated or turned-in (entries in columns c, and d) the signature and rank of the MCC or MCCO will be entered in this column. When an entry in column d identifies that a meal card was destroyed, the signature and rank in this column must be that of the MCCO only.

Notes:

1. When the form is to be closed, a single line will be drawn, under the last entry, from column a thru column e (top to bottom). Annotated on this line will be the words "Closed", the date that the form was closed, the signature and rank of the person that is closing the form. Closed form(s) will then be transferred to the inactive binder.
2. When an administrative error is made on the form, draw one line through error, initial, and enter the correct information above the erroneous entry
3. All entries that identify the destruction of a meal card in column d, must be signed in column e by the MCCO.

**Figure 3-3. thru 3-6. Instructions for preparing DA Form 4809-R (Meal Card Control Register)**

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### MEAL CARD CONTROL REGISTER

For use of this form, see AR 600-38; the proponent agency is DCSLOG

ISSUED TO (Last, First, MI)

Smith, Donald

MEAL CARD NUMBER a.	DATE OF ISSUE b.	DATE OF TURN IN, LOSS OR DESTRUCTION c.	REASON FOR ACTION d.	SIGNATURE OF RECIPIENT e.
K-1022601	1 April 87		New arrival	Donald Smith
		15 October 87	Card reported lost	Proctor Bill, E-4
K-1022833	15 October 87		Replace lost card	Donald Smith
		20 July 88	mutilated card	Proctor Bill, E-4
K-1023101	20 July 88		Replace card K-1022833	Donald Smith
		1 August 88	PCS	Proctor, Bill E-4
		2 August 88	card destroyed	Frank [Signature]
<div style="font-size: 2em; transform: rotate(-45deg); opacity: 0.5;">                     Closed 3 August 88 Proctor Bill E-4                 </div>				

DA FORM 4809-R, APR 82

EDITION OF SEP 79 IS OBSOLETE

Figure 3-3. Sample of a completed DA Form 4809-R (SIK)

**MEAL CARD CONTROL REGISTER**

For use of this form, see AR 600-38; the proponent agency is DCSLOG

ISSUED TO (Last, First, MI)

K-102800

MEAL CARD NUMBER a.	DATE OF ISSUE b.	DATE OF TURN IN, LOSS OR DESTRUCTION c.	REASON FOR ACTION d.	SIGNATURE OF RECIPIENT e.
	3 Sept 88		New arrival	Bodley W. Bradley
		5 Sept 88	Perm card issued K-1022604	Proctor, Bill E-4
	26 Sept 88		New arrival	James R. Hsiminchi
		28 Sept 88	Perm card issued K-1022608	Proctor Bill E-4

Figure 3-4. Sample of a completed DA Form 4809-R (temporary issue, non-duty hours)

## MEAL CARD CONTROL REGISTER

For use of this form, see AR 600-38; the proponent agency is DCSLOG

ISSUED TO (Last, First, MI)

K-1022900

MEAL CARD NUMBER a.	DATE OF ISSUE b.	DATE OF TURN IN, LOSS OR DESTRUCTION c.	REASON FOR ACTION d.	SIGNATURE OF RECIPIENT e.
	10 Sept 87		Student	Michael A. Lamas
		10 Nov 87	PCS	Proctor, Bill E-4
	12 Nov 87		Student	Richard A. Blush
		12 Feb 87	PCS	Proctor Bill E-4
	12 Mar 88		Student	Alan Comand
		10 May 88	PCS	Proctor Bill E-4

Figure 3-5. Sample of a completed DA Form 4809-R (temporary issue, 90 days or less)

### MEAL CARD CONTROL REGISTER

For use of this form, see AR 600-38; the proponent agency is DCSLOG

ISSUED TO (Last, First, MI)

K-1023200 FLD

MEAL CARD NUMBER a	DATE OF ISSUE b	DATE OF TURN IN, LOSS OR DESTRUCTION c	REASON FOR ACTION d	SIGNATURE OF RECIPIENT e
	10 Jan 88		BAS to FLD	Tobias Ostrowski
		28 Jan 88	FLD to BAS	Proctor Bill, E-4
	15 Feb 88		BAS to ELP	J. M. Minnis
		10 Mar 88	FLD to BAS	Proctor Bill, E-4
	10 July 88		BAS to FLD	Stacy S. Moneymaker
		8 Aug 88	FLD to BAS	Proctor Bill, E-4
	12 Sept 88		FLD	Richard S. Helmer
		25 Sept 88	Reported lost	Proctor Bill, E-4
<p><i>Closed 25 Sept 88 Proctor Bill, E-4</i></p>				

DA FORM 4809-R, APR 82

EDITION OF SEP 79 IS OBSOLETE

Figure 3-6. Sample of a completed DA Form 4809-R (FLD)

---

**Block or Column**

THRU:

Process action through applicable channels (i.e., From: Company, Thru: Battalion, To: FAO).

TO:

Indicate the supporting FAO.

FROM:

Indicate unit to which enlisted service members or officers are assigned.

*SECTION I—Personal Identification*

If submitting individually, enter name, grade, and social security number. When dates and times of field duty are the same for more than ten enlisted soldiers or officers, a roster of personnel should be submitted with the same information. When this procedure is used, enter "see attached roster of personnel" in the Name Block of the DA Form 4187.

*SECTION II—Duty Status Change*

Enter reimbursement action to be taken by FAO, Present for duty (PDY) to field (FLD) or field (FLD) to present for duty (PDY) for enlisted soldiers, or payroll deduction for officers.

*SECTION III—Request for Personnel Action*

Recoupment. Place an X in the block to indicate separate ration action. Add "recoupment (em)" to indicate that soldiers are to have their BAS recouped by the FAO.

Suspension. When BAS (enlisted) is to be suspended place an X in block to identify separate ration action. Add "suspension (em)" to indicate that soldiers are to have their BAS suspended by the FAO.

Reinstatement. When BAS (enlisted) is to be reinstated place an X in block to identify separate ration action. Add "BAS reinstatement (em)" to indicate that soldiers are to have their BAS reinstated by the FAO.

Termination. When BAS (enlisted) is to be terminated place an X in block to identify separate ration action.

Payroll Deduction. For officer personnel place an X in the block identifying "other" and add "payroll deduction (off)".

*SECTION IV—Remarks*

Enlisted soldiers.

1. When initiating requests to effect recoupment of BAS, indicate date and time recoupment is to start, and the date and time recoupment is to stop.

2. When initiating requests to suspend BAS (PDY to FLD), indicate date and time BAS is to be suspended. When using this procedure a separate DA Form 4187 must be submitted to reinstate BAS upon return from field duty (FLD to PDY). When initiating request to reinstate BAS, indicate the date and time BAS is to be reinstated.

Officers.

1. When initiating request to effect collection (payroll deduction) for officer personnel, indicate the number of breakfasts, lunches and dinners available (whether consumed or not) while the officer was in field duty.

*SECTION V—Certification/Approval/Disapproval*

The signature requirement of this section will be commander or a designated representative per the procedures in DA PAM 600-8, paragraph 9-4e(7)

NOTES:

1. If a roster is utilized, the list of names MUST BE ALPHABETICAL and include full name, rank, and SSAN. All personnel on the attached roster MUST have the same date and time of departure to and return from field duty. If date and times are different, those names MUST be submitted on a separate DA Form 4187.

2. For any subsistence allowance action forward 2 copies of the DA Form 4187 and if applicable, 2 copies the roster.

3. To recoup BAS payment for enlisted service members and start/stop payroll deduction for officers while participating in field duty, the form will be prepared and submitted through command channels to FAO within 3 duty days following the field duty period.

**Figure 4-1. thru and, not thru 4-2. Instructions for preparing DA Form 4187 (Personnel Action)**

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**PERSONNEL ACTION**

For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN.

**DATA REQUIRED BY THE PRIVACY ACT**

Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf (Section III). Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

<b>THRU:</b> (Include ZIP Code) Commander 2d Bn, QM Bde Ft. Lewis, WA 98433	<b>TO:</b> (Include ZIP Code) Finance Officer F&AO Ft. Lewis, WA 98433	<b>FROM:</b> (Include ZIP Code) COMMANDER 143d S&S Company Ft. Lewis, WA 98433
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**SECTION I - PERSONAL IDENTIFICATION**

<b>NAME</b> (Last, first, MI)	<b>GRADE OF RANK/PMOS</b> (Enl only)	<b>SOCIAL SECURITY NUMBER</b>
-------------------------------	--------------------------------------	-------------------------------

**SECTION II - DUTY STATUS CHANGE** (Proc 9-1, DA Pam 600-8)

The above member's duty status is changed from \_\_\_\_\_ Purpose: To recoupe BAS  
to \_\_\_\_\_  
effective \_\_\_\_\_ hours, \_\_\_\_\_ 19 \_\_\_\_\_

**SECTION III - REQUEST FOR PERSONNEL ACTION**

I request the following action:

TYPE OF ACTION	Procedure	TYPE OF ACTION	Procedure
Service School (Enl only)		Reassignment Married Army Couples	
ROTC or Reserve Component Duty		Reclassification	
Volunteering For Oversea Service		Officer Candidate School	
Ranger Training		Asgmt of Pers with Exceptional Family Members	
Reasgmt Extreme Family Problems		Identification Card	
Exchange Reassignment (Enl only)		Identification Tags	
Airborne Training		X Separate Rations (recouperment (em))	
Special Forces Training/Assignment		Leave - Excess Advance/Outside CONUS	
On-the-Job Training (Enl only)		Change of Name SSN/DOB	
Retesting in Army Personnel Tests		Other (Specify)	

SIGNATURE OF MEMBER (When required)	DATE
-------------------------------------	------

**SECTION IV - REMARKS** (Applies to Sections II, III, and V) (Continue on separate sheet)

(FOR RECOUPEMENT)

Recoupe BAS effective \_\_\_\_\_ Hrs \_\_\_\_\_ Date \_\_\_\_\_  
through \_\_\_\_\_ Hrs \_\_\_\_\_ Date \_\_\_\_\_

(FOR SUSPENSION)

Suspension BAS effective \_\_\_\_\_ Hrs \_\_\_\_\_ Date \_\_\_\_\_

**SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL**

I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED     
  IS APPROVED     
  RECOMMEND APPROVAL     
  RECOMMEND DISAPPROVAL  
 IS DISAPPROVED

COMMANDER/AUTHORIZED REPRESENTATIVE Dan Taylor, Cpt, Commanding	SIGNATURE	DATE
--	-----------	------

**DA FORM 4187**  
DEC 82

EDITION OF FEB 81 WILL BE USED

COPY 1

Figure 4-1. Sample of a completed DA Form 4187 (enlisted BAS recouperment/suspension action)

**PERSONNEL ACTION**

For use of this form, see DA PAM 600-8 and AR 680-1, the proponent agency is MILPERCEN.

**DATA REQUIRED BY THE PRIVACY ACT**

Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf (Section III). Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

<b>THRU:</b> (Include ZIP Code) Commander 2d Bn, QM Bde Ft. Lewis, WA 98433	<b>TO:</b> (Include ZIP Code) Finance Officer F&AO Ft. Lewis, WA 98433	<b>FROM:</b> (Include ZIP Code) COMMANDER 143d S&S Company Ft. Lewis, WA 98433
--	---	---

**SECTION I - PERSONAL IDENTIFICATION**

NAME (Last, first, MI) (See attached roster)	GRADE OF RANK/PMOS (Enl only)	SOCIAL SECURITY NUMBER
---	-------------------------------	------------------------

**SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)**

The above member's duty status is changed from \_\_\_\_\_ to effect payroll deduction \_\_\_\_\_ to \_\_\_\_\_ effective \_\_\_\_\_ hours, \_\_\_\_\_ 19 \_\_\_\_\_

**SECTION III - REQUEST FOR PERSONNEL ACTION**

I request the following action:

TYPE OF ACTION	Procedure	TYPE OF ACTION	Procedure
Service School (Enl only)		Reassignment Married Army Couples	
ROTC or Reserve Component Duty		Reclassification	
Volunteering For Oversea Service		Officer Candidate School	
Ranger Training		Asgmt of Pers with Exceptional Family Members	
Reasgmt Extreme Family Problems		Identification Card	
Exchange Reassignment (Enl only)		Identification Tags	
Airborne Training		Separate Rations	
Special Forces Training/Assignment		Leave - Excess Advance/Outside CONUS	
On-the-Job Training (Enl only)		Change of Name/SSN/DOB	
Retesting in Army Personnel Tests		<input checked="" type="checkbox"/> Other (Specify) Payroll deduction (off)	

SIGNATURE OF MEMBER (When required)	DATE
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**SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)**

The following meal rates are authorized to be deducted from the officer personnel indicated on the roster.

	Meals Available	
Breakfast	4	
Lunch	5	
Dinner	5	

**SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL**

I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein:

HAS BEEN VERIFIED     
  IS APPROVED     
  RECOMMEND APPROVAL     
  RECOMMEND DISAPPROVAL     
  IS DISAPPROVED

COMMANDER/AUTHORIZED REPRESENTATIVE Dan Taylor, Cpt, Commanding	SIGNATURE	DATE
--	-----------	------

**DA FORM 4187**  
DEC 82

EDITION OF FEB 81 WILL BE USED

COPY 1

Figure 4-2. Sample of a completed DA Form 4187 (officer payroll deduction)

---

**Block or Column**

Instructions

Organization and Station

Indicts organization to which soldiers are assigned.

Supplemental

Leave blank.

Prorated

Enter under the word PRORATED, subsistence adjustment (SUB ADJ).

For month of

Enter the month for which the FAO action is effective.

Station symbol

Enter the supporting FAO station symbol.

MPO Number

MPO block is not applicable. Enter NA.

Date

Enter date the unit submitted the form for processing to the FAO.

Name, SSAN, Rank

Enter the name(s) of soldier(s) involved and indicate the meals missed.

Meal/ Days/Total

Enter an X for each missed meal breakfast, dinner (lunch), supper(dinner) on the corresponding date for each individual listed. Enter total meals missed, per individual, per meal in the total block.

Certification

After the last entry by the soldier(s) claiming adjustment, enter the certification statement in figure 4-3 with appropriate dates.

Certification Statement

Certification statement is not applicable.

Date

Enter the date signed by approving authority.

Name, Rank of approving authority

Enter the name, grade, and organizational element of the approving authority.

Signature of approving authority

Signature of approving authority.

Note

No one is authorized to claim missed meals for meal periods not covered by individual signature records.

---

**Figure 4-3. Instructions for preparing DD Form 1475 (Basic Allowance for Subsistence Certification)**

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**Block or Column****TO:**

Enter commander, organization and address of authority directing the meal card verification.

**FROM:**

Enter the name, unit and address of person performing check.

**UNIT OPERATING DINING FACILITY**

Enter organization and address where check is being performed.

**DATE OF CHECK**

Enter the date check is performed.

**MEAL PERIOD**

Enter the meal (breakfast, lunch, dinner, brunch or supper) being served when check is performed.

**NO. OF PERSONNEL CHECKED**

Enter the number of personnel being checked as determined from the requirements in paragraph 5-1.

**NO. OF IRREGULARITIES**

Enter the number of irregularities identified during the check.

**DINER'S NAME**

Enter the name of soldier as taken from their DD Form 2A.

**MEAL CARD NUMBER**

Enter the meal card number as listed on the DD Form 714. For AIT or BCT students and personnel with DD Form 714-E enter the last four numbers of the soldiers SSN. For personnel who state they have no meal card and paid cash for their meal enter BAS. For personnel other than above, enter the method of

identification used at the headcount station to gain admittance to the dining facility.

**MEAL CARD ISSUE ACTIVITY**

Enter the organization that issued the meal card or branch of Service, if not in the possession of a meal card.

**DINER STATUS**

Enter the status of diner checked such as duty, leave, TDY or if an irregularity is found enter "See remarks".

**REMARKS**

Enter explanation of all irregularities in this space, if additional space is required use back of form.

**HEADCOUNTER**

Enter the name, grade and unit of the headcounter on duty during the meal period.

**TOTAL HEADCOUNT THIS MEAL**

Enter the total headcount served during the meal listed in block "meal period". This number is obtained from the headcounter on duty and verified with the food service sergeant of the dining facility.

**HEADCOUNT SAME MEAL LAST WEEK**

Enter the number of personnel served during the same meal period from the previous week. This number is obtained from the food service sergeant of the dining facility.

**SIGNATURE**

Signature of person listed in the FROM block.

**DATE**

Enter the date that the form is signed by the person performing the check.

---

**Figure 5-1. Instructions for preparing DA Form 4550-R (Meal Card Verification Form)**

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### MEAL CARD VERIFICATION FORM

For use of this form, see AF 600-38; the proponent agency is DCSLOG

<b>TO:</b> COMMANDER DISCOM FT WRIGHT, WY	<b>FROM:</b> 1 LT GERALD A. FRITSCH Co. B, 4 <sup>th</sup> BN, 18 <sup>th</sup> INF FT. WRIGHT, WY	
UNIT OPERATING DINING FACILITY HQ Co, USAG, FT WRIGHT, WY	DATE OF CHECK 16 APR. 1987	MEAL PERIOD BREAKFAST
NO. OF PERSONNEL CHECKED 30	NO. OF IRREGULARITIES 4	

#	DINER'S NAME <small>a.</small>	MEAL CARD NUMBER <small>b.</small>	MEAL CARD ISSUE ACTIVITY <small>c.</small>	DINER'S STATUS <small>d.</small>
1.	NORTHLAND, SUSAN B.	J1234567	DISCOM	DUTY
2.	BRIANCH, JIM T.	BAS	B BTRY 5/91	SEE REMARKS
3.	PETRINI, ROCCO L.	ORDERS	USAF	TDY
4.	SAMS, MARGARET K.	K1234765	PAC USAG	SEE REMARKS
5.	SANCHEZ, RITA B.	J1234553	DISCOM	DUTY
6.	FALLS, KENNETH	J1234867	HHC 3/21 INF	SEE REMARKS
7.	CASTILLO, JOSE F.	J1234545	DISCOM	DUTY
8.	STANFITCH, CHARLES C.	J1266831	2 <sup>o</sup> Bole	LY SEE REMARKS
9.	BUSSTYL, VICTOR K.	J1270968	DIVARTY	DUTY
10.	BRADY, WILLIAM C.	J1234515	DISCOM	DUTY
11.	TAYLOR, ROBERT T.	J1234623	DISCOM	DUTY
12.	WILLIAMS, JOHN T.	J1234552	DISCOM	DUTY
13.	KESLER, JOHN E.	J1234660	DISCOM	DUTY
14.	STANGE, CHARLES	J1234569	DISCOM	DUTY
15.	BROWN, KENNETH L.	J1234685	DISCOM	DUTY
16.	CONCEPCION, SHELIA	J1234556	DISCOM	DUTY
17.	WASHINGTON, WILLIE	J1234513	DISCOM	DUTY
18.	SAMPSON, CRAIG T.	J1234593	DISCOM	DUTY
19.	JOHNSON, JERRY D.	J1234477	DISCOM	DUTY
20.	COLEY, JOHNNIE C.	J1234541	DISCOM	DUTY
21.	COYLE, RALPH	J1234522	DISCOM	DUTY
22.	WISNIEWSKI, JAMES R.	J1234510	DISCOM	DUTY
23.	BANKS, ULYSSES	J1234588	DISCOM	DUTY
24.	EDNEY, PHILLIP B.	J1234603	DISCOM	DUTY
25.	SHEPHERD, ANDY C.	J1234518	DISCOM	DUTY
26.	BICHSEL, TRUMAN C.	J1234600	DISCOM	DUTY
27.	SPEARS, RICHARD E.	J1234599	DISCOM	DUTY
29.	WINN, GEORGE	J1234516	DISCOM	DUTY
30.	GUEST, THOMAS P.	J1234582	DISCOM	DUTY

Use reverse of form for additional entries or continuation of remarks

REMARKS LINE #2 (BRIANCH) NO RECORD OF PAYMENT OR SIGN IN. HEADCOUNTER FROM SAME UNIT BUT CLAIMED COULDN'T RECALL DETAILS.  
 LINE #4 (SAMS): ID/MEAL CARD CHECK OK. PAC-USAG STOPPED ISSUING CARDS DEC. 85 NO RECORD OF ANY CARDS ISSUED WITH "K" PREFIX. SUSPECT FRAUD.  
 LINE #6 (FALLS) OBSERVED MEMBER SHOW A MEAL CARD TO HEADCOUNTER IMMEDIATELY AFTER SANCHEZ. CHECK DA FORM 3032 SHOWED ENTRY OF MEAL CARD #J1234680 BUT ENTRY FOR SIGNATURE WAS NOT LEGIBLE  
 LINE #8 (STANFITCH) DRAWING BAS WHILE ON LEAVE NOT AUTHORIZE MEAL CARD DURING THIS PERIOD. RECOMMEND HEADCOUNT RECORDS BE REVIEWED FOR ENTIRE LEAVE PERIOD FOR REIMBURSEMENT.

HEADCOUNTER <b>Bobby W. Bradley SFC</b>			
TOTAL HEADCOUNT THIS MEAL  158	HEADCOUNT SAME MEAL LAST WEEK  211	SIGNATURE  <i>Gerald A. Fritsch</i>	DATE  17 APR. 87

DA FORM 4550-R, APR 82

EDITION OF JAN 77 IS OBSOLETE

Figure 5-1. Sample of a completed DA Form 4550-R

## **Appendix A Meal Card Management System Annual Review**

### **A-1. General**

This guide is designed to assist the reviewing officer in ensuring that all applicable levels of command are in compliance with:

- a. The policies and procedures to requisition, safeguard, issue and withdraw or destroy DD Form 714 (Meal Card).
- b. The policies and procedures regarding identification and reimbursement for meals available during field duty.

### **A-2. Applicability**

The requirement for meal card management system review applies to all units possessing a Meal Card Control Book.

### **A-3. Meal Card Management System procedures to be reviewed**

- a. Meal Card Control Binders.
- b. Completion of the Meal Card Control Sheets (contained in the front of each Meal Card Control Book).
- c. Meal card issue, withdrawal, destruction, and control procedures.
- d. Temporary meal card issue and control procedures.
- e. Procedures to replace lost or stolen meal cards.
- f. Issue, withdrawal, destruction, and control of meal cards.
- g. Meal Card Verification check.
- h. Safeguarding of Meal Card Control Books.
- i. Maintenance of files regarding meal card management procedures.

### **A-4. Findings and recommendations**

A letter report reflecting findings and recommendations will be prepared and submitted thru the appointing headquarters, to the commander of the unit responsible for the issue and control of the meal cards, and to other staff activities as designed by the command.

a. The annual review of the meal card management system will consist, as a minimum, of the following elements.

- (1) Meal Card Administrative Data.
  - (2) Meal Card Issue and Control.
  - (3) Meal Card Verification (if applicable).
  - (4) Reimbursement Actions.
- b. A sample of the information, data or procedures to review in each section is as follows.
- (1) Meal Card Management Administrative Data.
    - (a) Unit designation.
    - (b) Unit commander.
    - (c) Meal Card Control Officer (MCCO) and alternate Meal Card Control Officer (if applicable).
    - (d) Meal Card Controller and alternate(s)
    - (e) Appointing order for MCCO.
    - (f) Unit order(s) for MCC and alternates.
    - (g) Serial number(s) of Meal Card Control Book(s).
    - (h) Receipt, request and accountability procedures for Meal Card Control Book(s).
    - (i) Transfer procedures (if applicable) for Meal Card Control Book(s).
    - (j) Security procedures for Meal Card Control Book(s).
  - (2) Meal Card Issue and Control
    - (a) Procedures to account for meal cards to longer attached to the

Meal Card Control Book (active/inactive binders and DA Form 4809-R).

(b) Procedures to account for meal cards on Meal Card Control Sheet (located in the front of the Meal Card Control Book).

(c) Procedures for the accountability and security of meal card designated for temporary or other garrison issue.

(d) Procedures to account for and report lost or stolen meal cards.

(e) Procedures for the turn-in and destruction of meal cards.

(3) Meal Card Verification.

(a) The required frequency of verification checks (none, quarterly or monthly) for unit.

(b) Number of verification checks conducted, and date of last verification check.

(c) Any irregularities noted during previous checks, that action(s) was not initiated by command to preclude recurrence.

c. Reimbursement Actions.

(1) Procedures for the submission (FAO and or PAC) of personnel who are required to have BAS recouped (enlisted) or payroll deduction (officers) due to field duty.

(2) Procedures for the suspension and restart of BAS (enlisted soldiers) when field duty will extend beyond 14 days.

(3) Procedures for the issue of meal cards annotated "FLD" when field duty is conducted away from home station.

(4) Procedures for the submission of missed meals, DD Form 1475.

(5) Follow on procedures when documents are submitted for FAO action.

## Glossary

### Section I Abbreviations

#### AG

Adjutant General

#### AGR

Active Guard/Reserve

#### ANG

Air National Guard

#### AP

Advance Payment

#### AR

Army Regulation

#### ARNG

Army National Guard

#### ARRTC

Army Reserve Readiness Training Center

#### AT

Annual Training

#### BAS

Basic Allowance for Subsistence

#### BCO

Meal Card Control Book Control Officer

#### Bde

Brigade

#### BN

Battalion

#### Cdr

Commander

#### CG

Commanding General

#### CONUS

Continental United States

#### DAC

Department of the Army Civilian

#### DCSLOG

Deputy Chief of Staff for Logistics

#### DP

Deferred Payment

#### FAO

Finance and Accounting Officer

#### Fld

Field

#### FTM

Full Time Manning

#### HQDA

Headquarters, Department of Army

#### ID

Identification

#### IDT

Inactive Duty Training

#### KATUSA

Korean Augmentation to US Army

#### LS

Labor Service

#### MACOM

Major Army Command

#### MAP

Military Assistance Program

#### MCC

Meal Card Controller

#### MCCO

Meal Card Control Officer

#### MCVO

Meal Card Verification Officer

#### MUSARC

Major U.S. Army Reserve Command

#### OFF

Officer

#### PAC

Personnel Administration Center

#### PD

Payroll Deduction

#### PDC

Professional Development Center

#### RC

Reserve Components

#### RES

Reserves

#### ROTC

Reserve Officer Training Corps

#### SIK

Subsistence-in-kind

#### SOP

Standard Operating Procedures

#### TAG

The Adjutant General

#### TDY

Temporary Duty

#### TEMP

Temporary

#### TISA

Troop Issue Subsistence Activity

#### TSA

Troop Support Agency

#### USA

U.S. Army

#### USAF

U.S. Air Force

#### USAFR

U.S. Air Force Reserve

#### USAR

U.S. Army Reserve

#### USCG

U.S. Coast Guard

#### USMC

U.S. Marine Corps

#### USMCR

U.S. Marine Corps Reserve

#### USN

U.S. Navy

#### USNR

U.S. Navy Reserve

### Section II Terms

#### Basic Allowance for Subsistence

A cash allowance, by law payable to officers at all times, to help reimburse them for the expense of subsisting themselves; or enlisted personnel, a cash allowance payable when rations-in-kind are not available; when permitted to ration separately; or when assigned to duty under the emergency conditions where no messing facilities of the United States are available.

#### Exercise Director

The next higher commander of the unit conducting the field exercise or the commander of the unit issuing an order for a subordinate unit to conduct the field exercise.

#### Field Duty

*a.* All duty under orders with troops operating against an enemy, actual or potential; or serving with troops participating in maneuvers, war games, field exercises, or similar type operations, and

(1) The member is subsisted in a Government mess or with an organization drawing field rations, and *is quartered in accommodations normally associated with field exercises, or*

(2) Students are participating in survival training and forage for subsistence and improvise their own shelter.

*b.* Members furnished quarters and subsistence obtained by contract may also be considered as performing field duty when so declared by competent official.

*c.* For the purposes of this regulation Annual Training (AT) for the Reserve Components will also be considered field duty whether conducted at a field site or in garrison.

**Field Site**

Maneuvers and field exercises when eating under field conditions, at a site actually situated in the field, no matter where the food is actually prepared .

**Installation Commander**

A commander of an Army installation, community commander in USAREUR, area commander for EUSA, State Adjutant General for ARNG, and MUSARC Commander for USAR.

**In the Field**

See explanation under field site.

**Irregularity**

As pertains to meal card and entitlement verification, an irregularity is a violation of regulatory procedures committed by the diner. The irregularity requires follow up action by the meal card verification officer, and must be reported (written) to the violator's commander to resolve the issue and determine appropriate action.

**Meal Card Control Book Officer (BCO)**

A commissioned officer, warrant officer, senior noncommissioned officer (E-7 or above), or civilian (GS-9 or above) appointed by the installation commander.

**Meal Card Controller (MCC)**

An enlisted soldier (E-4 or above) or Army civilian (GS-4 or above) who assists the MCCO in issue and control of meal cards.

**Meal Card Control Officer (MCCO)**

A commissioned officer, warrant officer, senior non commissioned officer, (E-7 or above or an E-6 filling an E-7 position) or civilian (GS-9 or above) who is appointed by the unit or organization commander.

**Meals Consumed In the Field**

Includes all types of meals or ration components, hot or cold, regardless of where prepared, including operational rations and box lunches provided by the Government.

**Missed Meal**

A meal missed by a soldier because of official duty requirements.

**Non Travel Status**

Status of an individual who is performing field training at his/her station.

**Payroll Deduction**

The act of the FAO taking from the soldier's pay the food cost rate prescribed by HQDA for those meals available to officers during field duty.

**Professional Development Centers**

Facility operated on a twelve month basis by either the Army National Guard or Army Reserve, which provides MOS, Civilian Technician, Leadership, small unit tactics, technical skills or similar training to RC members or

DAC employees and is identified as such by TRADOC, FORSCOM, NGB or OCAR.

**Recoupment of BAS**

The act of the FAO collecting the basic allowance for subsistence dollar value from the enlisted soldier's pay when government meal are provided. *The amount deducted is the BAS rate in effect at the time. It is not the prevailing meal rate prescribed by HQDA.*

**Subsistence-in-Kind**

Government meals furnished the soldier rather than money in lieu thereof.

**Travel Status**

Status of an individual who is performing duty at a location away from home station. This could be in garrison or the field. There are no special terms.

## MEAL CARD VERIFICATION FORM

For use of this form, see AR 600-38; the proponent agency is DCSLOG

TO:	FROM:	
UNIT OPERATING DINING FACILITY	DATE OF CHECK	MEAL PERIOD
NO. OF PERSONNEL CHECKED	NO. OF IRREGULARITIES	

	DINER'S NAME <small>a.</small>	MEAL CARD NUMBER <small>b.</small>	MEAL CARD ISSUE ACTIVITY <small>c.</small>	DINER'S STATUS <small>d.</small>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
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26.				
27.				
29.				
30.				

*Use reverse of form for additional entries or continuation of remarks*

REMARKS

<b>HEADCOUNTER</b>			
TOTAL HEADCOUNT THIS MEAL	HEADCOUNT SAME MEAL LAST WEEK	SIGNATURE	DATE





ISSUED TO *(Last, First, MI)*

**MEAL CARD CONTROL REGISTER**

For use of this form, see AR 600-38; the proponent agency is DCSLOG

MEAL CARD NUMBER a.	DATE OF ISSUE b.	DATE OF TURN IN, LOSS OR DESTRUCTION c.	REASON FOR ACTION d.	SIGNATURE OF RECIPIENT e.



## MEAL CARD CONTROL BOOK LOG

For use of this form, see AR 600-38; the proponent agency is DCSLOG

MEAL CARD BOOK CONTROL NUMBER a.	DATE RECEIVED b.	DATE ISSUED ORGANIZATION c.	DATE RETURNED d.	DATE DESTROYED e.



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