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Headquarters,
Department of the Army
Washington, DC
1 December 1982

Army Regulation 600-38
Change 1

Effective upon receipt

Personnel-General

Meal Card Management System

posted
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Summary. This is a change to AR 600-38, 15 April 1982. A change has been made to the effective date of AR 600-38 for Army National Guard and US Army Reserve.

Suggested improvements. The proponent agency of this regulation is Office, DCSLOG. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DALO-TST), WASH DC 20310.

1. AR 600-38, 15 April 1982, is changed as follows:

- a. On page i, cover page. Change effective date for Army National Guard and US Army Reserve from 1 October 1982 to 1 January 1983.
- b. On page 2-3, paragraph 2-6a(4), last line. Change "numerical" to "alphabetical."

2. Post these changes per DA Pam 310-13.

3. File this change in front of the publication.

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

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Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel General-A.

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Headquarters,
Department of the Army
Washington, D.C., 18 June 1982

Immediate Action INTERIM CHANGE

AR 600-38
Interim Change
No. I01
Expires 18 June 1984

Personnel-General

Meal Card Management System

Justification. This interim change revises policies concerning the requisitioning of DD Form 714, Meal Card.

Expiration. This interim change expires 2 years from date of publication and will be destroyed at that time unless sooner rescinded or superseded by a permanent change.

1. AR 600-38, 15 April 1982, is changed as follows:

Page 2-1. Paragraph 2-2 is superseded as follows:

a. DD Form 714 is available through normal publication supply channels. Blank meal cards are requisitioned by the book (Meal Card Control Book). Each book consists of the following:

- (1) Cover
- (2) Contents and instructions
- (3) Transfer control and receipts
- (4) Meal card control sheets
- (5) Prenumbered blank meal cards:

b. Upon receipt of the Meal Card Control Book, the Meal Card Control Officer will ___

(1) Enter the meal card numbers in the Meal Card Control Log as shown in figure 2-2.

(2) Establish an active DA Form 4809-R (Meal Card Control Register) according to paragraph 2-6a.

Page 2-3. Paragraph 2-5e is superseded as follows:

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18 June 1982

e. The form used to requisition and issue Meal Card Control Books will be filed in front of the Meal Card Control Register sheets. The form will be kept in an active file for 1 year after all Meal Card Control Books on the form have been issued. Disposition will be according to AR 340-2 or AR 340-18-14.

2. Post these changes per DA Pam 310-13.
3. File this interim change in front of the publication.

(DALO-TST)

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Brigadier General, United States Army
The Adjutant General

Distribution:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel General-A.

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AR 600-38

ARMY REGULATION

No. 600-38

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 April 1982

PERSONNEL—GENERAL

MEAL CARD MANAGEMENT SYSTEM

1 JAN 1983
~~Effective 1 July 1982~~

(Effective 1 October 1982 for Army National Guard and US Army Reserve)

This new regulation explains meal card issue and control procedures; establishes policy and methods for reimbursing the Government for meals consumed in the field; and prescribes procedures for making payroll deduction and temporary discontinuance of basic allowance for subsistence (BAS) during field exercises. It eliminates the use of DA Form 4548-R (Subsistence Record for Payroll Deduction) and DA Form 4807-R (Request for Payroll Deduction (Subsistence)).

Local limited supplementation of this regulation is permitted but is not required. If supplements are issued, HQDA agencies and major Army commands will furnish one copy of each to Commander, US Army Troop Support Agency, ATTN: DALO-TAD, Fort Lee, VA 23801; other commands will furnish one copy of each to the next higher headquarters.

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.

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CHAPTER 1 INTRODUCTION

1-1. Purpose. This regulation provides policies, responsibilities, and procedures for the receipt, issue, and control of meal cards as well as for reimbursing the Government for meals consumed in the field.

1-2. Applicability. *a.* This regulation applies to—

(1) All Active Army commands, units, and activities having personnel assigned or attached for rations.

(2) Army National Guard (ARNG) (except as shown in NGR 30-1) and US Army Reserve (USAR) units during inactive duty training (IDT) and annual training (AT).

(3) Hostile fire areas, unless modified by the theater commander or senior Army commander in the theater.

(4) Personnel required to reimburse for meals provided during field exercises/maneuvers.

b. This regulation does not apply to—

(1) The Corps of Cadets of the US Military Academy.

(2) Fixed Army medical treatment facilities.

(3) Confinement facilities.

1-3. References. Required publications are listed below.

a. AR 30-1 (The Army Food Service Program). Cited in paragraphs 1-7, 2-1, 2-3, 3-2, 3-4, and 4-1.

b. AR 340-2 (Maintenance and Disposition of Records in TOE Units of the Army, the Army Reserve, and the National Guard). Cited in paragraphs 2-5 and 4-1.

c. AR 340-18-14 (Maintenance and Disposition of Legal and Information Functional Files). Cited in paragraphs 2-5 and 4-1.

d. AR 680-1 (Unit Strength Accounting and Reporting). Cited in paragraph 3-3.

e. DA Pam 600-8 (Military Personnel Office Management and Administrative Procedures). Cited in paragraphs 3-3 and 3-7.

1-4. Explanation of terms. *a. In the field, or field site.* For reimbursement for meals consumed, the team in the field, or field site includes the following:

(1) Places or areas situated outside the permanent troop billeting portion of military reservations.

(2) Areas outside the cantonment areas of field training sites when clubs or exchange food service facilities are not available.

(3) A location in the field where there are no other commercial or nonappropriated fund food service facilities available.

(4) Personnel confined to a unit area during official alert situations.

(5) Army harbor crafts, when not moored at home port.

b. Duty in the field. Duty at a location or under conditions described in *a* above.

c. Field duty. For the purpose of determining BAS authorizations, the team field duty is defined in EO 12337, "Basic Allowance for Subsistence for Uniformed Services," as service by a member when the member is subsisted in a Government dining facility or with an organization drawing field rations, and—

(1) The member is under orders with troops operating against an enemy, actual or potential; or

(2) The member is serving with troops on maneuver, war games, field exercises, or similar type operations.

d. Meals consumed in the field. All types of meals or ration components, hot or cold, irrespective of where prepared, including prepackaged meals and box lunches provided by the Government.

e. Basic allowance for subsistence (BAS) or subsistence allowance. BAS applies to enlisted members and subsistence allowance applies to officer personnel. The term BAS refers to the status of an officer or enlisted member who is required to reimburse the Government for meals furnished.

f. Subsistence-in-kind (SIK). SIK applies to enlisted personnel who do not receive BAS. SIK personnel are issued meal cards and are authorized meals on a nonreimbursable basis.

g. Installation commander. This term includes community commander in those commands so organized, e.g., USAREUR.

h. Meal Card Control Officer. A commissioned officer, warrant officer, senior noncommissioned officer, or civilian of comparable grade who is responsible for the issue and control of meal cards.

1-5. Responsibilities. *a. Heads of Army Staff agencies and MACOMs.*

(1) Provide guidance and assistance to subordinate commanders as needed.

(2) Conduct inspections and internal reviews on use of meal cards and reimbursement for meals in the field.

b. Installation commanders (Active Army), State Adjutants General (ARNG) and Major United States Army Reserve Command (MUSARC) commanders (USAR).

(1) Designate, in writing, a Meal Card Control Officer. This person will be other than a food service or troop issue subsistence person.

(2) Authorize the appointment of one or more additional Meal Card Control Officers at division, brigade, or other level if needed.

(3) Develop procedures to accomplish the following actions:

(a) Prompt issue of meal cards to newly assigned or attached enlisted personnel entitled to SIK, and the timely turn-in of meal cards when personnel are no longer entitled to subsist without reimbursement.

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

(c) Issue of meal cards from a central point or through any number of units.

(d) Issue of temporary meal cards.

(e) The safekeeping of unissued (blank) meal cards. This may be done by storage in secure containers, such as orderly room safes or file cabinets with combination locks.

(4) Insure that the installation publications officer issues blank meal cards only to persons officially designated as Meal Card Control Officers.

(5) Insure that procedures are established to conduct meal card verification checks.

(6) Establish procedures for disciplinary action for persons obtaining meals without proper reimbursement.

c. Installation Publications Officer (community/MUSARC/State AG counterpart).

(1) Upon receipt of meal cards through AG publications supply channels, distribute them as controlled forms. Issue these forms only to persons officially designated as Meal Card Control Officers. These officers must have a current DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) which shows authority to receipt for meal cards.

(2) Provide technical assistance and advice to the Meal Card Control Officer on administrative control and safekeeping of meal cards and meal card control documents. This includes assistance in correcting deficiencies reported by auditors and inspectors.

d. Meal Card Control Officer (installation, MUSARC, and State AG).

(1) Requisition blank DD Form 714 (Meal Card Control Book) according to procedures in paragraph 2-2.

(2) Issue meal cards to authorized persons and be accountable for all meal cards according to procedures in chapter 2.

(3) Consolidate, publish, and provide to all installation dining facilities a list of all meal card numbers reported as lost or stolen. The list will indicate the issuing activity and provide procedures for reporting personnel attempting to use the cards. The list will be provided and updated in ac-

cordance with the frequency determined by the installation commander.

1-6. Deviations. *a.* Active Army and USAR units will submit requests for deviation from this regulation through command channels to the Commander, US Army Troop Support Agency (TSA), Fort Lee, VA 23801. After review by the Commander, requests will be sent to the Deputy Chief of Staff for Logistics, HQDA, for final determination.

b. ARNG units will submit requests for deviation from this regulation through the appropriate State Adjutant General to the Chief, National Guard Bureau (NGB-ARL), WASH DC 20310.

1-7. Command interest. The information in *a* through *c* below provides the rationale and guidance for use of this regulation. It emphasizes the need for personal attention in the areas covered by this regulation.

a. Based on the FY 1979 worldwide average basic daily food allowance of \$3.40, a single DD Form 714 (Meal Card), illegally obtained or used, offers the potential for defrauding the Government of up to \$1,241 per year.

b. During field exercises, it is difficult to accurately estimate the number of meals to be prepared. To insure enough food is available for all personnel, the natural tendency is to order and prepare more food than will actually be eaten. The nature of the exercise or maneuver and the field environment itself also adds to the unavoidable waste of food which may place the dining facility in an overdrawn position. The problem is further complicated when personnel on BAS elect not to eat. To bring the account back to an acceptable tolerance, relief is accomplished by submission of a Report of Survey or penalizing the SIK enlisted soldiers by serving less acceptable and less desirable meals in garrison. The procedures in this AR will help to establish more effective controls, especially during field exercises.

c. An effective meal care issue and control system must be supported by enforced headcount controls and cash collection procedures in the dining facility and at field sites. (See AR 30-1.)

1-8. Objectives. The objectives of this regulation are as follows:

a. Establish and maintain effective controls over the issue of meal cards, periodic surveillance of meal card use, and the withdrawal of meal cards when personnel are no longer entitled to subsist without reimbursement.

b. Establish methods for the reimbursement of meals eaten in the field by personnel receiving BAS.

c. Provide for effective coordination between internal review, administrative, food service, and supervisory and command personnel in monitoring and controlling the issue and withdrawal of meal cards to personnel on SIK and BAS as meal entitlement status changes.

d. Eliminate abuse and misuse of both meal cards and the documents supporting reimbursement of meals.

1-9. Policies. *a.* Military personnel receiving an allowance for subsistence will be required to reimburse the Government for meals furnished.

b. Meals available during field exercises will be considered as meals furnished for all personnel on payroll deduction.

c. The issue, control, and review of meal cards will be performed by installation personnel other than those in the food service and troop issue subsistence activity functions.

d. The meal card will be printed in books containing 200 cards, prenumbered during printing, and distributed as a controlled form.

CHAPTER 2

REQUISITIONING, ISSUING, CONTROLLING, AND ACCOUNTING FOR MEAL CARDS

2-1. Purpose and use of DD Form 714 (Meal Card).

a. The meal card (fig. 2-1) serves as the means by which enlisted personnel, authorized to subsist without reimbursing the Government, verify their entitlement to SIK at the dining facility headcount station. (Details on headcount and cashier functions in troop dining facilities are in section IX, chapter 3, AR 30-1.) Officer personnel and enlisted personnel receiving BAS may be issued a meal card as shown in paragraphs 2-3*h*, 3-3*d*, and 3-4. Reserve Component enlisted personnel will use the meal card for both IDT and AT periods.

b. Meal cards will be issued to all enlisted personnel who are not receiving BAS or other monetary allowance instead of SIK, unless exempted by this regulation. When persons 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.

c. Personnel who remain in an SIK status will normally be issued meal cards only one time during their assignment to a given unit. However, when required, installation commanders may recall all meal cards and issue new ones. This occurs when fraud or misuse of meal cards is suspected or revealed through audit, review, or other disclosures.

d. Meal card personnel categories are shown in table 2-1.

e. Conditions under which meal cards are issued, turned in, or withdrawn from members are described in table 2-2. Examples of a completed DD Form 714 and an over stamped DD Form 714 are shown in figure 2-1.

2-2. Requisitioning and receipt of blank meal cards.

a. Blank meal cards are requisitioned by the book, rather than singly. Each book contains 200 cards. DD Form 714 (Meal Card Control Book) consists of the following:

- (1) Cover.
- (2) Contents and instructions.
- (3) Transfer control and receipts.
- (4) Meal card control sheets.
- (5) Prenumbered blank meal cards (DD Forms 714).

b. To requisition meal cards, the Meal Card Control Officer will—

(1) Prepare DA Form 3161 (Request for Issue and Turn-In) in duplicate. Indicate on the form the number of Meal Card Control Books required.

(2) Forward the original DA Form 3161 to the supporting publications officer for action.

c. Upon receipt of a Meal Card Control Book, the Meal Card Control Officer will—

(1) Enter the meal card numbers in the Meal Card Control Log as shown in figure 2-2.

(2) File the DA Form 3161 in front of the Meal Card Control Register.

(3) Establish an active DA Form 4809-R (Meal Card Control Register) according to paragraph 2-6*a*.

2-3. Meal card issue procedures. a. After entries are completed on an initial or replacement meal card, the card will be signed by the authorizing official. Blank cards, as needed, may be signed by the Meal Card Control Officer for issue during his or her absence. The person responsible for meal card issue will make the needed entries to the DA Form 4809-R. (See figs. 2-3 through 2-7 for sample entries.) The recipient will sign the proper

blocks on DD Form 714 and DA Form 4809-R when the meal card is issued.

b. The following procedures will be used for issuing and controlling temporary meal cards:

(1) *Accompanied personnel authorized BAS during inprocessing.* These personnel will not be issued a temporary meal card except as authorized by *h* below.

(2) *Unaccompanied personnel not authorized BAS.* These personnel will be issued a temporary meal card according to figure 2-6, or a copy of the member's orders, leave form, or release form (from hospitalization or confinement) will be over stamped "TEMP" according to instructions in figure 2-7. The dates of temporary SIK authority will not be more than a 3-day period and will be so indicated on the member's orders, leave form, or release form. These will be signed by the commander or designated representative. The DA Form 4809-R will be given to the commander's designated representative for use during nonduty hours to record temporary issue of meal cards to SIK personnel. The designated representative will return the register sheet(s) to the Meal Card Control Officer upon termination of the duty. Commanders must check this temporary SIK authorization very closely. When a permanent meal card is issued, the temporary meal card or document used to designate SIK authority in regard to meal entitlement will be voided. The DA Form 4809-R used to record issues of temporary meal cards and SIK authority documents will be retained for 1 year in the active files.

c. SIK personnel scheduled for departure during nonduty hours will be permitted early turn-in of the meal card. An over stamped copy of orders, as outlined in *b*(2) above, will be used to designate SIK authority until scheduled departure. The number of the meal card turned in will also be included in the temporary authorization. The meal card may be held by the unit until the person's SIK entitlement is restored.

d. Meal cards that need to be over stamped will be over stamped in black ink in at least 3/8-inch high block letters. The identity of the component, service, or particular program for which meals are authorized will be shown on the meal card. This in-

sure proper reporting of data for either common service or reimbursement purposes. The various components, services, other program categories, and abbreviations used in over stamping meal cards are listed in table 2-1. Table 2-3 lists abbreviations used for over stamping meal cards issued for field feeding situations.

e. Replacement stream personnel, personnel attached for 30 days or less, personnel in personnel control centers, and students at training centers and service schools who are authorized SIK may, as an alternate procedure, be issued a meal card from specific blocks of meal cards. The NAME, SSN, OR BADGE NO., SIGNATURE (of the bearer), and DATE ISSUED blocks will not be filled in on these cards. When persons in this category are not from the issuing Service, their cards will be over stamped with the proper abbreviation. (See table 2-1.) After cards have been signed by the authorizing official, they may be laminated. It is not necessary to issue meal cards according to these procedures when all personnel are escorted to the dining facility in formation for all meals, including weekends and holidays. The one-line entry system (para 3-63d(2), AR 30-1) will then be used to record headcount data.

f. As an option to *e* above, commanders of replacement centers, training centers, personnel control centers, and service schools may use over stamped orders to identify SIK personnel (not entitled to a per diem subsistence allowance), and whose duration of stay will not exceed 30 days, the following procedures will apply:

(1) A copy of the members orders will be over stamped in red ink in at least 3/8-inch high block letters (as a minimum) indicating SIK. Below the over stamped orders, the applicable beginning and ending dates will be indicated. The orders will be signed by the commander or an authorized appointed representative.

(2) Relevant data will be recorded on DA Form 4809-R according to figure 2-7.

g. Personnel in TDY status at other than home station, to include service schools, entitled to a per diem subsistence allowance, will not be issued a meal card, and will be required to pay the food and per diem surcharge costs when consuming a meal.

This applies to all enlisted personnel on TDY unless an exception has been granted by the Secretary of the Army from the requirements to pay subsistence per diem to enlisted personnel while on TDY.

h. At those installations and/or activities which are frequented by numerous personnel on TDY, permanent party enlisted members entitled to BAS may be issued a meal card overstamped BAS. This entitles the bearer to purchase a meal and pay the food cost only. Enlisted personnel not in possession of a meal card will be required to pay the food and per diem surcharge rates.

2-4. Purpose and use of DA Form 4809-R (Meal Card Control Register).

a. Each unit or activity with responsibility to issue meal cards will keep a Meal Card Control Register. The register is a record of the disposition of all meal cards issued. For example, the register shows that a card is in the possession of the member to whom issued, or was lost or destroyed.

b. The Meal Card Control Register serves as a cross-check for commanders, auditors, and inspectors in antifraud efforts. It may be used to check rosters of BAS personnel against those issued meal cards to insure that personnel are not receiving both BAS and free meals from the Government.

2-5. Meal Card Control Register procedures.

a. The Meal Card Control Officer will make issues and withdrawals, and maintain a current Meal Card Control Register. A copy of the document appointing the Meal Card Control Officer will be filed at the front of the register.

b. The DA Form 4809-R (fig. 2-8) will be locally reproduced on 8½- by 11-inch paper. It should be kept in a three-ring looseleaf binder.

c. The DA Form 4809-R will be completed and filed according to procedures and examples in paragraph 2-6a.

d. When the DA Form 4809-R becomes inactive, it will be kept on file for 1 year. Disposition will be according to AR 340-2 or AR 340-18-14.

e. A copy of each DD Form 3161 on which meal cards were requested and issued will be filed in front of the Meal Card Control Register sheets. The DD Form 3161 will be kept in an active file for 1 year after all Meal Card Control Books on the form have been issued. Disposition will be according to AR 340-2 or AR 340-18-14.

(DA Form 4809-R is on a fold-in page and is located at the end of the regular-size pages.)

2-6. Meal card accountability procedures.

a. The Meal Card Control Officer or designated representative will—

(1) Set up a Meal Card Control Log in a book memorandum (NSN 7530-00-222-3523, 7530-00-222-3524, or 7530-00-222-3525). The log will be kept according to figure 2-2.

(2) Prepare an active register sheet on DA Form 4809-R for each person authorized SIK and issued a meal card. (See fig. 2-3 and para 2-7.) File the DA Form 4809-R alphabetically in the active file. When a person departs the unit or organization, file his or her DA Form 4809-R in alphabetical order in the inactive file.

(3) Prepare an active DA Form 4809-R to record the issue of laminated meal cards to authorized personnel reporting during nonduty hours and to replacement stream personnel, students not entitled to a per diem subsistence allowance, and others according to paragraph 2-3e. When a meal card is lost or destroyed, annotate the DA Form 4809-R as shown in figure 2-3. File the form in numerical sequence in the inactive file.

(4) Prepare an active DA Form 4809-R to record the issue of two or more meal cards to an organization for preparation and issue to enlisted personnel whose BAS has been temporarily discontinued and officer personnel who have initiated payroll deduction during field exercises. Prepare each DA Form 4809-R according to figure 2-4 and file alphabetically. When a person departs the unit or organization, remove the register sheet from the active file and annotate properly. Then file in ~~numerical~~ ^{alphabetical} sequence in the inactive file.

(5) Initiate followup action on all DA Form 4187 (Personnel Action) if a verified comeback

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copy is not received within 30 days from the finance and accounting officer (FAO).

b. Unit or organization will—

(1) Request enough meal cards for issue to—

(a) Personnel arriving during nonduty hours. (See a(3) above.) Return these meal cards to the unit when a permanent meal card is issued.

(b) Personnel during field exercises. (See a(4) above.)

(2) Set up the DA Form 4809-R for personnel during field exercises (fig. 2-5) and when temporary meal cards are issued (figs. 2-6 and 2-7).

(3) Prepare a DA Form 4187 (Personnel Action) for a person authorized BAS (para 3-6), collect the person's meal card, and forward both documents to the meal card issue activity for processing.

Table 2-1. Meal Card Overstamp Abbreviations

<i>Service/Component/Activity</i>	<i>Meal Card Abbreviation</i>
US Army, Active	USA
US Army National Guard	ARNG
US Army Reserve	USAR
Enlisted Personnel receiving BAS, not on per diem, who will pay food costs only .	BAS
Reserve Officer Training Corps	ROTC
US Navy, Active	USN
US Navy, Reserve	USNR
US Marine Corps, Active	USMC
US Marine Corps, Reserve	USMCR
US Air Force, Active	USAF
Air National Guard	ANG
US Air Force Reserve	USAFR
Military Assistance Program Personnel (identify country; e.g., MAP-CANADA)..	MAP-
Labor Service Personnel (identify country)	LS-
Korean Augmentation to US Army	KATUSA
Foreign Military Personnel (identify by country and service; e.g., F-PERU-ARMY).....	F-

Notes.

1. Overstamped abbreviations are not required by Service components issuing to members of their own component. For example, Active Army does *not* overstamp cards with USA when issuing to Active Army personnel.
2. Additional abbreviations may be authorized by command supplements.

TABLE 2-2. ISSUE AND WITHDRAWAL OF MEAL CARDS

RULE	IF AN INDIVIDUAL	AND IF THE INDIVIDUAL	ACTION TO BE TAKEN
1	Is newly assigned to the unit	Is authorized to subsist without reimbursement (not drawing BAS)	Issue meal card and enter name of recipient on DA Form 4809-R and complete columns a, b, and d. Require individual to sign in column e.
2	Is newly assigned to the unit	Is receiving a basic allowance for subsistence (BAS)	No action is required.
3	Is newly attached for rations for less than 30 days not entitled to a per diem subsistence allowance	Is authorized to subsist without reimbursement	A meal card will not be issued. A copy of individuals orders will be over stamped IAW para 2-3.
4	Applies for basic allowance for subsistence (BAS)	Is granted approval by the commander either in writing or by verbal orders of commanding officer	Withdraw meal card from possession on the effective date for allowance to begin. Complete columns c, d and e on DA Form 4809-R and cancel remaining open lines. Advise individual to pay for meals consumed in dining facilities after this date. Destroy card and make entry of destruction and date on DA Form 4809-R.
5	Departs on TDY or leave	Has a meal card in his or her possession	Withdraw meal card. Complete columns c, d, and e of DA Form 4809-R or attach card to unit copy of DA Form 31. Retain card for reissue upon return from leave or TDY.
6	Reports loss of meal card or turns in a mutilated or otherwise unuseable meal card		Enter today's date in column c and enter reason in column d. Issue a replacement card. Destroy returned mutilated card and make entry of destruction and date in Meal Card Control Log, signs column e.
7	Is to be confined in a US Army confinement facility or hospital	Has a meal card in his or her possession	Withdraw meal card. Complete columns c, d, and e of DA Form 4809-R. Retain card for reissue if the individual is to return to the unit.
8	Is being transferred on PCS to a new unit of assignment either on or off of the installation	Has a meal card in his or her possession	Withdraw meal card. Complete columns c, d, and e of DA Form 4809-R and cancel remaining open lines. Destroy meal card (exception—laminated cards issued to replacement stream personnel, students or trainees will not be destroyed).
9	Is a member of the US Air Force, Navy or Marines on TDY entitled to a per diem subsistence allowance		A meal card will not be issued.
10	Entitled to BAS, stationed at an installation frequented by numerous personnel on TDY entitled to subsistence per diem		Issue meal cards over stamped BAS in accordance with paragraph 2-3h.
11	Is a member of US forces other than active Army, or member of a military assistance program, labor service, KATUSA or foreign military service	Has been granted approval to have payment for meals consumed in garrison to be made by pay voucher deduction	Issue a meal card over stamped with appropriate abbreviation in accordance with Table 2-1.
12	Is a member of US Armed Forces or Reserve Components of US Armed Forces (other than active Army)	Is authorized to subsist without reimbursement (not drawing BAS)	Issue meal card with over stamp IAW abbreviations in Table 2-1. Make entries in meal card control register.
13	Is either officer or warrant officer and is required to reimburse the government for meals consumed	Has been granted approval to make reimbursement for meals consumed in the field to be made by payroll deduction	Issue meal card over stamped with appropriate abbreviation in accordance with para 3- A.

Table 2-3. Meal Card Overstamped Abbreviations, Field Feeding

<i>Condition/Situation</i>	<i>Meal Card Abbreviation</i>
Temporary subsistence-in-kind during field duty when BAS suspended	FLD
Payroll deduction for meals consumed in field	FLD

MEAL CARD		CARD NO.	BAM 205
NAME (Last, first, MI) SMYTHLEY, JASPER E.			
I have read and understand the instructions on reverse side			
SIGNATURE <i>Jasper E. Smythley</i>			
SSN OR BADGE NO.		DATE ISSUED (YYMMDD)	
987-65-4321		1982 Nov 19	
AUTHORIZING OFFICIAL	TYPED NAME, GRADE, TITLE, AND ORGANIZATION Roger B. Taroczynski, LTC Cdr, Special Troops		
	SIGNATURE <i>Roger B Taroczynski</i>		

FORM 714 31 OCT PREVIOUS EDITION IS OBSOLETE

INSTRUCTIONS	
MEAL CARD CONTROLLER:	This meal card is for issue only to a person entitled to meals without charge (not drawing BAS).
HEADCOUNTER:	This meal card is valid only when presented by the individual to whom it was issued and whose signature appears on the reverse.
CARD BEARER:	This meal card is to be turned in to the authorizing official when any of the following conditions exist:
	<ul style="list-style-type: none"> a. When basic allowance for subsistence (BAS) is initiated or resumed. b. When individual is in a TDY or Leave status. c. Upon permanent change of station (PCS). d. Upon separation from the service.
Violation of these instructions or unauthorized use of a meal card will subject offender to disciplinary action.	

MEAL CARD		CARD NO.	
NAME (Last, first, MI)			
I have read and understand the instructions on reverse side			
SIGNATURE			
SSN OR BADGE NO.		DATE ISSUED (YYMMDD)	
AUTHORIZING OFFICIAL	TYPED NAME, GRADE, TITLE, AND ORGANIZATION		
	SIGNATURE		

FORM 714 31 OCT PREVIOUS EDITION IS OBSOLETE

Figure 2-1. Sample of Meal Card (DD Form 714)

MEAL CARD CONTROL NUMBER	DATE RECEIVED	STATUS
AGB400-AGB599	1 OCT 79	
AWT000-AWT199	1 DEC 79	
CAB200-CAB399	12 FEB 80	
CAB400-CAB599		Issued to Co A, 3d Bn
CAB600-CAB799		
CAB800-CAB999		

Figure 2-2. Sample of Meal Card Control Log.

2-7. Preparation instructions for DA Form 4809-R. Complete DA Form 4809-R as shown below.

NAME OF PERSON ISSUED TO. Enter the name of the person receiving the DD Form 714 (Meal Card). (For temporary meal cards, enter meal card number instead of name.)

a. *MEAL CARD NUMBER.* Enter meal card number as printed on DD Form 714 or leave blank when issued per figure 2-6.

b. *DATE OF ISSUE.* Enter the date of action when issued (initial or reissue).

c. *DATE OF TURN IN, LOSS, OR DESTRUCTION.* Enter date of turn-in, loss, or destruction.

d. *REASON FOR ACTION.* Explanation of issue, reissue, or turn-in.

e. *SIGNATURE OF RECIPIENT.* Signature of person who is in possession of meal card.

(Separate lines should be used after initial issue to record each action taken.)

MEAL CARD CONTROL REGISTER				
(For the use of this form see AR 600-38; the proponent agency is the Deputy Chief of Staff for Logistics)				
NAME OF PERSON ISSUED TO <u>Co A, 3d Bn, Temporary Authority to Subsist by Orders Without Reimbursement</u>				
a. MEAL CARD NUMBER	b. DATE OF ISSUE	c. DATE OF TURN IN, LOSS OR DESTRUCTION	d. REASON FOR ACTION	e. SIGNATURE OF RECIPIENT
<i>Fort Knox LO 132</i>	<i>SP5 John Brock</i>	<i>3 Oct 80 for 4-7 Oct 80</i>	<i>BGT 501 issued 6 Oct 80</i>	<i>Cpl Joe Krabone</i>
<i>Fort Dix LO 570</i>	<i>PFC Rodney Lonka</i>	<i>4 Oct 80 for 4-7 Oct 80</i>	<i>BGT 502 issued 6 Oct 80</i>	<i>Cpl Joe Krabone</i>
"Special Procedures"				
<p><u>Instructions for maintaining temporary authority to subsist by identifying orders:</u></p> <ol style="list-style-type: none"> 1. In Name of Person Issued To section: enter unit and title as shown. 2. Column "a", enter the installation/activity, letter order, number/authority which will be overstamped indicating permission to subsist without reimbursement (use abbreviations). 3. Column "b", enter grade and name of individual designated on orders. 4. Column "c", enter the date orders/authority was overstamped and applicable dates of temporary authority. 5. Column "d", enter date permanent meal card was issued. 6. Column "e", signature and grade of person issuing permanent meal card. 7. When overstamping orders as authorized by paragraph 2-3f, column "d" will be left blank. Column "e" will be signed by the commander or the authorized representative. 				

DA FORM 4809-R, Apr 82

EDITION OF 1 SEP 79 IS OBSOLETE

Figure 2-7. Sample of register when using orders as temporary meal card.

CHAPTER 3

IDENTIFICATION AND REIMBURSEMENT FOR MEALS CONSUMED IN THE FIELD

3-1. General. The procedures in this chapter apply when meals are consumed in the field. The following basic rules apply:

a. The subsistence entitlement of enlisted members performing field duty depends on whether the person is in a travel status or a nontravel status. For purposes of this determination, the term field duty is as defined in paragraph 1-4.

(1) *Enlisted members in a travel status performing field duty.* Such members will be subsisted in kind.

(2) *Enlisted members in a travel status for purposes other than field duty (receiving BAS and per diem).* Such members will be required to pay the food cost and per diem surcharge for all meals consumed in the field. Payment will be in cash at time of meal consumption or immediately following the exercise as authorized by paragraph 3-2c.

(3) *Enlisted members participating in field exercises at their homeduty station (not in a travel status).* Such members may continue to receive BAS when permission to mess separately is granted or they may be subsisted in kind. See paragraphs 3-2 and 3-3.

b. Officer personnel in a travel or nontravel status will pay for all meals consumed during field exercises. The payment may be made in cash or through payroll deduction procedures.

c. Normally, observers, umpires, visitors, etc., will not be issued meal cards. These persons will be required to pay cash for the meal at time of consumption. If receiving the subsistence portion of per diem, they will pay food cost and per diem surcharge at the time of consumption.

d. When Reserve components are performing their AT, the State Adjutant General for ARNG and the MUSARC for USAR units may authorize cash reimbursement for field exercises in excess of 72 hours, in place of payroll deduction.

3-2. In the field for less than 72 hours, not in a

travel status. The following procedures apply when enlisted members, not in a travel status are in the field for 72 hours or less:

a. Enlisted personnel authorized subsistence in kind will continue to use their garrison meal cards for identification purposes.

b. Enlisted personnel receiving BAS will pay cash for meals consumed in the field. They will not be issued meal cards for the period of the exercise.

c. The installation commander or exercise director may authorize cash reimbursement at the conclusion of a training exercise scheduled for 72 hours or less. The unit commander will establish procedures for identifying those personnel authorized to use this method of reimbursement. (See para 3-64, AR 30-1.)

3-3. In the field for 72 hours or more, not in a travel status. The following procedures apply when enlisted members, not in a travel status, are in the field for more than 72 hours:

a. Enlisted personnel authorized subsistence in kind will continue to use their garrison meal cards for identification purposes.

b. The installation commander/exercise director will determine the procedure to collect for meals consumed by assigned personnel entitled to BAS. The two options are—

(1) To temporarily discontinue BAS.

(2) To use payroll deduction procedures.

c. When it is determined that BAS will be temporarily discontinued, the unit/organization commander will prepare a separate DA Form 4187 for each participant. This is done according to the procedures in AR 680-1; procedure 5-27, DA Pam 600-8; and the guidance in paragraph 3-7. The block "SEPARATE RATIONS" will be checked. If more than 10 persons are involved, the commander may prepare only one Personnel Action form with an attached roster of participating per-

sonnel. When this procedure is used, enter "See attached roster of _____ personnel" in the "NAME" block. See figure 3-1 for a sample completed DA Form 4187.

(1) When suspension of BAS involves two or more pay periods, the DA Form 4187 will be forwarded to FAO before the exercise. At the conclusion of the exercise, another DA Form 4187 will be prepared to reinstate BAS payment.

(2) When suspension of BAS is implemented for a period involving only one pay period, documentation will be submitted to the supporting FAO, before the exercise. Documentation should indicate those days and meals for which BAS will be suspended.

(3) Meal cards overstamped FLD will be issued to personnel, not in a travel status, whose BAS has been temporarily discontinued during field training exercises. Exception to the retirement to issue meal cards to personnel whose BAS has been temporarily suspended may be authorized by the installation commander or exercise director. Exemptions should be approved only when the use of meal cards in a field environment is not essential for controlling access to Government furnished meals.

d. When payroll deduction is authorized, the following procedures apply:

(1) DA Form 5100-R (Request for Subsistence Payroll Deduction) will be used to initiate payroll deduction action. The form will be prepared in advance of the exercise for each participant according to the preparation instructions in paragraph 3-9. (See fig. 3-2 for a sample of a completed form.) Before the beginning of the exercise, columns *a* through *c* will be completed for each participant. The form will be retained in the unit until exercise termination. DA Form 5100-R (fig. 3-3) will be locally reproduced on 8½- by 11-inch paper, printed head to head.

(DA Form 5100-R is on fold-in pages and is located at the end of the regular-size pages.)

(2) Meal cards overstamped FLD will be issued to personnel not in a travel status, who initiate DA Form 5100-R. Exemptions to the requirement to issue meal cards to personnel initiating

DA Form 5100-R may be authorized by the installation commander or exercise director. Exemptions should be approved only when the use of meal cards in a field environment is not essential for controlling access to Government furnished meals.

(3) Within 5 work days following an exercise, each platoon (or equivalent) leader or sergeant, will prepare DD Form 1475 (Basic Allowance for Subsistence-Certification), according to figure 3-4. It will reflect the names and meals missed by their personnel, because of duty, or because they did not participate in the exercise for the full period. After all data has been entered and verified, the platoon leader or sergeant will enter "the data above is true and correct to the best of my knowledge," then date and sign on the next unused line. The commander will make the final approval and forward the form to the supporting FAO. A sample of a completed DD Form 1475 is in figure 3-4. See paragraph 3-8 for the preparation instructions.

(4) Claims for missed meals are not authorized for anyone when these meals are supported by one line entry data entered on DA Form 3033 (Headcount Record). Claims for missed meals will only be authorized for those meals supported by signature headcount records (DA Form 3351 (Signature Headcount sheet) and DA Form 3032 (Dining Facility Meal Register)).

(5) The unit commander makes the final approval on DD Form 1475 for missed meals. The totals of missed meals will be entered in column *f*, DA Form 5100-R. The remaining portions of DA Form 5100-R will be completed according to the example in figure 3-2 and the preparation instructions in paragraph 3-9, signed by the commander, and dated. One copy will be retained in a suspense file. The original and two copies will be forwarded not later than 7 working days following the exercise to the FAO for pay action.

(6) Upon receipt, the FAO will verify and return a verified copy back to the originating unit. If the FAO verified copy has not been received within 30 days, the unit commander will initiate followup action.

3-4. Officer personnel. a. Officer personnel

participating in a field exercise of 72 hours or less will pay cash for meals consumed.

b. The installation commander or exercise director may authorize cash reimbursement at the conclusion of training exercises scheduled for 72 hours or less. The unit commander will establish procedures for identifying those personnel authorized to use this method of reimbursement. See paragraph 3-64, AR 30-1.

c. When officer personnel participate in exercises in excess of 72 hours, payroll deduction procedures will be used. The procedures in (1) below apply to officer personnel in a travel status while the procedures in (2) below apply to officer personnel participating in a field exercise in a nontravel status. The installation commander or exercise director will insure that payroll deduction procedures are initiated before departure for the exercise.

(1) *Travel status.* DA Form 4187 will be prepared according to figure 3-1. After initiation of DA Form 4187, officer personnel will be issued a meal card overstamped FLD. Within 5 days following the exercise, officers may submit a claim for missed meals according to procedures in paragraph 3-3c(2).

(2) *Nontravel status.* DA Form 5100-R, prepared according to the instructions in paragraph 3-9 and paragraph 3-3d, will be used to initiate payroll deduction procedures for officer personnel participating in field exercises conducted at home or duty station.

3-5. 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. In general, personnel who must reimburse the Government for meals consumed during such exercises will pay cash at each meal.

3-6. Meal card issue for use in the field.

a. *Enlisted personnel authorized SIK.* Such personnel will retain the garrison meal card during field exercises conducted at home station or when in a travel status for the performance of field duty.

b. *Meal cards overstamped FLD.* These meal cards will be issued to officers and enlisted personnel in a travel status for the performance of field duty. Meal cards will not be issued to officer personnel and enlisted personnel receiving BAS when participating in exercises of less than 72 hours conducted at home stations.

c. *Short notice field duty.* Short notification of impending field duty (as an operational alert or emergency situation) sometimes prevents implementation of normal administration procedures. The commander must then insure that cash reimbursement procedures for meals served are implemented or action is initiated following the exercise to effect payroll deduction for BAS enlisted and officer personnel. These procedures will be effective on the date when the first meal was served under field conditions.

3-7. Preparation instructions for DA Form 4187 (Personnel Action).

a. For officers in a travel status effecting payroll deduction for subsistence while participating in field training exercises in excess of 72 hours, follow the instructions below. The identifying numbers correspond to those on the sample form at figure 3-1.

Identifying Number	Action
1	Process action through applicable channel.
2	Indicate the supporting finance and accounting officer.
3	Indicate unit to which applicant is assigned.
4	a. If submitting individually, enter name, grade, and social security number. b. If submitting a roster of personnel, indicate "See attached roster."
5	a. When initiating request to effect payroll deduction, indicate the date and the meal to start; also show the date and last meal to be consumed. b. If exercise is curtailed earlier than anticipated, initiate a second DA Form 4187 with corrections listed in sections II and IV.
6	Place X in the block identifying "Other" and enter "Payroll Deduction (OFF)."
7	When submitting individually, the member signs and enters date.

<i>Identifying Number</i>	<i>Action</i>
8	In section IV, enter reason for effecting payroll deduction; indicate the number of meals by type, the current meal rate, total for each type meal, and grand total to be deducted.
9 & 10	a. If submitting a roster of personnel, the commander places an X in the IS APPROVED block, and signs and dates item 10.

b. To suspend BAS for assigned enlisted personnel, preparation instructions will be according to the procedure in *a* above, and procedure 5-27, DA Pam 600-8.

3-8. Preparation instructions for DD Form 1475 (Basic Allowance for Subsistence-Certification). For officers for missed meal refund while participating in field training exercises in excess of 72 hours, follow the instructions below. The identifying numbers correspond to those on the sample form at figure 3-4.

<i>Identifying Number</i>	<i>Action</i>
1	Indicate organization to which officers are assigned.

<i>Identifying Number</i>	<i>Action</i>
2	Strike out the word PRORATED and insert REFUND.
3	Indicate the month for which payroll deduction was effected.
4	In the STATION SYMBOL block, enter the supporting FAO symbol.
5	MPO block is not applicable. Enter NA.
6	In the DATE block, enter date the unit submitted the form for processing to the FAO.
7	In the body, enter the name(s) of officer(s) and indicate the meals missed.
8	After the last entry by the individual(s) claiming refund, enter the certification statement shown in figure 3-4 with appropriate dates.
9	Strike out the certification statement on the form.
10	Enter the date.
11	Enter the name, grade, and organizational element of the approving authority.
12	Signature of approving authority.

PERSONNEL ACTION			
For use of this form, see AR 600-1; 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.			
THRU: (Include ZIP Code)	TO: (Include ZIP Code)	FROM: (Include ZIP Code)	
Commander 2d Bn QMS Bde Fort Lee, VA 23801	Finance and Accounting Office Fort Lee, VA 23801	COMMANDER Co E (Student Officers) 2d Bn QMS Bde Fort Lee, VA 23801	
SECTION I - PERSONAL IDENTIFICATION			
NAME (Last, first, MI)	GRADE OF RANK/PMOS (Enl only)	SOCIAL SECURITY NUMBER	
(See attached roster)			
SECTION II - DUTY STATUS CHANGE (Pro: 4-1, DA Pam 600-8)			
The above member's duty status is changed <u>from</u> to effect payroll deduction during field training			
exercise as shown in <u>6/</u> Section IV,			
thru			
effective <u>17 Nov 80 Lunch</u> <u>hours</u> , <u>21 Nov Dinner</u> 19 <u>80</u>			
SECTION III - REQUEST FOR PERSONNEL ACTION (DA Pam 600-8)			
I request the following action:			
	Procedure		Procedure
Service School (Enl only)	3-10	Reassignment Married Army Couples	3-32
ROTC or Reserve Component Duty	3-12	Reclassification	3-46
Volunteering For Oversea Service	3-14	Leave - Excess/Advance/Outside CONUS	4-8
Ranger Training	3-15	Officer Candidate School	4-10
Reasgmt Extreme Family Problems	3-16	Change of Name/SSN/DOB	4-11
Exchange Reassignment (Enl only)	3-18	Identification Card	4-23
Airborne Training	3-19	Identification Tags	4-24
Special Forces Training/Assignment	3-22	Asgmt of Pers with Handicapped Dependents	4-28
On-the-Job Training (Enl only)	3-23	Separate Rations	9-1
Retesting in Army Personnel Tests	3-25	<input checked="" type="checkbox"/> Other (Specify) <u>Payroll Deduction (off)</u>	
SIGNATURE OF MEMBER (When required)		DATE	
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 attached at Inclosure 1.			
	<u>Number Consumed</u>	<u>Meal Rate</u>	<u>Meal Total</u>
Breakfast	4	x \$.70	- \$2.80
Lunch	5	x 1.40	- 7.00
Dinner	5	x 1.40	- 7.00
Total payroll deduction \$16.80			
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 -			
<input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> IS APPROVED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS DISAPPROVED			
COMMANDER/AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE	
CPT DAVID O. KLINE, ADJ	<i>David O. Kline</i>	24 Nov 80	

DA FORM 4187
FEB 81

EDITION OF 1 MAY 74 WILL BE USED UNTIL EXHAUSTED. DA FORM 4187-R, (PRIVACY ACT STATEMENT), 26 SEP 75, IS OBSOLETE.

Figure 3-1. Sample of completed DA Form 4187.

REQUEST FOR SUBSISTENCE PAYROLL DEDUCTION For use of this form, see AR 600-38, the proponent Agency is the Office of the Deputy Chief of Staff for Logistics		Page 1 of 2 Pages												
FROM: Commander 16th Field Svc Co FT. Hood, TX	TO: FINANCE AND ACCOUNTING OFFICES FT. HOOD, TX	MEAL RATES Breakfast <u>70</u> Lunch <u>150</u> Dinner <u>150</u>												
		EXERCISE TITLE HARDENED STEEL III DATE 4-28 MAY 81												
SECTION A														
Grade	Name of Individual	b. Social Security Number	c. Beginning Date and Meal	d. Ending Date and Meal	e. Total Meals Served			f. Meals Missed (DD Form 1475)			g. Total Meals Charged/Col e-f			h. Total Payroll Deduction (Col g x Meal Rates)
					B	L	D	B	L	D	B	L	D	
E-5	ARON, JOHN A	██████████	E-11 MAY	B-27 MAY	16	16	16	3	3	2	13	13	14	49.60
E-8	BIRNHAM, THOMAS J	██████████	E-11 MAY	B-27 MAY	16	16	16	2	3	3	14	13	13	48.80
O-2	CLINKER, LOUIS R	██████████	E-18 MAY	B-27 MAY	9	9	9	1	3	2	8	6	7	25.10
O-3	DINGLER, HANS B	██████████	E-4 MAY	E-28 MAY	24	25	24	6	8	4	18	17	20	68.10
E-8	GRUNGE, SAMUEL S	██████████	B-5 MAY	B-28 MAY	24	23	23	-	2	-	24	21	23	82.80
E-4	RUSSELL, WILLIAM, P	██████████	E-11 MAY	D-22 MAY	11	12	12	-	1	-	11	11	12	42.40
O-1	JARAMELLO, JAMES, M	██████████	E-4 MAY	B-28 MAY	24	24	24	3	4	2	21	20	22	77.70
E-6	HUFF, PAUL, B	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
E-7	KERAS, ROBERT	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
E-3	KLEPP, JOSEPH O	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
E-5	KEMP, THOMAS L	██████████	E-4 MAY	B-28 MAY	24	24	24	1	2	1	12	11	12	42.90
E-4	LAMB, CHARLENE	██████████	D-5 MAY	E-28 MAY	23	23	23	3	3	3	20	20	20	74.00
			SECTION B											
Typed/Printed Name of Commander HANS B. DINGER CPT QMC		Signature of Commander 		Date 5 June 81										
			SECTION C											
Typed/Printed Name of FAO		Signature of FAO or Designated Representative		Date Received at FAO										

REPLACES DA FORM 4548-R, 1 SEP 78 AND DA FORM 4807-R, 1 SEP 79, WHICH ARE OBSOLETE.

DA FORM 5100-R, Apr 82

Figure 3-2. Sample of a request for subsistence payroll deduction.

3-9. Preparation instructions for DA Form 5100-R. Complete DA Form 5100-R as shown below. All data should be legibly entered in ink.

FROM. Enter the unit designation and address.

TO. Enter the designation and address of the servicing FAO office.

MEAL RATES. Enter the current meal rates (AR 30-1) on appropriate meal line.

EXERCISE TITLE. Enter the exercise title.

DATE. Enter the beginning and ending dates.

SECTION A. Columns *a* through *h* are completed as follows:

a. *GRADE—NAME OF INDIVIDUAL.* Enter the name of all assigned BAS enlisted and officer personnel who participate in unit field training exercises. This data should be entered on the form before reproducing copies for use during future exercises.

b. *SOCIAL SECURITY NUMBER.* Enter the social security number for each person listed in column *a*. This data should also be entered on the form before reproduction for use during future exercises.

c. *BEGINNING DATE AND MEAL.* Enter the beginning date and first meal to be served during the exercises. This is the date and meal each person begins participation in the exercise. When dates and meals are the same for more than one person, a diagonal line may be used.

d. *ENDING DATE AND MEAL.* Enter the ending date and last meal served in the field. This is the date and last meal that each person participated in the exercise. When dates and meals are the same for more than one person, a diagonal line may be used.

e. *TOTAL MEALS SERVED.* Enter the total number of each type meal served. This is computed from data in columns *c* and *d*.

f. *MEALS MISSED (DA Form 1475).* Enter the approved number of missed meals as reflected on DD Form 1475.

g. *TOTAL MEALS CHARGED/Columns e-f.* Entries are computed by subtracting data in column *f* from the total meals served during the exercise as reflected in column *e*.

h. *TOTAL PAYROLL DEDUCTION (col g × meal rates).* Multiply the number of each type meals served times the appropriate meal rate (block 3)). Then add the dollar value of all breakfasts consumed to the dollar value of lunches and dinners consumed and enter the total dollar value of all meals in this column.

SECTION B.

TYPED/PRINTED NAME OF COMMANDER. Type or print the name of the submitting unit commander.

SIGNATURE OF COMMANDER. The submitting unit commander signs in this block.

DATE. Enter the date document is signed and submitted by unit commander.

SECTION C.

TYPED/PRINTED NAME OF FAO. Print or type name of servicing FAO.

SIGNATURE OF FAO OR DESIGNATED REPRESENTATIVE. The FAO signs in this block.

DATE RECEIVED AT FAO. Enter the date documents are verified as being received and signed by FAO.

CHAPTER 4

MEAL CARD VERIFICATION AND REPORTING

4-1. Meal card verification procedures.

a. The commander of the headquarters responsible for the issue and control of meal cards will appoint a Meal Card Verification Officer (MCVO) other than the Food Service Officer, Troop Issue Subsistence Officer, or Meal Card Control Officer.

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

(1) Complete the DA Form 4550-R (Meal Card Verification Form). (For a sample form, see fig. 4-1.) A copy of DA Form 4550-R is provided at figure 4-2. DA Form 4550-R will be locally reproduced on 8½- by 14-inch paper.

(DA Form 4550-R is on a fold-in page and is located at the end of the regular-size pages.)

(2) Prepare a written narrative report of the meal card verification check.

(3) Forward DA Form 4550-R and narrative to the appointing commander for review and appropriate action.

(4) Verify 10 percent of the average daily headcount or up to 30 meal cards, whichever is less.

(5) File and dispose of reports according to AR 340-2 or AR 340-18-14.

c. The frequency of meal card verification checks will be as follows:

(1) Reserve Component facilities. At least once annually during IDT and at least once during the 2-week annual training period for a total of two times per year.

(2) Active Army units in garrison.

(a) One check every 6 months in units with an average daily headcount of 50 or less. Small remote sites with a restricted access do not require a 6-month check.

(b) One check each quarter in units with an average daily headcount between 51 and 100.

(c) Monthly checks in units with an average daily headcount of 101 or more.

d. Meal card verification is not necessary when the one-line headcount entry is authorized according to paragraph 3-63d(2), AR 30-1. Accurate counting and reporting of personnel is necessary.

e. Verification will be done at the dining facility by physically comparing the diner's meal card and the diner's Armed Forces Identification Card (DD Form 2A). The MCVO should choose an area between the headcounter and the serving line for verifying meal cards. More than one MCVO may be used when there are two or more headcount stations or serving lines. The checking may be done by random sampling or may include every person. It should be done in such a manner as to minimize delay of persons entering the serving line.

f. The MCVO will—

(1) Obtain from the headcounter the total headcount for the meal period during which the meal card verification check was made. (See fig. 3-15, AR 30-1.) Enter the data on DA Form 4550-R in the appropriate block at the bottom of the page.

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

(3) Ask the food service sergeant for the total headcount data for the same meal period (breakfast, lunch, or dinner) 1 week earlier, and enter that figure in the proper spaces on DA Form 4550-R. If there is doubt concerning the latter figure, past headcount data may be obtained from, or verified by, the supporting Troop Issue Subsistence Officer. Discrepancies in total numbers subsisted may require more frequent verification checks. Other measures to monitor and control meal entitlement or reimbursement may be necessary.

g. Verify the validity of the meal cards by

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comparing meal card numbers with DA Form 4809-R. Put comments in the Remarks section of the DA Form 4550-R and forward the completed form to the appointing commander for distribution. Any irregularities noted will be cause for review or investigation as determined by the appointing commander. Preparation instructions and a completed DA Form 4550-R are at figure 4-1.

h. The Meal Card Control Officer will file the official record copy of DA Form 4550-R with correspondence on actions taken.

4-2. Notification system for lost or stolen meal cards.

a. Each installation will maintain a system for

the prompt processing of information on reported lost or stolen meal cards.

b. Distribution of data in *a* above will be as follows:

(1) Copies for each headcount station in all installation dining facilities.

(2) One copy each to all food advisers and food service supervisors.

(3) One copy to each Meal Card Control Officer at the installation.

c. Flow of information will be both ways. Dining facilities will notify and forward to the issuing activity meal cards that are withdrawn while checking meal cards at headcount stations.

MEAL CARD VERIFICATION FORM			
For use of this form see AR 600-38; the proponent agency is Deputy Chief of Staff for Logistics			
TO: COMMANDER ① DISCOM FT WRIGHT, WY		FROM: 1LT GERALD A. FRITSCH ② Co B, 4th Bn, 18th INF FT WRIGHT, WY	
UNIT OPERATING DINING FACILITY ③ HQ CO, USAG, FT WRIGHT, WY		DATE OF CHECK ④ 16 APR 1980	MEAL PERIOD ⑤ BREAKFAST
NO. OF PERSONNEL CHECKED: ⑥ 30		NO. OF IRREGULARITIES: ⑦ 4	
DINER'S NAME	MEAL CARD NUMBER	MEAL CARD ISSUE ACTIVITY	DINER STATUS
1. NORTHWIND, SUSAN B.	E 208	DISCOM	DY
2. BRIANCH, JIM T.	BAS	B BTRY 5/91	See Remarks Please
3. PETRINI, ROCCO L.	ORDERS	USAF	TDY
4. SAMS, Margaret K.	L 119	PAC-USAG	See Remarks Please
5. SANCHEZ, RITA B.	E086	DISCOM	DY
6. FALLS, Kenneth	BAS	HHC 3/21 INF	See Remarks Please
7.	<p style="text-align: center;">INSTRUCTIONS</p> <p>Type or Print Entries (Except Signatures)</p> <p>Block ① Enter Cdr, Organization and Address of Authority directing the Meal Card Verification</p> <p>Block ② Name, Unit, Address of Person Performing Check</p> <p>Blocks ③ thru ⑦ -Self Explanatory</p> <p>Block ⑧ Use Remarks Space (and Back of Form, if Needed) for Explanation of all Irregularities</p> <p>Block ⑨ Obtain (from Headcounter) Figure for Entry, and Verify with Fd Svc Sgt</p> <p>Block ⑩ Obtain Figure from Fd Svc Sgt. and Verify with TISO</p> <p>Block ⑪ Signature of Person Listed in Block ②</p> <p>Block ⑫ Date Form 4550-R is Signed</p> <p>NOTE: Include name, grade and unit of Headcounter in Remarks Section</p>		
8.			
28. CASTILLO, JOSE F.	E 622	DISCOM	DY
29. STANFITCH, CHAS C.	C 016	2d BDE	LV SEE REMARKS
30. BUSSTYL, VICTOR K.	A 277	DIV ARTY	DY
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 79. NO RECORD OF ANY CARDS ISSUED WITH "L" PREFIX. SUSPECT FORGERY AND FRAUD. LINE 6 (FALLS): OBSERVED MEMBER SHOW A MEAL CARD TO HEADCOUNTER IMMEDIATELY AFTER SANCHEZ. CHECK OF DA FORM 3351 SHOWED ENTRY OF MEAL CARD "E123" BUT ENTRIES FOR SIGNATURE AND UNIT WERE ILLEGIBLE. LINE 29 (STANFITCH): MBR DRAWING BAS WHILE ON LEAVE, NOT AUTH USE OF MEAL CARD. RECOMMEND HEADCOUNT RECORDS BE REVIEWED FOR ENTIRE PD OF LEAVE TO DETERMINE TOTAL AMOUNT OF REIMBURSEMENT DUE THE GOVERNMENT. COMMENT: WITH A DROP IN ATTENDANCE (FROM 211 to 158) OF ABOUT 25%, AND BECAUSE MOST OF THE IRREGULARITIES WERE NOTED IN FIRST SIX PERSONNEL CHECKED, THERE IS A DISTINCT POSSIBILITY THAT THE VERIFICATION OF MEAL CARDS WAS SOMEWHAT COMPROMISED. HEADCOUNTER: HERMAND, SAMUEL R., E5, B/5/91 FA			
TOTAL HEADCOUNT THIS MEAL ⑧ 158	HEADCOUNT SAME MEAL LAST WEEK ⑩ 211	SIGNATURE ⑪ Gerald A. Fritsch	DATE ⑫ 17 APR 80

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) direct to HQDA(DALO-TST-F), WASH DC 20310.

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Brigadier General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel General—A

MEAL CARD VERIFICATION FORM

For use of this form see AR 600-38; the proponent agency is Deputy Chief of Staff for Logistics

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

	DINER'S NAME	MEAL CARD NUMBER	MEAL CARD ISSUE ACTIVITY	DINER STATUS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
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27.				
28.				
29.				
30.				

USE REVERSE OF FORM FOR ADDITIONAL ENTRIES OR CONTINUATION OF REMARKS

REMARKS:

HEADCOUNTER:

TOTAL HEADCOUNT THIS MEAL	HEADCOUNT SAME MEAL LAST WEEK	SIGNATURE	DATE
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Figure 4-2. Meal Card Verification Form (DA Form 4550-R).

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AR 600-38