



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

IMGO-ZA

NOV 12 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Food Services Policy Memorandum No. 53 - Meal Card Management System

1. References:

- a. AR 600-38, 11 Mar 88, Meal Card Management System.
- b. AR 30-22, 24 July 2013, Army Food Program.

2. This memorandum provides guidance, assistance, and responsibility to organizations and commands who issue meal cards.

3. The Installation Food Program Specialist has been designated as the Installation Meal Card Control Book Control Officer (MCCBCO) to requisition, receive, issue, and account for on-hand Meal Card Books (DD Form 714).

4. Commands and Organizations will:

- a. Appoint in writing a Meal Card Control Officer (MCCO) and alternate(s) (officer E-7 or above, GS-9 or above). Appointed personnel will not be food services personnel. Appointments will be updated as needed.
- b. Appoint in writing a Meal Card Verification Officer (MCVO) (officer, E-7 or above or E-6 in position, or GS-9 or above). Appointed individuals will not be Food Service personnel.
- c. Ensure all procedures in AR 600-38, paragraph 2-3, are accomplished and in effect.

5. MCCO will:

- a. Request, receive, and account for meal card books from the MCCBCO in accordance with paragraph 3-3, AR 600-38.

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b. Appoints in writing, a Meal Card Controller (MCC) and alternate(s) (E-4 or above, or GS-4 or above). Appointed individuals will not be food service personnel. Appointments will be updated, as needed.

c. Ensure procedures for turn-ins and transfers are conducted IAW paragraph 3-4, AR 600 38.

d. Conduct annual written status report annually.

e. Submit lost or stolen meal card reports to the MCCBCO weekly.

6. MCC will:

a. Assist the MCCO.

b. Perform administrative requirements for issuing and withdrawing meal card.

c. MCC will not receive meal card books from Book Control Officer (BCO).

7. MCVO will:

a. Perform monthly checks.

b. Provide DA Form 4550-R and narrative report through the appointing commander of the MCCO for review, appropriate action, and for subsequent forwarding to the BCO.

8. All commanders are required to ensure that all appointments and transfers are updated and reports are current and on schedule. The MCCO is required to submit copies of all documents to the BCO.

9. Students will use their social security number as their meal card number.

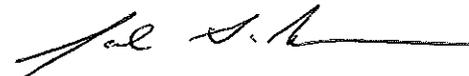
10. The BCO will conduct an annual meal card management system review at each MCCO level that issues meal cards.

11. Units turning in or drawing books may request assistance from the Installation Food Program Manager's Office.

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12. The proponent for this Policy Letter is the Installation Food Program Manager, Logistics Readiness Center, 706-791- 2636.



SAMUEL G. ANDERSON
COL, SC
Commanding

DISTRIBUTION: A

This Policy Memorandum supersedes the Garrison Commander's Policy Memorandum No. 53- Meal Card Management System, 15 November 2011.