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

REPLY TO
ATTENTION OF:

FEB 23 2010

IMSE-GOR-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Food Service Memorandum Policy No. 26— Headcount Operating Procedures

1. Reference:

a. AR 30-22, 10 May 05, The Army Food Program.

b. AR 600-38, The Meal Card Management System.

2. The headcount clerk in each dining facility is responsible for accurately accounting for each individual admitted to the dining facility for a meal. In order to prevent fraud, waste, and abuse, diners must be routed through the headcount station. All individuals entering the dining facility will be identified as to their meal entitlement; e.g., Basic Allowance for Subsistence (BAS), Subsistence in Kind (SIK), or Military Training Service Support (MTSS). The Automated Headcount (AHC) System is the primary system to document headcount in the Garrison dining facility. When the AHC system is not operating, the dining facility will follow the manual headcount procedures IAW DA Pam 30-22, paragraph 3-25.

3. A DD Form 714 (Meal Card) will be issued for each Soldier and include their name. Each meal card will have beginning and ending dates that correspond to the beginning and ending dates of the course in which the Soldier is enrolled. The headcount clerk will check each individual's meal card and DD Form 2A (Identification Card) or DA Form 428, Application for Identification Card, or travel orders for verification of entitlement to be subsisted. MTSS personnel authorized to subsist without reimbursement will identify their meal entitlements by showing their DD Form 714 (Meal Card) over-stamped "MTSS" to the headcount clerk prior to entering the serving line. The unit S-1 will over-stamp the meal card with "MTSS-5," indicating the participant is authorized meals Monday through Friday (5 days) excluding weekends, or with "MTSS-7," indicating the participant is authorized meals Monday through Sunday (7 days) including weekends. Soldiers not in possession of meal cards may temporarily subsist on their orders until they are issued a meal card. The headcount clerk will check the meal card of the diner. Once the entitlement is validated, the diner will enter his or her SSN into the AHC System and proceed through the line. The unit will withdraw the over-stamped/laminated DD Form 714 (Meal Card) from the student at the conclusion of the training. It is recommended that the meal cards be prepared in advance and be issued by card number rather than by the individual names.

4. One-line entries will be authorized for the following:

a. During the midnight meal

b. During inclement weather

c. During the last 15 minutes of the serving period due to time constraints

d. When a designated individual in charge of a group of Soldiers in training or in the field picks up rations for the group.

5. The headcount clerk will physically count the number of diners subsisting and confirm the entry annotated by the person in charge of the group prior to entering the number into the AHC system.

6. The DD Form 1544 (Cash Meal Payment sheet) will be signed by all personnel who do not possess a valid DD Form 714 or other document authorizing them to be subsisted without cash reimbursement at the time of consumption. This form should also be used when the AHC System is not working.

7. Personnel consuming the midnight meal will follow guidelines in paragraphs 1-5 above. The headcount clerk is not authorized to give approval to military personnel in civilian attire unless they have an emergency situation, are late in-processing, or have a logical excuse. Family Members are not allowed to consume the midnight meal unless written authorization (i.e., FG Form 7444, Request for Support) is on file.

8. Personnel who have lost their meal card will sign DD Form 1544 or have a valid memorandum signed by the Commander, Executive Officer (XO), or First Sergeant (1SG). The memo must contain the individual meal card number, name, SSN, and date the unit was notified. The memo will allow the diner to consume three meals only (breakfast/ lunch/dinner). Lost or stolen meal cards will be reported to the Brigade Meal Card Control Officer/NCO and reported in writing to Installation Food Service, Food Advisor, building 14500, within 5 duty days. Over weekends and holidays, personnel who have lost their meal card/or ID card will report to the SDNCO to obtain written authorization to be subsisted.

9. Logistics staff will periodically audit units' records of meal card issuances to ensure that the units are issuing/controlling the cards appropriately. Units are expected to maintain documentation regarding their card issuances, so that there will be adequate audit trails for review by the Logistics staff.

10. The proponent for this Policy Letter is the Installation Food Program Manager, DOSS, 706-791-2636.

GLENN A. KENNEDY, II
COL, SC
Commanding

DISTRIBUTION: A

This Policy Memorandum supercedes the Garrison Commander's Policy Memorandum No. 26- Headcount Operating Procedures, 20 November 2006.