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:

IMSE-GOR-ZA

NOV 15 2011

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, 10 May 05, Army Food Program.

2. This memorandum provides guidance, assistance, and responsibility to units and organization commanders 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. Unit and organization commanders will:

a. Appoint in writing a Meal Card Control Officer (MCCO) and alternate(s) (officer, E-7 or above or E-6 in position, 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.

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 of issuing and withdrawing meal card.

c. 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 and 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. Commanders issuing DD Form 714, Meal Cards, to IET students upon receipt of this memorandum will withdraw all meals cards and require students to use their DD Form 2A Armed Forces Identification Card as their meal card. 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 call the Installation Food Program Manager's Office for assistance.

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

ROBERT A. BARKER
Colonel, SC
Commanding

DISTRIBUTION: A

This Policy Memorandum supercedes the Garrison Commander's Policy Memorandum No. 46-Meal Card Management System, 1 December 2009.