ARMY STAFFING FORM For use of this form, see DA Memo 25-52; the proponent agency is AASA.	1. TRACKING NUMBER	2. TODAY'S DATE (YYYYMMDD) 20131007	3. SUSPENSE DATE (YYYYMMDD) 20130930
4. LEAD STAFF AGENCY G-4	5. SUBJECT All Army Activities (ALARACT) Message on Meal Card Policy (AR 600-38)		

6. ROUTING: (*ECC USE ONLY*)		Initial	Date
	SA		
	CSA		
	USA		
	VCSA		
	AASA		
	DAS		
	SMA		
	DUSA		
	VDAS		

ECC POC *(Initial)*	ECC *(Rank, Name, Phone No.)*	DIR, ECC *(Initial)*

COMMENTS:

7. **Origin:** Requirement from - ☐ SA ☐ CSA ☐ USA ☐ VCSA ☐ Staff Initiated ☐ OSD ☐ Congress ☐ CJCS/JS ☑ Other Army Audit Agency

Meeting/Forum/Other:

8. **What is in this packet?**

TAB A: Recommended ALARACT, Interim Guidance on Meal Card Management System

TAB B: U.S. Army Audit Agency (USAAA) Report: Meal Card Program Controls

TAB C:

9. **Action seeks senior leader** ☐ Signature ☑ Approval ☐ Guidance ☐ Information Only ☑ Other Release

Recommendation to senior leader: DCS, G-4 approve ALARACT at Tab A for Army-wide distribution

10. **Key areas impacted:** ☐ Funding ☐ Equipment ☐ Personnel ☐ Training ☐ Strategy ☑ Policy ☐ Congressional ☐ Legal ☐ Other

11. **Key point(s) the senior leaders should get from this action:**

- The Report found that generally, controls over the meal card program weren't sufficient to ensure meal cards were properly issued, used, turned in, and accounted for.
- Draft ALARACT implements three of the six recommendations found in USAAA Report at Tab B.

12. **Additional information:**

The three recommendations implemented by this ALARACT are:

1. Recommendation 2, which is to issue interim policy or ALARACT on updates to AR 600-38 suggested in USAAA Report at Tab B while awaiting revision to the regulation.

2. Recommendation 3, which is to require a 100-percent Army-wide inventory of meal cards to establish proper accountability.

3. Recommendation 4, which is to develop and deliver training (consider computer-based training) for book control officers, meal card verification officers, and meal card control officers on issuance, accountability, verfication, and turn-in procedures to complete as a condition of their appointment.

13. **Senior Leader/Decision/Comments:**

APPROVED ____ **DISAPPROVED** ____ **NOTED** ____ **SEE ME** ____ **COMMENT** ____

14. LEAD AGENCY STAFF COORDINATION	LEAD STAFF AGENCY: G-4	TRACKING NO.:	
TITLE	INITIAL	TYPE OR PRINT NAME	DATE (YYYYMMDD)
Division Chief		Mr. John C. Skelly	20131106
Deputy Director of Supply		COL Catherine A. Reese	20131106
Director of Supply		Mr. Michael B. Cervone SES	20131119
ADCS, G-4		Ms. Kathleen S. Miller SES	20131121
PRINCIPAL ONLY	RM	LTG Raymond V. Mason, DCS, G-4	6 Dec 13
ACTION OFFICER (Signature) (Name/Title/Phone No./Email/Office Symbol)	VICK.JOHN.CLARK.1134292195	SGM Vick, John / Subsistence 571-256-4881 / john.c.vick4.mil@mail.mil / DALO-SUF	20131024
SACO (Signature) (Name/Title/Phone No./Email)	West, charmaine / 703-697-9081 / charmaine.e.west.civ		CRW/[illegible]

RECOMMENDATION FOR STAFF PRINCIPAL:

File Location:
J:\G-4\SM\SUF\ALARACT for Meal Card Policy (OCT 2013)\ALARACT AAA Meal Card Policy (Ver ~~9~~ 13).docx

15. STAFF COORDINATION

CONCUR	NON-CONCUR	AGENCY	NAME (TITLE, LAST NAME)	PHONE (XXX) XXX-XXXX	DATE (YYYYMMDD)	REMARKS
		OGC				
		OTJAG				
✓		JCCoE	Vartuli-Dusablon, Cara	(804) 734-4862	20130927	

16. REMARKS BY ECC:

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATION CENTER ON BEHALF OF HQDA WASHINGTON DC//DALO-SUF//FOR THE HQDA G-4.

NARR// ALARACT: INTERIM GUIDANCE ON MEAL CARD MANAGEMENT SYSTEM AND REQUIREMENT TO ACCOUNT FOR ALL MEAL CARDS BY CONDUCTING A 100-PERCENT ARMY-WIDE INVENTORY.

1. (U) REFERENCE: ARMY REGULATION 600-38, THE MEAL CARD MANAGEMENT SYSTEM, 11 MARCH 1988.

2. (U) THIS ALARACT ESTABLISHES INTERIM GUIDANCE TO IMPROVE MEAL CARD MANAGEMENT UNTIL THE NEXT REVISION TO AR 600-38.

2.A. INSTALLATION COMMANDERS WILL ASSIGN RESPONSIBILITIES FOR, AND DEVELOP SUPPORTING INSPECTION/AUDITS IN SUPPORT OF, THEIR ANNUAL MEAL CARD COMPLIANCE REVIEWS. INSTALLATION COMMANDERS WILL PROVIDE A ONE-TIME REPORT DETAILING THE RESULTS OF THEIR ANNUAL REVIEWS AS OF 01 MAR 14 TO HQDA, ODCS, G-1 (ATTN: DAPE-PRC) AND ODCS, G-4 (ATTN: DALO-SUF). THE REPORT SHOULD INCLUDE IDENTIFIED SHORTCOMINGS AND CORRECTIVE ACTIONS IDENTIFIED TO ENSURE SOUND MEAL CARD PROGRAM MANAGEMENT. THE INSPECTION/AUDIT PLAN SHOULD COVER REQUIREMENTS AS OUTLINED IN PARA 3-10 OF AR 600-38.

2.B. UNIT COMMANDERS THAT ISSUE MEAL CARDS WILL INCLUDE THE MEAL CARD PROGRAM AS PART OF THEIR COMMANDER'S MANAGEMENT CONTROL CHECKLIST. PARTICULAR EMPHASIS WILL BE PLACED ON MEAL CARD VERIFICATION OFFICER (MCVO) REPORTS (DA FORM 4550-R).

2.C. FOOD SERVICE ADVISORS/SUPERVISORS OR EQUIVALENT OFFICIALS WILL SCHEDULE AND PERFORM MEAL CARD VERIFICATION AUDITS FOR EACH DINING FACILITY. THE ADVISOR WILL ENSURE CYCLIC MEAL CARD VERIFICATIONS ARE PERFORMED BY MCVOS IN ACCORDANCE WITH PARA 5-1 OF AR 600-38 AND RESULTS ARE SHARED WITH MEAL CARD CONTROL OFFICERS (MCCO) AND MCVOS.

2.D. EACH BOOK CONTROL OFFICER (BCO) WILL ESTABLISH MECHANISMS TO TRACK THE SAFEGUARD AND ACCOUNTABILITY OF NONISSUED, ISSUED, AND DESTROYED MEAL CARD BOOKS. ADDITIONALLY, EACH BCO WILL REVIEW THE MEAL CARD BOOK ANNUAL AUDITS SUBMITTED BY THE MCCO TO ENSURE AUDITS AND CORRECTIVE ACTIONS ARE PERFORMED.

2.E. EACH MCCO WILL: 1)TRACK THE ISSUE AND TURN-IN OF MEAL CARDS AND MEAL CARD CONTROL BOOKS; 2) PERFORM QUARTERLY RECONCILLIATIONS BETWEEN THE ENTITLEMENT VERIFICATION REPORTS TO UNIT AND BARRACKS ROSTERS TO VERIFY SOLDIERS ISSUED MEAL CARDS ARE ENTITLED TO RECEIVE A MEAL CARD; 3) CROSS CHECK THAT MEAL CARDS ARE IN SOLDIER

POSSESSION OR LISTED IN THE UNIT MEAL CARD CONTROL REGISTER (DA FORM 4809-R); 4) AND DOCUMENT MEAL CARD TURN INS BY ATTACHING THE PORTION OF EACH MEAL CARD CONTAINING THE MEAL CARD NUMBER TO DA FORM 4809-R BEFORE DESTROYING THE MEAL CARD.

2.F. EACH MCVO WILL USE THE VERIFICATION RESULTS FROM DA FORM 4550-R TO VALIDATE THE MEAL ENTITLEMENT STATUS FOR UNIT SOLDIERS BY VERIFYING RANK, BARRACKS/MARITAL STATUS, AND MEAL ENTITLEMENT ELIGIBILITY.

2.G. EACH UNIT BCO, MCVO, MCCO AND MEAL CARD CONTROLLER WILL COMPLETE MEAL CARD TRAINING AS A CONDITION OF THEIR APPOINTMENT. ONLINE TRAINING IS AVAILABLE AT THE FOLLOWING WEB LINK: HTTP://WWW.QUARTERMASTER.ARMY.MIL/JCCOE/JCCOE_MAIN.HTMI.

3. (U) IN RESPONSE TO RECOMMENDATIONS BY THE UNITED STATES ARMY AUDIT AGENCY, COMMANDS ARMY-WIDE THAT ISSUE AND CONTROL MEAL CARDS WILL PERFORM A 100 PERCENT MEAL CARD INVENTORY AND REPORT COMPLETION AND RESULTS OF THEIR INVENTORY TO THE JOINT CULINARY CENTER OF EXCELLENCE (JCCoE) POC MR. JOSE MILLAN; (804) 734-4858; OR EMAIL: JOSE.A.MILLAN.CIV@MAIL.MIL. THIS REPORT IS DUE WITHIN 90 DAYS OF THE ISSUE DATE OF THIS ALARACT.

4. (U) DEPARTMENT OF ARMY G-4 POINT OF CONTACT IS MR. JACK SKELLY, CHIEF, FOOD AND LIQUIDS DIVISION, AT (703) 614-0799, OR EMAIL: JOHN.C.SKELLY.CIV@MAIL.MIL

5. (U) THIS MESSAGE EXPIRES UPON PUBLICATION OF REVISED AR 600-38.