

**MEAL CARD MANAGEMENT FOR MEAL CARD CONTROL OFFICERS (MCCO) AND  
MEAL CARD VERIFICATION OFFICER (MCVO)**

Proponent For Inspection: DOIM  
 Unit Inspected: \_\_\_\_\_  
 Unit Phone No.: \_\_\_\_\_  
 Inspector's Name: \_\_\_\_\_

Point of Contact: \_\_\_\_\_  
 Date of Inspection: \_\_\_\_\_  
 Unit Phone No: \_\_\_\_\_  
 Inspector's Phone No: \_\_\_\_\_

Unit Overall Rating: T P U

REFERENCES: a. AR 600-38, 11 March 1988 b. AR 25-400-2, 1 October 2001 c. FLW Suppl 1 to AR 600-38, 15 August 2002

STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks and 100% accountability. "P" = 70% success rate of evaluated tasks with no failed critical tasks. "U" = less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
1. Does unit have or have access to the current publications required to manage the system?	BN			
2. Are there duty appointment orders on the Meal Card Control Book Control Officer (BCO), IAW AR 600-38, paragraph 2-2b?	BN			
3. <b>CRITICAL:</b> Are there appointment orders on the current and previous MCCO, IAW AR 600-38, paragraph 3-6a(2)?	BN			
4. <b>CRITICAL:</b> Are there appointment orders on the current and previous Meal Card Controller (MCC), IAW AR 600-38, paragraph 3-6a(3)?	BN			
5. <b>CRITICAL:</b> Does the unit have a copy of the BCO's written procedures for the meal card control system IAW AR 600-38, paragraph 2-5?	BN			
6. <b>CRITICAL:</b> Is the unit following the procedures established IAW AR 600-38, paragraph 2-5, for -	BN			
a. Maintaining the minimum number of active meal card control books needed IAW AR 600-38, paragraph 2-5c?	BN			
b. Submitting the annual written report for each active book issued under their meal card management system? This report is to show the status of each meal card by meal card number IAW AR 600-38, paragraphs 2-6h and 3-8c(5).	BN			
c. Returning the meal card book and associated records to the BCO within 5 duty days following the time the last card in the book is recorded as inactive IAW AR 600-38, paragraphs 2-5e, 2-6d and 3-4a(2)?	BN			
d. Reporting to the BCO weekly the meal card number of a meal card reported as lost or stolen, IAW AR 600-38, paragraph 2-6g?	BN			
e. Handling cases of personnel caught fraudulently using a card, IAW AR 600-38, paragraph 2-5f?	BN			
f. Safeguarding, issuing, withdrawing, and destroying meal cards, IAW established procedures by the BCO and AR 600-38?	BN			

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<b>INSPECTION CRITERIA:</b>	<b>LEVEL</b>	<b>GO</b>	<b>NO GO</b>	<b>REMARKS</b>
7. <b>CRITICAL:</b> Has the MCCO properly destroyed (burning or shredding) all meal cards which have been permanently withdrawn IAW AR 600-38, paragraph 2-6e?	BN			
8. Has the MCCO made the appropriate entries in the Meal Card Control Book and DA Form 4809-R (Meal Card Control Register) IAW AR 600-38, paragraph 2-6e and instructions for preparing DA Form 4809-R?	BN			
9. Has the MCCO instructed the MCC on the procedures and administrative requirements associated with the issue and withdrawal of the meal cards IAW AR 600-38, paragraph 2-7b?	BN			
10. IAW AR 600-38, paragraph 3-2b, are soldiers briefed -	BN			
a. on the purpose and use of a meal card?	BN			
b. on their responsibility for safeguarding their meal card?	BN			
c. that their meal card can not be loaned or shared with others?	BN			
d. on the circumstances under which they must return their meal card to the MCCO or MCC?	BN			
11. Is the issue of Meal Card Control Book from BCO to MCCO properly documented and on file, IAW AR 600-38, paragraphs 3-3c and 3-6a(4)?	BN			
12. Is the transfer of Meal Card Control Book from one MCCO to another MCCO properly documented and on file, IAW AR 600-38, paragraphs 3-3c and 3-4b(3)?	BN			
13. Was a copy of the transfer from the old MCCO to the new MCCO forwarded to the BCO IAW AR 600-38, paragraph 3-4b(1)(g)?	BN			
14. <b>CRITICAL:</b> Is there a DA Form 4809-R maintained for each issued meal card IAW AR 600-38, paragraph 3-5a?	BN			
15. Does the MCCO and MCC understand the meal card issue procedures outlined in AR 600-38, paragraph 3-7?	BN			
16. <b>CRITICAL:</b> IAW AR 600-38, paragraph 3-8c, has the MCCO established accountability methods to ensure -	BN			
a. The instructions (1 thru 3) contained on the inside front cover of the meal card control book are complied with?	BN			
(1) Transfer Control and Receipts.	BN			
(2) Meal Card Control Sheets	BN			
(3) Meal Cards.	BN			

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b. That all meal cards signed for by the MCCO are either on hand or accounted for on DA Form 4809-R, IAW AR 600-38, paragraph 3-6?	BN			
c. The MCCO personally supervises the destruction of all meal cards that cannot be reissued and makes appropriate entries on the DA Form 4809-R and the meal card control sheet IAW AR 600-38, paragraph 3-8c(4)?	BN			
d. The MCC is performing all administrative actions in compliance with AR 600-38 and established procedures by the BCO and MCCO IAW AR 600-38, paragraph 2-7b.	BN			
17. Does this unit participate in field duty exercises?	BN			Yes answer will require the completion of FLW Form 2000-6-6-RE in order to have a complete evaluation of subordinate units.
18. Does this unit process claims for missed meals?	BN			Yes answer will require the completion of FLW Form 2000-6-6-RE in order to have a complete evaluation of subordinate units.
19. Does the MCCO have orders on the Meal Card Verification Officers (MCVO) IAW AR 600-38, paragraph 2-3h?	BN			
20. Does the MCCO have completed DA Form 4550-R (Meal Card Verification Form) and the narrative report for all meal card verification checks conducted by the MCVOs under there area of responsibility, IAW AR 600-38, paragraph 5-1a(4)?	BN			
21. According to the documentation on file, is the frequency of the checks IAW AR 600-38, paragraph 5-1b?	BN			
22. <b>CRITICAL:</b> Does the MCVO confiscate meal card, record name and organization of the service member and report this information to the service member's commander through command channels when the ID card and the meal card do not match, IAW AR 600-38, paragraph 5-2a(2)?	BN			
23. Are actions initiated by the command to prevented the recurrence of deficiencies noted by the MCVO during verification checks IAW AR 600-38, appendix A, paragraph A-4b(3)(c)?	BN			
24. Are meal cards books adequately secured as required for accountable forms and IAW with established procedures required by AR 600-38, paragraphs 2-5g and 3-3d.	BN			
REMARKS AND FINAL COMMENTS:				