

MEAL CARD MANAGEMENT FOR FIELD EXERCISE AND MISSED MEALS

Proponent For Inspection: DOIM

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Phone No.: _____

Unit Phone No: _____

Inspector's Name: _____

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
FIELD EXERCISE:				
1. Has the unit commander initiated action to -	BN			
a. Ensure all required reimbursements for meals available during field duty, to include preparation for deployment and travel to and from home station IAW AR 600-38, paragraph 4-3 (if applicable)?	BN			
b. Ensure the FAO action for enlisted soldiers on BAS is completed IAW AR 600-38, paragraph 4-3?	BN			
c. Ensure the payroll deduction for officers is completed IAW AR 600-38, paragraph 4-4?	BN			
d. Ensure that observers and visitors who are not participants in the field duty pay cash for their meals at the time of consumption, IAW AR 600-38, paragraph 4-1c?	BN			
e. Ensure when time does not allow implementation of administrative procedures prior to the field duty exercise, documentation is completed NLT 3 working days following return IAW AR 600-38, paragraph 4-3b?	BN			
2. Does the unit have the meal cards annotated "FLD" in 3/8 inch high block letter IAW AR 600-38, paragraphs 3-7 and 4-7?	BN			
3. CRITICAL: Are the FLD meal cards issued only to enlisted members having their BAS recouped/suspended and to officers who are using payroll deduction action, IAW AR 600-38, paragraph 4-7a?	BN			
4. CRITICAL: Does the issue date and return date of the meal card correspond to the start and stop date on the finance action taken for the individuals issued a FLD meal card, IAW AR 600-38, paragraph 4-7a?	BN			
MISSED MEALS:	BN			
1. CRITICAL: Does the MCCO/MCC ensure they only process claims for meals missed due to mission requirements and that the claims are processed IAW AR 600-38, paragraph 4-5?	BN			
2. Does the PAC initiate follow-up action if the FAO verification has not been received within 30 calendar days, IAW AR 600-38, paragraph 4-5e?	BN			
REMARKS AND FINAL COMMENTS:				