



DEPARTMENT OF THE ARMY
HEADQUARTERS NEW YORK ARMY NATIONAL GUARD
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

MNL

01 October 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Meal Card Management System DD 714 FY 2016

1. References:

a. DA Pam 30-22, Operating Procedures for the Army Food Program, dated 6 February 2007, Para 3-50, D-3, and D-4

b. AR 600-38, The Meal Card Management System, dated 11 March 1988, Para 1-4, 3-2, 3-3, 3-7 and 3-9

2. The objectives of this memorandum are to provide guidance to New York Army National Guard units on the requirements for the acquisition, issue and control of Meal Card Control Books (DD Form 714) and to establish policies for the issue of and accountability for meal cards.

3. The meal card identifies permanently assigned or attached Soldiers, and enlisted personnel from other services authorized to subsist without reimbursing the government. Enlisted Soldiers authorized BAS, officers electing payroll deduction (PD) and civilians may also be issued a temporary meal card if the appropriate BAS is recouped or suspended for all available meals during the field duty. The MNL Directorate designated Meal Card Control Book Control Officer (BCO) will requisition the Meal Card Control Book(s) using procedures as specified and published by the Installation Publications Officer.

4. A temporary meal card will be issued to Soldiers when subsisting at an active duty dining facility, during IDT and AT. Units who request dining facility support for 100 or more personnel will issue temporary meal cards. Units who request dining facility support for less than 100 personnel will annotate Code Q5 (Soldier is subsistence-in-kind in IDT or performing unit annual training. No charge will be made for meals during this duty period) on the AFCOS orders.

5. The Meal Card Control Book(s) will be issued to a consolidated headquarters by the NYARNG, Meal Card Control Book Control Officer (BCO). A consolidated headquarters will not be lower than a battalion. Consolidated headquarters that require a Meal Card Control Book will forward a request to this headquarters, ATTN: MNL-LM (SS), with a Notice of Delegation of Authority – Receipt for Supplies (DA Form 1687), appointment memorandum, and Assumption of Command.

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6. The Meal Card Control Book will be issued to a designated Meal Card Control Officer (MCCO) at the consolidated headquarters, using the Request for Issue and Turn-in (DA Form 3161). The book(s) will be issued from the BCO and MCCO by DA Form 3161 or Receipt of Accountability Form (DA Form 410) and the completion of the transfer control and receipt form located in the front of the book. Additional guidance for requesting and receipt of Meal Card Control Book can be found in AR 600-38, para 3-3.

7. Each unit with responsibility to issue meal cards will maintain a Meal Card Control Register (DA Form 4809-R); an example is enclosed. This form is a record of the disposition of all meal cards not attached to the Meal Card Control Book. Completed DA Forms 4809-R will be maintained in Meal Card Control Binders, IAW AR 600-38, para 3-6.

8. The Meal Card Control Book will be turned-in when all cards from a book have become inactive, (destroyed, lost or stolen) the book will be returned (within 5 duty days) by the MCCO to the BCO, IAW AR 600-38, para 2-5e and 2-6d. Whenever there is a change of MCCO, the appropriate command will appoint a new MCCO. The officer vacating the position will prepare a DA Form 2496 in four copies. Additional guidance for preparing a DA Form 2496 can be found in AR 600-38, para 3-4b(3).

9. POC is SFC Scott Kyle, MNL-LM (SS) at (518) 786-4304, or email at scott.d.kyle.mil@mail.mil.

FOR THE COMMANDER:

Encl


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