



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: Annual Revalidation for Cash Meal Payment Books FY 2016

1. Reference: DA PAM 30-22, Operating Procedures for the Army Food Program, dated 6 February 2007, Paragraph 3-35
2. The Revalidation of Cash Meal Payment Books (DD Form 1544 books) is essential to maintaining an audit trail on each accountable DD Form 1544 book. At the end of the fiscal year DD Form 1544 sheets that have not been used must be revalidated for use during the new fiscal year, IAW the following procedures:
 - a. All revalidations will be prepared using memorandum format with the appropriate unit letterhead, signed by the unit Commander. An Example revalidation memorandum is contained in NYARNG Regulation 30-22, E-4.
 - b. The Control Officer will be provided the book serial number, date of issue, the number of unused sheets on hand and the number of sheets accounted for (through turn-in) as indicated on the DD Form 1131.
 - c. If any sheets are missing, a copy of the AR 15-6 investigation will also need to be provided.
 - d. The installation Control Officer will maintain the revalidation statements on file at JFHQ until the books are turned in.
 - e. The unit audit or unannounced verification will indicate DD Form 1544 books were revalidated.
 - f. A Copy of the statement will be provided to the unit and maintained on file with the DD Form 1544 books.
3. All written annual revalidations must be turned in no later than five duty days after the end of the fiscal year to this headquarters, ATTN: MNL-LM (SS), SFC Scott Kyle. There will be no exceptions to this policy.

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4. The point of contact is SFC Scott Kyle, MNL-LM (SS) at (518) 786-4304, or email at scott.d.kyle.mil@mail.mil.

FOR THE COMMANDER:



SCOTT A. DOUST
COL, LG, NYARNG
Director of Logistics

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