

**11D PAM 1-201**  
**COMMAND INSPECTION CHECKLIST**

FUNCTIONAL AREA: G1/AG	CHAPTER: 1 SECTION: H	DATE OF REVISION: 1 May 03
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PROPONENT/PHONE NO: G1/AG 350-6357/7336	PROGRAM/ACTIVITY/TOPIC (PAT)  Meal Cards	UNIT INSPECTED/DATE:
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ITEM	GO	NO-GO
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<p>A. Discussion: The meal card system is highly susceptible to fraud, waste, and abuse. Units must ensure that a viable set of controls is in place to regulate the issue of meal cards during field training exercises (and the collection through finance for meals consumed) and to issue meal cards to newly assigned soldiers.</p> <p>B. Reference:</p> <p style="padding-left: 20px;">Army Regulation 600-38, Meal Card Management System, dtd 11 Mar 88</p> <p>C. Specific questions:</p> <ol style="list-style-type: none"> <li>1. Does the unit account for meal cards issued using DA FM 4809-R, the meal card control sheet? (AR 600-38, para 3-7b)</li> <li>2. Do S1 personnel destroy meal cards when soldiers initiate entitlement for Basic Allowance for Subsistence (BAS), depart the unit on permanent change of station (PCS), or transfer to other units? (AR 600-38, para 3-7c(2))</li> <li>3. Does the MCCO annotate the departing soldier's PCS orders to designate SIK until the scheduled departure (inclusive dates should be written on the soldier's PCS orders)? (AR 600-38, para 3-7c(2))</li> <li>4. Does the unit issue temporary meal cards from a specific block of meal cards to personnel participating in field duty conducted away from home station? (AR 600-38, para 3-7c(4))</li> <li>5. Are temporary meal cards for field duty annotated "FLD," signed by the MCCO and laminated? (AR 600-38, para 3-7c(4))</li> <li>6. Does the commander initiate written action (DA FM 4187) to effect BAS recoupement for field duty one day through 14 days? (AR 600-38, para 4-3a)</li> </ol>		
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ITEM	GO	NO GO
<p>7. Does the commander suspend BAS for field duty in excess of 14 days? (AR 600-38, para 4-3b)</p> <p>8. Has the unit commander appointed a Meal Card Control Officer in writing? (AR 600-38, para 2-3a)</p> <p>9. Has the MCCO appointed Meal Card Controllers (SPC or above) to physically assist in the issue and control of meal cards and required records (AR 600-38, para 2-6b)</p> <p>10. Does the MCCO destroy by burning or shredding all permanently withdrawn cards and make appropriate entries in the Meal Card Control Book and Meal Card Control Register (DA FM 4809-R)? (AR 600-38, para 2-6e)</p> <p>11. Does the MCCO provide the book control officer an annual written status report on the number of valid cards per book issued and/or still in the book and by card number, the number of cards reported lost, stolen, and destroyed? (AR 600-38, para 2-6h)</p> <p>12. Does the unit commander appoint in writing a meal card verification officer (MCVO)? (AR 600-38, para 2-3h)</p> <p>13. Does the MCVO conduct meal card verification monthly using DA FM 4550-R checking a minimum of 30 soldiers?(AR 600-38, para 5-1a-b and para 5-2b(2))</p>		
<p><b>Rating standard (PAT: Meal Cards)</b></p> <ul style="list-style-type: none"> <li>• Commendable – 90% of all items receive a “GO” rating.</li> <li>• Satisfactory – 75%-89% of all items receive a “GO” rating.</li> <li>• Needs Improvement – 74% and below of all items receive a “GO” rating</li> </ul> <hr/> <p>Inspector’s comments mandatory for all “NO GO” items. (Attach additional sheets if necessary.)</p>		

**NOTES:**

VERIFICATION

X \_\_\_\_\_  
Unit POC's Signature, Name Rank, Date

X \_\_\_\_\_  
Inspector's Signature, Name Rank, Date