

**Information Paper**

**SUBJECT: Recoupment of Basic Allowance for Subsistence (BAS)**

1. **Purpose.** To provide information on collecting pay for meals provided by the U.S. Government in a field environment. This paper details the requirement to collect for meals following field duty.

2. **Facts.** Any soldier receiving any type of full BAS, and not on per diem orders, who at the same time consumes U.S. government provided meals, must have collection for meals deducted from their pay account.

a. Soldiers must pay for meals available in the field, consumed or not, either through payroll deduction or by paying for the meals in cash. When government meals are made available, then the soldier will be charged for the meals. Neither enlisted soldiers nor officers can avoid having collection for meals from their pay by choosing to not consume meals made available.

b. By comparison, for normal TDY travel, soldiers travel on TDY using DD Form 1610 with per diem authorized in their travel orders. Under these circumstances, finance does not deduct meals from the soldier's pay.

3. Commanders are required to submit DA Form 4187 with an attached list of names to the servicing finance office to deduct for all available meals, consumed or not consumed, during field duty. This requirement applies to the below listed categories of duty:

- a. Field duty or temporary field assignment
- b. Sea duty or temporary afloat assignment
- c. Group Travel
- d. Essential unit messing

4. One exception to the above listed circumstances is members assigned to a Joint Task Force (JTF). Members on JTF operations, while also on valid per diem travel orders, generally have the subsistence portion of their per diem withheld or deducted from their travel reimbursement as payment for meals. The travel orders for soldiers deployed with Joint Task Forces normally withhold the

subsistence portion of the per diem and only reimburse the traveler for the daily incidental per diem rate of \$3.50 (OCONUS daily rate).

5. The following categories of duty apply to soldiers who deploy:

--without DD Form 1610 (travel orders) or,

--without temporary change of station orders or,

--who travel with DD Form 1610--but without per diem allocated or,

--who perform field duty

**a. Field duty or temporary field assignment, sea duty or temporary afloat, , group travel, or essential unit mess.** This category covers most field duty that a soldier would perform such as: local training area FTX's on Fort Bragg, and field duty at the Joint Readiness Training Center or National Training Center. Soldiers receiving separate rations (SR) or rations not available (RNA) retain their SR or RNA. Commanders are required to send a DA Form 4187 (with an attached list of names of those who deployed) to the servicing finance office to collect for field meal deductions from the soldiers' pay accounts. Finance does not collect for meals from soldiers on meal cards. Commanders are required by Section 605 of Title 37 U.S. Code to submit names for collection for field meals.

**b. Soldier on Travel Orders (DD Form 1610), government meals are provided at no cost, and no per diem is allocated on the DD Form 1610.** Soldiers receiving separate rations (SR) or rations not available (RNA) retain their SR or RNA if drawing prior to the TDY. Separate rations are started on every soldier not drawing them prior to the TDY. Commanders are required to send a DA Form 4187 to finance for field meal deductions from the soldiers' pay accounts.

**c. Soldier on Travel Orders (DD Form 1610), the DD Form 1610 specifies essential unit messing (EUM), and no per diem is allocated on the DD Form 1610.** Soldiers receiving separate rations (SR) or rations not available (RNA) retain their SR or RNA if drawing prior to the TDY. Separate rations are started on every soldier not drawing them prior to the TDY. Commanders are required to send a DA Form 4187 to finance for field meal deductions from the soldiers' pay accounts.

**d. Soldier deploys with a JTF on Travel Orders (DD Form 1610), the DD Form 1610 specifies essential unit messing (EUM), and no per diem allocated on the DD Form 1610.** If the JTF Commander determines EUM is

necessary to accomplish the mission, training, or readiness, then enlisted soldiers receive meals without charge while deployed. Officers would pay for meals as they consume them at a discounted daily rate. Soldiers receiving separate rations (SR) or rations not available (RNA) retain their SR or RNA if drawing prior to the TDY. Separate rations are started on soldiers who are not drawing SR prior to the deployment. Commanders are required to send a DA Form 4187 to finance for field meal deductions from the soldiers' pay account.

**e. Soldier deploys with a JTF on Travel Orders (DD Form 1610), and the DD Form 1610 authorizes per diem.** This category applies to our soldiers in Kosovo/Albania. The JTF commander declares regular TDY for JTF members only. Soldiers receiving separate rations (SR) or rations not available (RNA) retain their SR or RNA if drawing prior to the TDY. Separate rations are started on soldiers who are not drawing SR prior to the deployment. Soldiers don't actually pay for meals at the JTF DFAC. Instead, when the travel voucher is processed, the payment for meals (per diem) is allocated to the soldier and also collected back. Thus, the payment for meals is transparent to the soldier because no money is deducted from their pay account nor are they required to pay cash for their meals while deployed. The end result for the soldier is they are paid \$3.50 per day for incidental expenses for every day of deployment. The advantage to the soldier is they are paid separate rations and provided meals at no cost while deployed.

**f. Reciprocal Unit Exchanges (RUE's).** There is no requirement to deduct meals for paratroopers that deploy to other countries for RUE's. Finance does not deduct meals from these soldiers' pay accounts because the U.S. government does not provide the meals. Instead, the host country provides the meals. Soldiers deployed on RUE's earn \$3.50 per day for incidental expenses for every day of deployment.

6. Questions pertaining to this information paper should be directed to the 8<sup>th</sup> TSC Personnel Assistance Center, at 655-0484.

**PERSONNEL ACTION**

For use of this form, see DA PAM 600-8 and AR 680-1: the proponent agency is MILPERCEN.

**DATA REQUIRED BY THE PRIVACY ACT**

Authority: Title 5, section 5012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf (Section III). Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

<b>THRU:</b> (Include ZIP Code) Commander 2d Bn, QM Bde Ft. Lewis, WA 98433	<b>TO:</b> (Include ZIP Code) Finance Officer F&AO Ft. Lewis, WA 98433	<b>FROM:</b> (Include ZIP Code) COMMANDER 143d S&S Company Ft. Lewis, WA 98433
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**SECTION I - PERSONAL IDENTIFICATION**

NAME (Last, First, MI)	GRADE OF RANK/PMOS (Enl only)	SOCIAL SECURITY NUMBER
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**SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)**

The above member's duty status is changed from                      Purpose: To recoupe BAS  
 \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ effective \_\_\_\_\_ hours, \_\_\_\_\_ 19\_\_\_\_

**SECTION III - REQUEST FOR PERSONNEL ACTION**

I request the following action:

TYPE OF ACTION	Procedure	TYPE OF ACTION	Procedure
Service School (Enl only)		Reassignment Married Army Couples	
ROTC or Reserve Component Duty		Reclassification	
Volunteering For Oversea Service		Officer Candidate School	
Ranger Training		Asgmt of Pers with Exceptional Family Members	
Reasgmt Extreme Family Problems		Identification Card	
Exchange Reassignment (Enl only)		Identification Tags	
Airborne Training	X	Separate Rations (recoupe ment (em))	
Special Forces Training/Assignment		Leave - Excess Advance/Outside CONUS	
On-the-Job Training (Enl only)		Change of Name SSN/DOB	
Retesting in Army Personnel Tests		Other (Specify)	

SIGNATURE OF MEMBER (When required)	DATE
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**SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)**

(FOR RECOUPEMENT)

Recoupe BAS effective \_\_\_\_\_ Hrs \_\_\_\_\_ Date \_\_\_\_\_  
 through \_\_\_\_\_ Hrs \_\_\_\_\_ Date \_\_\_\_\_

(FOR SUSPENSION)

Suspension BAS effective \_\_\_\_\_ Hrs \_\_\_\_\_ Date \_\_\_\_\_

**SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL**

I certify that the duty status change (Section II), or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED     
  IS APPROVED     
  RECOMMEND APPROVAL     
  RECOMMEND DISAPPROVAL  
 IS DISAPPROVED

COMMANDER/AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE
Dan Taylor, Cpt, Commanding		

**DA FORM 4187**  
DEC 82

EDITION OF FEB 81 WILL BE USED

COPY 1

Figure 4-1. Sample of a completed DA Form 4187 (enlisted BAS recoupe ment/suspension action)

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**Block or Column**

**Instructions**

**Organization and Station**

Indicts organization to which soldiers are assigned.

**Supplemental**

Leave blank.

**Prorated**

Enter under the word PRORATED, subsistence adjustment (SUB ADJ).

**For month of**

Enter the month for which the FAO action is effective.

**Station symbol**

Enter the supporting FAO station symbol.

**MPO Number**

MPO block is not applicable. Enter NA.

**Date**

Enter date the unit submitted the form for processing to the FAO.

**Name, SSAN, Rank**

Enter the name(s) of soldier(s) involved and indicate the meals missed.

**Meal/ Days/Total**

Enter an X for each missed meal breakfast, dinner (lunch), supper(dinner) on the corresponding date for each individual listed. Enter total meals missed, per individual, per meal in the total block.

**Certification**

After the last entry by the soldier(s) claiming adjustment, enter the certification statement in figure 4-3 with appropriate dates.

**Certification Statement**

Certification statement is not applicable.

**Date**

Enter the date signed by approving authority.

**Name, Rank of approving authority**

Enter the name, grade, and organizational element of the approving authority.

**Signature of approving authority**

Signature of approving authority.

**Note**

No one is authorized to claim missed meals for meal periods not covered by individual signature records.

**Figure 4-3. Instructions for preparing DD Form 1475 (Basic Allowance for Subsistence Certification)**

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**PERSONNEL ACTION**

For use of this form, see DA PAM 600-8 and AR 600-1; the proponent agency is MILPERCEN.

**DATA REQUIRED BY THE PRIVACY ACT**

Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf (Section III). Routine Use: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

<b>THRU:</b> (Include ZIP Code) Commander 2d Bn, QM Bde Ft. Lewis, WA 98433	<b>TO:</b> (Include ZIP Code) Finance Officer P&AO Ft. Lewis, WA 98433	<b>FROM:</b> (Include ZIP Code) COMMANDER 143d S&S Company Ft. Lewis, WA 98433
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**SECTION I - PERSONAL IDENTIFICATION**

<b>NAME</b> (Last, first, MI) (See attached roster)	<b>GRADE OF RANK/PMOS</b> (Enl only)	<b>SOCIAL SECURITY NUMBER</b>
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**SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)**

The above member's duty status is changed from \_\_\_\_\_ to effect payroll deduction \_\_\_\_\_ to \_\_\_\_\_ effective \_\_\_\_\_ hours, \_\_\_\_\_ 19 \_\_\_\_\_

**SECTION III - REQUEST FOR PERSONNEL ACTION**

I request the following action:

TYPE OF ACTION	Procedure	TYPE OF ACTION	Procedure
Service School (Enl only)		Reassignment Married Army Couples	
ROTC or Reserve Component Duty		Reclassification	
Volunteering For Oversea Service		Officer Candidate School	
Ranger Training		Asgmt of Pers with Exceptional Family Members	
Reasgmt Extreme Family Problems		Identification Card	
Exchange Reassignment (Enl only)		Identification Tags	
Airborne Training		Separate Rations	
Special Forces Training/Assignment		Leave - Excess Advance/Outside CONUS	
On-the-Job Training (Enl only)		Change of Name/SSN/DOB	
Retesting in Army Personnel Tests		X Other (Specify) Payroll deduction (off)	

<b>SIGNATURE OF MEMBER</b> (When required)	<b>DATE</b>
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**SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)**

The following meal rates are authorized to be deducted from the officer personnel indicated on the roster.

	<b>Meals Available</b>
Breakfast	4
Lunch	5
Dinner	5

**SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL**

I certify that the duty status change (Section II), or that the request for personnel action (Section III) contained herein:

HAS BEEN VERIFIED     
  IS APPROVED     
  RECOMMEND APPROVAL     
  RECOMMEND DISAPPROVAL  
 IS DISAPPROVED

<b>COMMANDER/AUTHORIZED REPRESENTATIVE</b> Dan Taylor, Cpt, Commanding	<b>SIGNATURE</b>	<b>DATE</b>
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**DA FORM 4187**  
DEC 82

EDITION OF FEB 81 WILL BE USED

COPY 1

Figure 4-2. Sample of a completed DA Form 4187 (officer payroll deduction)

copy of the report will be filed in the MCCO records (for incoming and outgoing) and a copy provided to the unit commander, or to appointing commander for annual audits. Noted deficiencies will be corrected by the MCCO within 30 days and the appropriate commander advised in writing of corrective actions taken.

## **Chapter 4 Identification and Reimbursement for Meals Available in the Field**

### **4-1. General**

a. The procedures in this chapter apply when meals are available during field duty as defined in the glossary. Commanders will initiate action to effect all required reimbursements beginning when meals are available during field duty, to include preparation for deployment and travel to and from home station (if applicable). Reimbursement for all meals available, beginning with the first meal and ending with the last meal available will be by FAO action (BAS recoupement/ suspension for enlisted soldiers (para 4-3 this regulation) or payroll deduction for officers (para 4-4 this regulation)).

b. When performing field duty commanders/exercise directors must ensure enlisted soldiers and officers are provided government meals to preclude unnecessary cost. Commanders may provide government meals through the use of operational rations, box lunches or when duty location requires, the garrison dining facility meals.

c. Observers and visitors, etc.(military and civilian), who are not participants in field duty (no reimbursement through FAO action) will be required to pay cash for the meal at time of consumption. The exercise commander will develop the policy and procedure to be used for this collection procedures i.e. during in-processing at the exercise reception station or by designating specific field dining facilities that will be staffed to collect cash. If receiving the subsistence portion of per diem they will pay both food cost and surcharge.

d. Short notification of impending field duty (operational alert or emergency situation) may prevent timely implementation of required administrative procedures. When this occurs, unit commanders must ensure that reimbursement procedures thru FAO as prescribed herein (not later than 3 working days following return), for BAS enlisted soldiers and officers, are implemented.

e. When a soldier (enlisted or officer) is from a different command and cannot provide documentation of FAO action and is reporting to participate in field duty the following procedure may be used to effect reimbursement prior to field duty. Reimbursement for all meals available (current food cost rate as prescribed by HQDA) will be by personal check, money order or cashiers check made payable to servicing FAO. Upon completion of reimbursement, the soldier will be provided with proper identification as prescribed in this chapter.

### **4-2. Reserve Components (RC)**

a. Reserve component officers while performing annual training (AT) away from home station with either the parent unit or other than with the parent unit will utilize the deferred method of payment identified below. The reimbursement will be for all meals to be available during AT to include travel (if applicable) to and from home station.

b. Regardless of the method of reimbursement, payment for meals available to officers will be at the current food cost rate as prescribed annually by HQDA.

c. Procedures for officer reimbursement during AT are as follows:

(1) Deferred Payment is the preferred method of payment. This method must be used when a person is participating as an individual, or member of a unit, and is participating with or subsisting with the Active Army or is performing annual training away from home station. Deferred payment will be effected through FAO action in accordance with the following. The commander must initiate FAO

action to have the total cost, of all meals to be available during AT, deducted from the individual's payment for AT performance. This procedure is accomplished through completion of DA Form 4187, IAW paragraph 4-8, or other authorized (FAO) document. The FAO document must be submitted with the unit payroll. Duty orders must contain a statement indicating that payroll deduction has been or will be accomplished beginning with (date and meal) and ending with (date and meal). When consuming meals during AT the officer will sign DA Form 3032 annotated PD.

(2) The alternate payment method of reimbursement may be used when: (1) AT is performed at home station or (2) for Individual Mobilization Augmentee (IMA) or Individual Ready Reserve Officers (IRR) whose annual training orders do not reflect FAO action has taken place. Officers will reimburse, for all meals available, prior to the start of AT. Reimbursement for these meals may be made by personal check, money order or cashiers check made payable to servicing FAO. When this method is used for home station annual training, payment will be made to the unit administrator who will forward all funds collected, through normal channels, to the servicing FAO. Duty orders must contain a statement indicating that cash reimbursement has been accomplished beginning with (date and meal) and ending with (date and meal). When consuming meals during AT the officer will sign DA Form 3032, annotated AP.

d. Procedures for RC enlisted soldiers performing AT are as follows.

(1) Soldiers, other than full time manning (FTM) personnel, are authorized SIK when training with their unit, another RC unit, or with the Active Army during field duty (AT or IDT). The meal entitlement of these soldiers is verified by presentation of their red ID card.

(2) Enlisted FTM soldiers, who are required to accompany their RC unit of assignment to AT, and are not authorized the subsistence portion of per diem, will (per the DOD PM) have their BAS entitlement recouped (per para 4-3,a). These soldiers will be subsisted as in an SIK status. FTM soldiers having their BAS recouped will sign (when required) DA Form 3032 annotated FAO action. These soldiers will be identified by using the last four numbers of their SSN, as their meal card number, as taken from their DD Form 2A. These soldiers orders must contain a statement that BAS recoupement has been accomplished beginning with (date and meal) and ending with (date and meal).

### **4-3. Active Army enlisted soldiers**

Soldiers authorized SIK will continue to use their garrison meal cards for identification purposes in the field. Unit commanders or servicing personnel administration centers will effect reimbursement through FAO action from enlisted soldiers receiving BAS while participating in field duty. For field duty periods (to include duty as an umpire, evaluator or a participant in AT with reserve components) reimbursement from the first meal available through 14 days will be effected through BAS recoupement. For field duty in excess of 14 days the soldiers' BAS entitlement will be suspended. Procedures to effect each type of reimbursement are as follows:

a. In the field from one day through 14 days. Commanders will initiate written action to effect BAS recoupement. The DA Form 4187 (Personnel Action) will be used by the unit or PAC clerk to effect BAS recoupement for individuals. It will be prepared within three workdays after completion of the field duty and forwarded to the FAO for action. The DA Form 4187 will indicate the time and date of departure to, and return from, field duty. (See figure 4-1.) To facilitate processing of the DA Form 4187, roster procedures (for groups of ten or more) described below may be used. (NOTE: Roster procedures, forward 2 copies of the DA Form 4187 and 2 copies of the roster (a listing of all soldiers affected by this action) to the FAO.)

b. Field duty in excess of 14 days. For field duty which is scheduled to be longer than 14 days, commanders will initiate written action to suspend BAS. Suspension of BAS will be by submission of a DA Form 4187 per paragraph 9-4, DA PAM 600-8, Management and Administration Procedures. It will be prepared and submitted within three workdays from the effective date of the

action (prior to and after completion of the field duty) and forwarded to the FAO for action. (See figure 4-1.) A copy of DA Form 4187, sent to the FAO to suspend BAS, will be placed in a suspense file by the unit or PAC clerk to ensure that reinstatement of BAS is accomplished upon return from the field. To facilitate processing, DA Form 4187 may be submitted using a roster of participating soldiers who share the same time and date of suspension and upon return, reinstatement. When this procedure is used, enter "See attached roster of personnel" in the "NAME" block of the DA Form 4187. Two copies of the DA Form 4187 and two copies of the roster (for each action (suspension/reinstatement)) must be forwarded to the servicing FAO.

#### 4-4. Active Army officers

a. When officers participate in field duty (to include duty as an umpire, evaluator or a participant in AT with reserve components); reimbursement will be through FAO action (payroll deduction) regardless of the field duty duration. The procedures to effect payroll deduction (PD) will be as follows:

(1) Commanders will initiate written action to effect PD for all officers participating in field duty. The DA Form 4187 will be used to initiate PD action. It will be prepared and submitted within three workdays after completion of the exercise. The DA Form 4187 will indicate the time and date of departure to, and return from, field duty and the number of each breakfast, lunch and dinner meals available during field duty. The DA Form 4187 will be prepared in accordance with figure 4-2.

(2) Reimbursement will be effected for all meals available during the field duty period (whether consumed or not). Meal rates for payroll deduction will be the current food cost rates as prescribed annually by HQDA.

b. To facilitate processing, roster procedures described in paragraph 4-3 may be used.

#### 4-5. Missed meals (officers and enlisted soldiers)

a. Claims for missed meals are only authorized for meals missed due to mission requirements and that are supported by individual signature headcount records (DA Form 3032). Submission of the DD Form 1475 (Basic Allowance for Subsistence - Certification) for missed meals is not authorized for meals that were not consumed due to personal preference; that are accounted for by the one line entry method on DA Form 3032 (Signature Headcount Sheet), or present for duty certification as used under the Combat Field Feeding System (CFFS).

b. Meals missed by officers as a direct result of duty requirements, while performing field duty in a travel status or non-travel status will be processed as noted above and IAW AR 37-106. Officers (Active Army or RC) who have effected reimbursement action and were subsequently required to purchase a meal or meals will also submit the DD Form 1475 to gain reimbursement. Commanders and exercise directors who have officers participating in field exercises must ensure officers have access to Government meals to preclude unnecessary costs.

c. For meals where the signature system was used to account for meals, enlisted soldiers may submit a claim for meals missed as a direct result of a duty requirement per the guidance below.

(1) Enlisted soldiers performing field duty in a non-travel status will file for missed meals in accordance with paragraph 30114, AR 37-104-3.

(2) Enlisted soldiers performing field duty in a travel status will be paid for missed meals IAW AR 37-106.

d. Within 3 working days following an exercise, unit commanders will ensure DD Form 1475 is prepared. (See fig 4-3.) It will reflect the names and meals missed by enlisted and officer members because of duty. After all data has been entered and verified, the military supervisor of those personnel who are listed on the form will enter this statement: "The data above is true and correct to the best of my knowledge," on the next open line on the DD Form 1475

and will sign and date this statement. The certificate will be approved by the commander who will then forward it to the appropriate section (PAC, USPFO, MUSARC) for transmittal to the FAO.

e. Upon receipt, the FAO will verify receipt (DD Forms 1475) and return a copy of the transmittal letter to the unit or PAC. If the FAO verified copy has not been received within 30 calendar days, the unit commander or PAC will initiate follow-up action.

#### 4-6. Joint service exercises

When participating in joint service exercises where food service support is provided by another service, identification and reimbursement procedures will be as prescribed by the supporting service. When food service support is provided by the Army, members of the other services will provide documentation that the Service member is authorized SIK and has a meal card (or other agreed upon method of identification) issued by their respective service; or that FAO action (BAS recoupment/suspension(enlisted) or payroll deduction (officers)) has taken place. In the event that members of other services cannot provide documentation, the procedures in paragraph 4-1d of this regulation for all meals available during the exercise will be applied. The cancelled check (from FAO) will be the individuals receipt for claiming reimbursement at home station.

#### 4-7. Meal card issue for use in the field

a. For the Active Army when field duty is conducted away from home station, laminated meal cards annotated "FLD" must be issued. These meal cards will be issued to enlisted members having their BAS recouped/suspended and to officers who are using payroll deduction action. (See fig 3-3.) The issue date and return date of the meal card will substantiate the start and stop date for enlisted soldiers who are having their BAS recouped/suspended and meals available for officers using payroll deduction.

b. Enlisted Reserve Component soldiers with a red ID card (DD Form 2A (Res)) will use this card for meal authorization. The issue of a meal card (DD Form 714) is not required unless deemed essential by the supporting Active Army unit. When issue of a meal card is required, the Active Army unit establishing the requirement will be responsible for effecting the issue and withdrawal.

c. During field duty at home station, the issue of meal cards annotated "FLD" is not required. Enlisted soldiers and officers (not in an SIK status) will use their DD Form 2A to gain admittance to the dining facility. The last four numbers of the soldier or officer SSN will be used in the meal card number column of DA Form 3032.

## Chapter 5 Meal Card Verification and Reporting

### 5-1. Meal card and entitlement verification policy

a. The MCVO will conduct a meal card verification check in the dining facility according to the procedures shown below. Commanders may increase, but not decrease the survey size or frequency when necessary.

(1) Verify the entitlement of 30 soldiers during a meal.

(2) Complete the DA Form 4550-R (Meal Card Verification Form). (See fig 5-1.) DA Form 4550-R will be locally reproduced on 8 1/2 by 11-inch paper. A copy for local reproduction is located at the back of this publication.

(3) Complete a written narrative report of the meal card verification check.

(4) Forward the completed DA Form 4550-R and narrative report to the appointing commander for review and appropriate action, and to each MCCO, who issued cards to personnel using the dining facility, for subsequent forwarding to the BCO.

b. The frequency of meal card verification and entitlement checks in garrison will be as follows:

(1) Small remote sites and units with an average (based on 10 duty days) per meal headcount of 50 or less will not be required to conduct meal card verification checks.