

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIFTH U.S. ARMY AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5000

FSH Regulation
No. 600-38

15 November

Personnel - General
FORT SAM HOUSTON MEAL CARD MANAGEMENT

Issue of supplements to this regulation by subordinate commanders is prohibited, unless specifically approved by Headquarters, U.S. Army Garrison, Fort Sam Houston (HQ USAG, FSH).

1. PURPOSE. The purpose of this regulation is to standardize the meal card system on Fort Sam Houston, in accordance with AR 600-38, and to provide policy and procedural guidance for all supported activities.

2. APPLICABILITY. Applicable to all units responsible for management of DD Form 714, Meal Card Control Books and units operating under the Tactical Combat Computer System (TACCS) Card System.

3. REFERENCES

a. AR 15-6, Procedures for Investigating Officers and Boards of Officers.

b. AR 600-38, Meal Card Management System

c. FORSCOM Suppl to AR 600-38, Meal Card Management System.

d. AR 670-1, Wear and Appearance of Army Uniforms and Insignia

e. DD Form 2A, Armed Force of United States Identification Card

f. DD Form 714, Meal Card Control Book (Manual).

g. DD Form 714E, Meal Card (Automated)

This regulation supersedes FSH Reg 600-38, dated 19 Jan 90

4 PROCEDURES.

a. The following applies to organizations operating under the manual Meal Card System:

(1) The Installation Commander is responsible for appointing, in writing, a Meal Card Book Control Officer (BCO). Three BCOs will be appointed on Fort Sam Houston: one for Center Brigade, one for Headquarters Company, Health Services Command (HSC), and one for United States Army Garrison (USAG) units. When termination of an appointed Book Control Officer (BCO) and appointment of a replacement BCO are necessary, it will be requested at least 30 days prior to the desired effective date.

(2) Any other tenant units not included in the above will be under USAG, Fort Sam Houston.

(3) The duties of the BCO are outlined in paragraph 2-5, AR 600-38.

(4) Unit and organization commanders who issue meal cards using the manual system will comply with the provision of paragraph 2-3, AR 600-38.

b. The following applies to units operating under TACCS:

(1) The Installation Commander is responsible for appointing, in writing, an individual to perform a semi-annual review of each activity utilizing TACCS. The semi-annual reviews will be performed per the procedures in Appendix A.1 of FORSCOM Suppl to AR 600-38 no later than 31 March and 30 September each fiscal year. Three individuals will be appointed on Fort Sam Houston: one for Center Brigade, one for Headquarters Company, Health Services Command (HSC), and one for United States Army Garrison (USAG) units. When termination of an appointed individual and appointment of a replacement individual are necessary, it will be requested at least 30 days prior to the desired effective date. A copy of the review will be furnished to Commander, Fifth U.S. Army and Fort Sam Houston, ATTN: AFZG-DL-SVFS.

(2) Any other tenant units not included in the above will be under USAG, Fort Sam Houston.

(3) BCO's and Meal Card Control Officer's (MCCO) are not required.

(4) Unit and organization commanders utilizing TACCS will comply with the provisions contained in FORSCOM Suppl to AR 600-38.

c. The level at which meal card issues will take place on Fort Sam Houston is at the battalion or separate company level. Organizations are not prohibited from using both meal card systems.

d. In addition to the above, the following procedures will be followed to ensure standardization of policy on Fort Sam Houston:

(1) Meal cards will be issued to newly assigned or attached enlisted service members entitled to subsistence-in-kind (SIK) within three working days after their arrival on Fort Sam Houston. Meal cards will be turned in when personnel are no longer entitled to SIK, immediately upon losing this entitlement.

(2) Replacement of meal card, due to name change or for those that are lost, stolen, or mutilated, will be at the time it is reported.

(3) Advanced Individual Trainees (AIT) will use their DD Form 2A and a copy of their orders overstamped SIK, with an expiration date, in lieu of being issued a Meal Card.

(4) Army Guard Reserve (AGR)/Reserve Component (RC) personnel and students attending service schools (except AIT), who are entitled to SIK and attached to FSH for less than 90 days, will be issued a temporary meal card.

(5) The Installation Publications Officer will issue Meal Card Control Books only to persons designated as BCOs on DA Form 1687, Notice and Delegation of Authority.

(6) Meal Card verification checks will be conducted on a monthly basis. For those dining facilities supporting more than one meal card issuing activity, this check will be rotated among the issuing activities as directed by the respective BCO for units operating under the manual system and by the responsible Personnel Administrative Center (PAC) Commander for units operating under TACCS. A copy of the verification check will be furnished to the BCO and/or PAC Commander not later than the first workday of each month. Additionally, a copy will be furnished to Commander, Fifth U.S. Army and Fort Sam Houston, ATTN: AFZG-DL-SVFS.

(7) Unit commanders will take immediate appropriate Uniform Code of Military Justice (UCMJ) action against any individual obtaining meals without proper reimbursement.

(8) For commands utilizing the manual system, the appointed BCO will conduct an external audit of at least one Meal Card Central Activity within the command, per year, in accordance with paragraph 3-8 and 3-10, AR 600-38. This audit will be performed no later than 30 September of each fiscal year.

(9) Military officers assigned to FSH in leadership positions will be exempted from paying the meal surcharge when subsisting in unit dining facilities, as defined in AR 670-1, paragraph 28-20, Update Issue 2, Leaders are commander, deputy commanders, and platoon/section leaders for Table of Organization and Equipment (TOE) Organization. For the purpose of surcharge exemption, military officers assigned to comparable positions in Table of Distribution Allowance (TDA) organizations may also be exempted. In order to identify these officers, the responsible meal card issuing activity will issue each officer a DD Form 714 or DD Form 714E annotated "SE." Under the TACCS System, officers cannot be issued a meal card. This can be circumvented if the PAC issues a temporary DD Form 714E Meal Card, over stamped "SE," and reissues the card every 60 days. Commanders are also permitted to issue the DD Form 714 over stamped "SE" to surcharge exempt officers under the TACCS System. A list of these officers will be furnished to Commander, Fifth U.S. Army and Fort Sam Houston, ATTN: AFZG-DL-SVFS, and validated annually. Commanders authorized to grant surcharge exemptions are: Commander, Headquarters Command, United States Army Garrison; Commander, Center Brigade, Army Medical Center and School; and Commander, Headquarters Company, Health Services Command. This does not apply to Reserve Component officers in an Annual Training Status.

(10) Unit and organization commanders who issue meal cards will investigate meal cards reported lost or stolen immediately, in accordance with AR 15-6. In addition, a list of all stolen or lost meal cards will be furnished to the respective BCO/PAC commander no less than weekly. The BCO/PAC commander will consolidate the lists and publish them in the Command Bulletin for one week.

The proponent of this regulation is the Directorate of Logistics. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to Commander, Fifth U.S. Army and Fort Sam Houston, ATTN: AFZG-DL, Fort Sam Houston, TX 78234-5000.

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