

Summary Report for Individual Task
805C-42A-3498
Monitor Meal Card Management Program
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are an HR NCO and are responsible for Meal Card control, audits, and inspections for your unit. You have access to AR 600-38 (Meal Card Management System), Meal Cards (DD Form 714), Meal Card Control Register (DA Form 4809-R), Meal Card Control Sheet and standard office supplies. This task should not be trained in MOPP 4.

Standard: With a minimum of 70% accuracy, supervise the issuance / collection of all meal cards and the administration of the Meal Card Management System for your unit.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are responsible for supervising all aspects of meal card management system for your unit.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Supervise issuance of Meal Cards.

a. Permanent Meal Cards.

(1) Confirm Soldier's eligibility.

(2) Check Meal Card Control Register and Meal Card Control Sheet for accountability.

b. Field Meal Cards.

(1) Confirm Soldier's eligibility.

(2) Check Meal Card Control Register for accountability.

2. Supervise collection of Meal Cards.

a. Permanent Meal Cards.

(1) Verify collection by Meal Card Controller (MCC).

(2) Review Meal Card Control Register and Meal Card Control Sheet submitted by the MCC.

b. Field Meal Cards.

(1) Verify collection by the MCC.

(2) Review the Meal Card Control Register.

(3) Return the Field Meal Card to the Meal Card Control Office for storage.

3. Supervise Meal Card Management System.

a. Track the issue and turn in of meal cards,

(1) Appoint MCCO in writing.

(2) Publish appointment orders for MCC.

(3) Sign in block e of DA Form 4807-R for all mutilated / lost / stolen Meal Cards.

(4) Destroy meal card but retain the numerical portion of the meal card.

(5) Annotate date of inactivation in block c, reason in block d, and sign in block e.

(6) Draw a diagonal line from the bottom portion of the form to the last entry, annotate on the line the words "closed", signature and date.

b. Meal Card Control Books.

(1) Request and receive meal card control books from Book Control Officer (BCO).

(2) Safeguard.

(3) Transfer.

(4) Turn-in.

c. Audit of Meal Cards.

(1) Perform quarterly reconciliations between the entitlement verification reports to unit and barracks rosters to verify Soldiers issued meal cards are entitled to receive a meal card.

(2) Cross check that meal cards are in Soldier possession or listed in the unit meal card control register (DA form 4809-R).

(3) Perform a 100 percent audit of all meal card control books, as of 31 December each year, to ensure all meal cards are accounted for.

(4) Prepare a report on the status of meal cards on hand, issued, destroyed, and reported lost or stolen and forward to BCO.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Supervised issuance of Meal Cards.			
2. Supervised collection of Meal Cards.			
3. Supervised Meal Card Management System.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-38	MEAL CARD MANAGEMENT SYSTEM	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training,

leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-3015	Establish Records Using the Army Records Information Management System (ARIMS)	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None