

**SUBJECT: HQDA EXORD 010-18 IMPLEMENTATION OF AUTOMATED MEAL CARD MANAGEMENT SYSTEM:**

References: AR 30-22, DA Pam 30-22, AR 600-38, EXORD 010-18

**1. USE THE MEC TO REFLECT MEAL ENTITLEMENTS.**

**MEAL ENTITLEMENT CODES DESCRIPTION:**

- 00 SUBSISTENCE IN KIND (SIK)
- 01 BASIC ALLOWANCE FOR SUBSISTENCE DISCOUNT (BASD)
- 02 BASIC ALLOWANCE FOR SUBSISTENCE (BAS)
- 04 INSTITUTIONAL TRAINING DIRECTED LODGING AND MEALS 5 (ITDLM5)
- 05 INSTITUTIONAL TRAINING DIRECTED LODGING AND MEALS 7 (ITDLM7)
- 06 FIELD SIK (FLD)
- 07 ESSENTIAL UNIT MESSING (EUM)

((As of 15 November 2018, DD FORM 714 (Paper Meal Card) will not be accepted))

**2. USE BAS AS THE INITIAL DEFAULT STANDARD FOR MEC.**

**3. AUTOMATED HEADCOUNT (AHC) shall record entry of each individual subsisting in an APF DFAC unless 1 line entries are authorized (DA Pam 30-22).**

**4. ALL DINERS WILL PROVIDE VERIFICATION.** There are NO EXCEPTIONS to diner verification, headcount personnel shall not over-ride diner authorizations. Diners shall not be provided meals at serving lines without providing a meal receipt from the headcount station.

**5. FOR PERSONS OBTAINING MEALS WITHOUT PAYMENT AND/OR AUTHORIZATION:**

- a. Do not engage in confrontation with a diner, seek Manager assistance.
- b. Annotate rank/name/unit if known.
- c. Forward information to the FPM, LRC at conclusion of meal period.
- d. It is the Managers responsibility to ensure diner authorizations.

**6. AUTHORIZED ONE-LINE ENTRIES (summarized):** Field training if collection of signatures is impractical determined by unit commander/FSO, IMCOM PCF, 95<sup>TH</sup> AG, AIT, BCT, NCO academy, OCS, WOCS, ROTC, and rations picked up at the dining facility. Personnel must be as a group by designated individual/cadre, specialist/corporal or above signing for the group using CAC. Individual diners use regular AHC procedure.

**7. The FOS (Manager), contract manager, or designated representative shall periodically check the headcounter during the meal to ensure proper procedures are being conducted.** The FOS ensures all members of the DFAC staff, cooks in SIK and BAS status, food service contract employees, civilian attendants, visitors, and guests sign the proper headcount sheet or cash collection document when consuming a meal. Consuming food in any quantity (other than sampling as defined in the glossary, DA Pam 30-22) at any time will be considered a meal consumed and must be accounted for by signature headcount or cash collection methods.

**8. ADDITIONAL INFORMATION AND METHODS OF VERIFICATION:** A copy of Orders stating authorization status for meals or a memorandum (Annex G), in addition to the following excerpt:

3.C.8.1.7 (U) [ADD] IET SOLDIERS ARE NOT REQUIRED TO HAVE MEC CODES LOADED ON THEIR CAC DURING TRAINING. THE MEC CODES WILL BE LOADED DURING IN-PROCESSING AT THEIR FIRST PERMANENT DUTY LOCATIONS.

3.D.5. (U) [ADD] SOLDIERS IN TDY STATUS - IAW AR 600-38, PARA 6  
-1.D. SOLDIERS IN A TDY STATUS RECEIVING PER DIEM ALLOWANCE FOR MEALS WILL NOT BE ISSUED A DD FORM 714 (PAPER MEAL CARD), COMMANDERS WILL ISSUE A MEMORANDUM, SEE ANNEX G WHICH CAN BE MODIFIED BASED ON THE SOLDIERS MEC. THE SOLDIERS PERMANENT DUTY LOCATION S-1/PERSONNEL OFFICE WILL CODE THE CAC CARD BAS/02. THIS APPLIES TO ALL SOLDIERS IN A TDY STATUS.

3.D.6. (U) [ADD] SOLDIERS EATING AT SISTER SERVICE DINING OR JOINT FACILITIES - THE MEC CODES ARE UNIQUE TO THE ARMY DINING FACILITIES. SISTER SERVICES OR JOINT DFACS WILL NOT BE ABLE TO READ THE CAC AND SIK SOLDIERS WILL NEED ORDERS OR A MEMORANDUM FROM THEIR COMMANDERS STATING THEIR STATUS, SEE ANNEX G, MODIFY AS NECESSARY.

ATTACHMENTS:ANNEX G, SAMPLE MEMORANDUM

MCXD-

30 July 2018

MEMORANDUM FOR RECORD  
SUBJECT: Meal Card

1. The following Soldier, (last name, first name, rank), is currently on meal card (SIK) status. The Meal Entitlement Code (MEC) is written to the Soldier's Common Access Card (CAC).
2. The physical meal card was collected in accordance with OPOD 183-18 [101st Implementation of Automated Meal Card System] 101<sup>st</sup> Airborne Division (Air Assault); 3.g.(2)(b) *Collect all paper meal cards from Soldiers currently receiving SIK NLT 27JUL 18.*
3. The point of contact for this memorandum is the undersigned and can be reached via email at [REDACTED].mil and at 270-000-0000.

COMMANDER'S NAME  
CPT, xx  
Commanding

\*A copy of the above shall be maintained in each headcount book located at all POS/headcount stations.