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Services

MEAL CARD PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements DOD 1338.10-M, *Manual for the Department of Defense Food Service Program*, Chapter 6, paragraph F2b(1)(b). Bases using the Services Information Management Systems (SIMS) follow procedures in Chapter 2. This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by 10 U.S.C. 8013. System of Records F035 AF MP O applies. .

SUMMARY OF REVISIONS

This publication implements the realignment of Services publications from AFPD 34-4, *Food Service*, to AFPD 34-2, *Air Force Community Service Programs*. It also includes administrative changes. A | indicates revisions from the previous edition

1. Meal Card Procedures.

1.1. Who Receives DD Form 714, Meal Card.

1.1.1. Anyone who is authorized to get Subsistence-In-Kind (SIK) in appropriated fund dining facilities must use DD Form 714 for identification, unless the dining facility has SIMS.

1.1.2. Personnel of other Services stationed or attached to Air Force installations and authorized for SIK.

1.1.3. Air Force Reserve Officers Training Corps cadets with paid training status who are authorized for SIK. In these cases the meal card can serve as identification.

1.2. Issuing and Reissuing Meal Cards.

1.2.1. Issue meal cards as soon as practical after their arrival, but not later than 3 duty days to SIK members.

1.2.2. Issue meal cards in numerical sequence. The unit administration controls the meal cards unless the major command (MAJCOM) approves some other central office.

1.2.3. The installation commander sets a schedule for the recall and reissue of meal cards to maintain proper control.

1.3. Forms To Use.

1.3.1. Use AF Form 251, Meal Card Control Register.

- To keep accurate and current records of meal cards issued, turned in, reissued, reported lost, destroyed, or written off.
- To record the names of persons who receive meal cards.
- To show dates for stamped orders when they are authorized in place of the meal card.

1.3.2. Use AF Form 1665, **Issue and Control of Meal Cards Inspection**, in single copy as an inspection checklist to control meal cards. This form keeps track of meal cards from the time of request until they are received, stored, issued, destroyed, or written off.

1.3.3. Units assigned or attached to an installation receiving food service support must complete two copies of AF Form 3002, **Subsistence Strength Report**. Retain one copy in the unit and send a copy to food service. When required by the MAJCOM, food service may compile the data for AF Form 3002 using SIK information and the present-for-duty figures from the base personnel.

1.4. For Personnel Not Authorized Meal Cards.

1.4.1. Members living in temporary quarters and authorized Temporary Lodging Allowance (TLA) or Temporary Lodging Expense (TLE) are entitled to the Basic Allowance for Subsistence (BAS). Do not issue a meal card to these members. Anyone using a meal card while receiving BAS, including those on leave and on temporary duty (TDY), can be criminally charged for using the dining facility and may be subject to disciplinary action.

1.4.2. Do not issue meal cards for Permanent Change of Station (PCS) arrivals on temporary assignments of less than 30 days. For these individuals:

- The administrative clerk at the temporary unit clearly stamps the temporary unit designation on a copy of the PCS orders.
- If SIK status is authorized, the clerk enters the SIK authorization and expiration dates. The order serves as temporary identification and authority for SIK in the dining facility.
- If the clerk does not use AF Form 251, for this purpose, maintain a separate list to show when the stamped orders are issued and returned.

2. Services Information Management System (SIMS).

2.1. Installations with SIMS identify SIK personnel using the Armed Forces Identification Card and the social security number (SSN) rather than a meal card.

2.2. Each unit provides food service with an initial listing of all personnel authorized SIK. After loading the list into SIMS, unit commanders recall and destroy all meal cards. Note this destruction on current AF Form 251.

2.3. Each month, food service provides two copies of a computer printout to each unit, listing all personnel who are authorized SIK. The unit commander, or designated representative, verifies the roster and returns a signed copy to the food service staff office within 5 work days. The food service officer consolidates and updates the SIMS records. The unit retains one copy for their records to annotate changes as they occur and to validate the next month's listing.

2.4. Food service maintains AF Form 1469, **Subsistence-In-Kind Invalid Entitlements Log**, for personnel who are entitled to SIK but are not properly loaded in the SIK data base. See instructions on the reverse side of the form.

3. For Bases Without Services Information Management System (SIMS) .

3.1. The Support Group commander publishes an installation instruction for validating SIK entitlement and identification. Through this instruction, the Support Group commander:

3.1.1. Assigns a representative from outside the food service to inspect each unit that issues meal cards on an annual basis. This representative must use AF Form 1665 as a checklist during this annual unit meal-card inspection.

3.1.2. Outlines procedures for personnel who are changing ration status, leaving PCS, separating, or for any other reason are no longer authorized for SIK. Members departing on nonduty hours must turn in meal cards during duty hours. These individuals can use a copy of their orders instead of a meal card to receive meals. Stamp the orders with a temporary SIK authorization, and write in a meal card number and the date the card expires (rarely more than 2 or 3 days).

3.1.3. Establishes procedures for control and safeguarding unissued and returned meal cards.

3.1.4. Requires that the administrative clerk issue meal cards in numerical sequence and account for them by serial number.

3.1.5. Directs personnel to record the destruction of unissued meal cards on AF Form 145, **Certificate of Destruction of Material**.

3.1.6. Ensures that meal cards have the base name overprinted, typed, or stamped in bold letters on them and are over stamped with the name or number of the dining facility if a member may use only one of two or more facilities.

3.1.7. Prevents unauthorized use of meal cards from other installations.

3.1.8. Allows visiting SIK members, not on leave or TDY status, to eat at no charge in enlisted dining facilities.

3.1.9. Requires the meal card monitor or inspector to use the formula on the back of AF Form 1665 to calculate the number of outstanding meal cards.

3.1.10. Outlines procedures for reporting discrepancies and what corrective action was taken.

3.2. The Unit Commander appoints by letter a unit meal card control officer or noncommissioned officer (NCO) who controls and certifies the destruction of meal cards.

3.2.1. The unit meal-card control officer or NCO:

3.2.1.1. Ensures that the person responsible for issuing DD Form 714, draws a line through the wording on the back of the meal card "When individual is in a TDY or leave status."

3.2.1.2. Accounts for lost meal cards and immediately notifies the food service officer in writing of any loss.

3.2.1.3. Promptly completes a new line entry on AF Form 251 for a card that is reported lost. Enters the date reported if it is different from the one shown in column E, and write the word "LOST" in column F. Deducts one card from the total number of meal cards outstanding to date (column H). Issues a new meal card and makes a new line entry to report it, adding one card to the total outstanding (column H).

3.2.1.4. Destroys recovered cards immediately and notes the action by certifying and initialing a line entry in column G on the date that the loss was reported. Delays destruction only where clearly justified by circumstances. Makes a note of reasons and keep for future reference.

3.2.1.5. Writes off meal cards that are lost for more than 30 days.

3.2.1.6. Develops controls for prompt withdrawal, immediate destruction (if required) for meal cards, and when an individual is no longer authorized to have a meal card. This does not apply during leave or TDY when individuals keep their meal cards.

3.2.1.7. Destroys damaged meal cards that have unreadable numbers or personnel data.

4. For Bases With the Services Information Management System (SIMS).

4.1. The Unit Commander appoints a control officer or NCO by letter to monitor the ration status of each BAS or SIK member. The control officer or NCO:

4.1.1. Submits a copy of AF Form 1373, **MPO Document Control Log Transmittal**, or a letter with the same information, to the food service staff office. This is done the same date that the AF Form 220, **Request Authorization and Pay Order Basic Allowance of Subsistence (BAS)**, is sent to Accounting and Finance. The remarks column of AF Form 1373 should indicate whether the action starts or stops BAS so food service can update the master SIK listing. Do not use AF Forms 1373 for BAS personnel who should not be routed to food service.

4.1.2. Hand-carries documents to the food service office for coordination when it is practical to do so.

4.1.3. Advises SIK personnel that they must make prior arrangements before using their SSN in another installation's dining facility.

4.1.4. Prepares letters for newly assigned personnel indicating the rank, name, and SSN of each member placed on SIK. Do not include personnel receiving TLA or TLE until these allowances run out. Submits letters to the food service staff office within 3 workdays of assignment. Food service enters the information in the master file.

4.1.5. Ensures that personnel separating or going PCS from the installation report to the food service staff office for deletion from the master file. Personnel should report no earlier than 1 workday prior to final out processing, or date entering TLA or TLE status. If individuals cannot report personally to the food service office, notify that office immediately of any change to the SIK roster.

4.1.6. Verifies the master SIK listing received from food service in conjunction with the annual BAS validation. Complete the inspection checklist attached to the SIK listing and return a copy to the food service staff office.

5. Records Disposition . Keep the documentation created by this instruction and dispose of it per AFI 37-139, *Records Disposition-Procedures and Responsibilities*.

6. Forms Prescribed.

- 6.1. DD Form 714, **Meal Card**, para 1.1
- 6.2. AF Form 251, **Meal Card Control Register**, para 1.3.1
- 6.3. AF Form 1469, **Subsistence-In-Kind Invalid Entitlements Log**, para 2.4
- 6.4. AF Form 1665, **Issue and Control of Meal Cards Inspection**, para 1.3.2
- 6.5. AF Form 3002, **Subsistence Strength Report**, para 1.3.3

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Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONYMS

References

DOD 1338.10-M, *Manual for the Department of Defense Food Service Program*, Nov 78

AFPD 34-2, *Air Force Community Service Programs*

AFI 37-139, *Records Disposition-Procedures and Responsibilities*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFSVA—Air Force Services Agency

BAS—Basic Allowance of Subsistence

DoD—Department of Defense

HQ—headquarters

MAJCOM—major command

NCO—noncommissioned officer

OPR—Office of Primary Responsibility

PCS—permanent change of station

SIK—subsistence-in-kind

SIMS—Services Information Management System

SSN—social security number

SV—Services

TDY—temporary duty

TLA—Temporary Lodging Allowance

TLE—Temporary Lodging Expense

USAF—United States Air Force

Terms

Basic Allowance for Subsistence (BAS)—A monetary allowance prescribed by law, and paid to military personnel instead of subsistence at government expense.

Food Service Officer—An Officer, noncommissioned officer, or civilian responsible to the base military support flight chief for managing the appropriated-fund food service operations.

Present For Duty—The number of enlisted personnel assigned to and on duty at a unit or installation.

Services Information Management System (SIMS)—The automated system for all Air Force services

activities including, food service.

Subsistence-In-Kind (SIK)—Food furnished to enlisted personnel at government expense. SIK is also termed "Rations-In-Kind."

Attachment 2

SIMS CHECKLIST FOR UNIT SIK PERSONNEL

- A2.1.** Have you appointed the unit meal card control officer/NCO by letter?
- A2.2.** Does the food service staff office maintain the SIK listing until a new listing is received from the units?
- A2.3.** Is food service notified within 3 days of change to personnel ration status?
- A2.4.** Are computer SIK listings verified monthly and promptly returned to food service?
- A2.5.** Does food service follow-up and document actions taken on SIK listings that have not been returned within 5 workdays?
- A2.6.** Are members verifying that their records have been added to the SIMS Master listing for SIK personnel, and returning all required letters to the unit?