



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20350-3000

MCO 10110.47A
MPO
25 Sep 2013

MARINE CORPS ORDER 10110.47A

From: Commandant of the Marine Corps
To: Distribution List

Subj: BASIC ALLOWANCE FOR SUBSISTENCE (BAS) AND MEAL CARD PROGRAM

Ref: (a) DOD Directive 1418.05
(b) DODFMR 7000.14-R, Volume 7A, Chapter 25
(c) Joint Federal Travel Regulations (JFTR), Vol 1
(d) MCO 10110.14M
(e) MCTFS On-line PRIUM
(f) SECNAV M-5210.1
(g) SECNAV M-5214.1

Encl: (1) BASIC ALLOWANCE FOR SUBSISTENCE (BAS) AND MEAL CARD PROGRAM (DD FORM 714)
(2) SAMPLE QUARTERLY INDEPENDENT VERIFICATION REPORT

Report Required: Quarterly Independent Verification Report
(Report Control Symbol: EXEMPT), encl (1), par. 6g
and encl (2)

1. Situation. To promulgate policy for administering BAS and the meal card program for military personnel per references (a) through (f).

2. Cancellation. MCO 10110.47 W/CH 1

3. Mission. To issue policies for the management, operation, and administration of BAS and the meal card program in enclosure 1 and 2.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanders at all echelons are responsible for implementation of the policy and procedures contained herein to administer BAS and the meal card program within the Marine Corps.

(2) Concept of Operations. This revised Order contains substantial changes and should be reviewed in its entirety.

b. Subordinate Element Missions. Comply with this Order in administering BAS and the meal card program.

c. Coordinating Instructions. Submit all recommended changes to this Order to CMC (MPO) via the appropriate chain-of-command.

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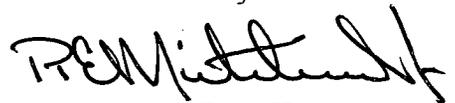
SEP 25 2013

5. Administration and Logistics. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (f) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



R. E. MILSTEAD JR
Deputy Commandant for
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10210861700

LOCATOR SHEET

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Chapter 1

Regulations for Basic Allowance for Subsistence (BAS)

1. General. This enclosure and the references cited herein provide policy guidance for the administration and reporting of BAS.

2. Definitions

a. BAS. BAS is defined as a cash allowance prescribed and limited by law which is paid monthly to military members in lieu of subsistence provided by the government at no charge.

b. Officer BAS. A single rate of BAS applies to all officers.

c. Enlisted BAS

(1) A standard rate of BAS to be paid enlisted members, or

(2) BAS II is an amount equal to twice the standard rate for enlisted members. It may be authorized to enlisted members on duty at a permanent station who are assigned to single-type government quarters, which do not have adequate food storage or preparation facilities, and where a mess hall is not available and the government cannot otherwise make meals available.

d. Discount Meal Rate (DMR). The daily rate paid for meals in a mess hall minus operating costs. DMR applies to meals and rations provided by or on behalf of the U.S. Government to a member not paid the meals portion of per diem who is performing duty in a U.S. Government vessel, a U.S. Government aircraft, on maneuvers, war games, field exercises, or similar operations, group travel status, under essential unit messing or assigned essential station messing. Generally, when DMR applies, it will be collected by a payroll checkage from the member's pay account or deducted from the meals portion of their per diem.

e. Standard Meal Rate (SMR). The daily rate paid for meals in a mess hall including operating costs. SMR applies to meals and rations provided to any member not authorized DMR (e.g., member electing to eat at a mess hall who is not issued a meal card). Generally, when the SMR applies, it will be collected in cash from the member by the government mess.

f. Essential Station Messing (ESM). Messing declared by the installation, base, or station commander responsible for single-type government quarters that is essential to operate the mess hall efficiently and economically, or that is necessary for the health and safety of enlisted members permanently assigned to single-type government quarters. Those categories of enlisted members included in ESM will be charged for all meals made available whether eaten or not, except for approved missed meals.

g. Essential Unit Messing (EUM). Any group messing that an appropriate authority (Secretary concerned, CMC(MPO), or for a Joint Task Force, the Combatant Commander, or JTF commander) declares essential for operational readiness, military operations or effective training when members are required to eat government provided meals. Members shall be in a travel status and are entitled to travel reimbursement for incidental expenses, but not for subsistence travel per diem. Designation for EUM shall apply only to

organizational units and to operational elements and detachments, not to individuals.

h. Mess hall. A generic term used instead of Government dining facility, general mess, dining hall, government mess, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. It excludes activities operated by non-appropriated fund instrumentalities such as officer's mess, club, organized mess, and all similar terms.

i. Field duty. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which: the member is provided meals in a mess hall or with an organization drawing field rations, and is provided government quarters or is quartered in accommodations normally associated with field exercises (everything ordinarily covered by per diem is furnished without charge), except that a member is required to pay for rations at the discounted meal rate for all meals made available whether eaten or not, subject to approved missed meals; or the member is participating in survival training, forage for subsistence, and improvise shelter.

j. Sea duty. Any service performed in a self-propelled vessel with berthing and messing facilities that is in an active status, in commission, or in service. This term applies to members who are either permanent party or aboard for temporary duty. All members on sea duty not a member of an authorized private mess will be charged for all meals made available whether eaten, or not, subject to approved missed meals.

k. Group travel (known as Members Traveling Together). Term refers to travel away from the permanent duty station during which the mission requires the travelers to remain together as a group while actually traveling. Ordinary travel reimbursement apply unless the member's order(s) direct(s) limited or no reimbursement, in which case transportation, food, lodging, and other items ordinary reimbursed must be provided without cost to the members. No per diem is payable on days members travel when the order(s) direct(s) limited or no reimbursement for members traveling together.

l. Pay as you go. Applies to members who are charged for only meals that they actually eat in a mess hall.

3. Restrictions. Members are not entitled to BAS under the conditions contained in paragraph 250104 of reference (b).

4. Officer BAS. Officers are entitled to BAS at all times and begins after completion of Officer Candidate School unless restricted per paragraph 3.

a. Performing duty at an installation (not field duty, sea duty, group travel, or EUM). When officers perform such duty, they may use the mess hall on a Pay As You Go basis at the SMR, provided no increase in direct resources results from feeding such personnel per reference (d).

b. Performing field duty, sea duty, group travel, or in an EUM status. When officers perform such duty, group travel or in an EUM status, they shall be charged (at the DMR) for all government meals made available and not based on actual consumption. Available meals include prepared meals, meals Ready-to-Eat, or meals contracted by the government. Officers will pay for their meals either by cash or payroll checkage. However, upon receipt of written

orders to field duty, officer payroll checkage will be in effect. When in a field duty under verbal orders, local commanders will determine policy for cash payment by officers or payroll checkage by diary reporting. Officers assigned to field, sea duty, or in an EUM status shall not be charged via payroll checkage for government meals made available when on leave or otherwise released from that duty.

c. Officers attending The Basic School (TBS). TBS students are entitled to BAS. Students are not in an ESM status nor are they issued meals cards. TBS is not a designated EUM. Students use the mess hall on a Pay As You Go basis at the SMR. Students shall be charged for all meals or rations made available while performing field duty via payroll checkage at the DMR.

5. Enlisted members BAS. Upon completion of boot camp, enlisted members on active duty are entitled to BAS. This entitlement remains in effect unless otherwise restricted per paragraph 3 above.

a. Enlisted members permanently assigned to single-type government quarters ashore. Such members are entitled to BAS, and may also be assigned to ESM (issued a meal card). Members issued a meal card shall be automatically charged for all government meals made available at the DMR via payroll checkage per day for the entire month. Thus, members will receive the net difference between the monthly BAS rate and the DMR charges. Members assigned to ESM shall not have meal charges deducted from pay when on leave, on permanent change of station status, in the hospital, or on TAD other than TAD to sea duty, field duty, EUM, or group travel.

b. Enlisted members performing field duty, sea duty, group travel, or in an EUM status. Such members are entitled to BAS. However, members are charged (at the DMR) for all government meals made available. Enlisted members do not have the option of cash collection during field duty. Therefore, commanders will ensure meals are paid for by each member via unit diary at the DMR for all periods of field duty. Commanders must forward field duty rosters to the servicing Personnel Administration Center for accurate and timely unit diary reporting. Refer to reference (e) for unit diary reporting requirements. Members assigned to field duty, in an EUM status, or group travel shall not have meal charges deducted from pay when on leave, or otherwise released from that duty.

c. BAS II. Enlisted members permanently assigned to single-type government quarters, that do not have adequate food storage or preparation facilities, and where a mess hall is not available and the government cannot otherwise make meals available, may be awarded BAS II. BAS II is not authorized when a mess hall is temporarily closed for less than 14 days. CMC(MPO) is the approval authority for BAS II.

d. The following policy will be used in determining the rate of BAS to apply in specific situations

(1) Enlisted BAS rates will be applied uniformly for all enlisted members under similar conditions permanently assigned to the same installation, station, base, or ship. The installation commander will ensure the uniform application of BAS rates for members under similar conditions, whether from a single Service or more than one Service. If there is conflict between Service directives that prevents uniform application of BAS, then the commander/commanding officer will report the differences, through appropriate

channels, to the Secretaries of the Military Departments concerned to ensure uniform determinations on the authorized BAS rate.

e. Enlisted members receiving BAS at twice the normal rate at their permanent station who are hospitalized or performing regular or permissive TDY/TAD (including field duty, sea duty, ESM, or group travel) under orders away from their permanent station will revert to standard enlisted BAS for the period of absence from the permanent station.

f. Enlisted members attending Officer Candidate School. Such members are entitled to BAS. However, members shall be charged for all meals or rations made available via payroll checkage at the DMR.

g. Policy for Messing Separately. The following categories of enlisted members are authorized to mess separately (not issued a meal card). A NAVMC 10522 is not required unless otherwise stated:

- (1) Pay grades Gunnery Sergeant and above.
- (2) Pay grades Staff Sergeants and below who reside with dependents.
- (3) Members granted permission to reside in commercial quarters off base/station.
- (4) Members who require special diets that are beyond the capabilities of the mess hall for the duration of the period specified by competent medical authority. A NAVMC 10522 is required.
- (5) Members with a conflict between the diet provided by the mess hall and that required by their religious practices may request permission to mess separately. Such requests must be endorsed by the local chaplain prior to final approval by the commanding officer, see reference (d). A NAVMC is required.
- (6) Members assigned to the following independent types of duty, if government meals made available would have an adverse affect on the mission requirements of these duties:
 - (a) Recruiting duty.
 - (b) Inspector-Instructor staff duty.
 - (c) Duty with the 4th Marine Aircraft Wing (if no mess hall is available).
 - (d) Naval Reserve Officers Training Corps.
 - (e) Assistant Military Officer Instructor duty.

Note: A commander's decision to authorize members, performing these duties, to mess separately must be documented in a command policy letter. This decision must be renewed in writing once every three fiscal years. A NAVMC 10522 is not required if a command policy letter is on file.

(7) Members on active duty that are sent TAD excess away from their home unit, Home Training Center, or Initial Location of Activation.

h. Commander's Authority. Commanders have discretionary authority to grant members permission to mess separately when the economic efficiency of mess operations is not affected. Commanders will confer with the installation commander prior to approval to assess the impact on local messing operations. These categories of members are:

(1) Members who are routinely in a TAD/TDY status more than 60% of the time per month.

(2) Members who are assigned continual shift work and a mess hall is not available to accommodate their schedule, but only if they miss more than 30% of available meals in the mess hall. Typically, box meals or night meals are provided at most installations which should be used for the 30% of missed meals.

(3) Staff Sergeants who are not automatically authorized to mess separately, the uniqueness of their specialized supervisory responsibilities permits commanding officers to use this uniqueness as justification, on an individual basis, in granting permission to mess separately.

i. Termination of Permission to Mess Separately. Commanders may terminate permission to mess separately as follows:

(1) To support the economic operation of a mess hall.

(2) For any good and sufficient cause. (The mess hall must be available for members in ESM status.)

(3) Upon request of the member concerned.

j. Restrictions for Messing Separately

(1) The following reasons are not sufficient justification to support permission to mess separately:

(a) Residing off base/station when adequate government quarters are available and members elect to reside in commercial housing at their own expense.

(b) The travel time between the place of duty and the mess hall is 20 minutes or less each way by government transportation and there are no extenuating circumstances. Time is not a factor for the noon meal when the member's place of duty is not a military installation.

(2) Commanding officers of ships on active naval service are prohibited from authorizing enlisted members to mess separately except during periods of time that the ship is under overhaul.

(3) Geographic bachelors residing in single-type government quarters shall be considered in an ESM status and issued a meal card.

k. Circumstances requiring CMC determination to mess separately
Members in the following circumstances require CMC (MPO) determination to mess separately:

(1) When BAS II would be payable to enlisted Marines.

(2) Under emergency conditions when a mess hall is not available. Authority may be granted for a period not to exceed 180 days.

(3) Permission to mess separately will not be granted to enlisted members who are in a travel status and temporarily assigned to training commands, schools, or training units for the purpose of attending a course of instruction. Such organizations are designated as EUM because it is deemed essential to accomplish training. Exception to this policy will be considered by CMC (MPO) upon written request with endorsements via the chain of command.

1. NAVMC 10522, Commuted Rations Action. A NAVMC 10522 is a request to mess separately. Staff Sergeants and below, in an ESM status, assigned to single-type government quarters are entitled to BAS. However, said members are issued meal cards and will be charged at the DMR via payroll checkage for all meals made available. A NAVMC 10522 must be submitted and approved to be authorized to mess separately unless otherwise indicated in paragraph 5g. The NAVMC 10522 serves as the source document for diary preparation. The following guidance is provided for preparation, distribution, and retention of the NAVMC 10522:

(1) After the commander or designee approves the request, the "original" form is given to the member concerned and a copy is sent to the unit diary section or servicing Personnel Administration Center for diary reporting. The copy is filed in the unit's correspondence files after the approval is reported on the unit diary and the unit diary number and date is annotated. Retain a copy on file per reference (f), SSIC 7220.1C.

(2) If the commander or designee disapproves the request, complete and return the "original" NAVMC 10522 to the Marine concerned. File the copy of the disapproval in the unit's correspondence files. Retain a copy per reference (f), SSIC 7220.1C.

(3) If the commander or designee terminates approval of the request, complete section III of the form held in the unit's files. There is no requirement to complete section III when the member concerned transfers or his duty status changes. Refer to reference (e) concerning unit diary entry requirements in these cases. Give the completed copy of the form to the member; forward a copy to the servicing Personnel Administration Center for diary reporting per reference (e). Record the unit diary number and date of the diary on the copy. Retain a copy per reference (f), SSIC 7220.1C.

(4) Dispose of copies of NAVMC 10522 maintained in the unit's correspondence files per reference (f), SSIC 7220.1C.

(5) When a member is authorized to mess separately, meals from the mess hall may be provided on a Pay As You Go basis. The use of the mess hall can be denied due to existing resource shortfalls (seating space, personnel shortages, etc.) per reference (d).

6. Participation in international sports events. See paragraph 250104 of reference (b). Also, see reference (e) for diary reporting instructions.

7. In confinement. See paragraph 250104 of reference (b). Also, see reference (e) for diary reporting instructions.

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8. Temporary duty determinations during contingency operations. When members perform duty under similar conditions as other services within the same area of operations, as defined by the Joint Staff or Theater Commander in Chief, or are assigned to activities within the same area, the Joint Theater Commander will make a uniform determination on whether personnel will be assigned to full per diem or field duty. For uniformity considerations, mess halls available in the geographic area must be used to the fullest extent compatible with mission, economy, and efficiency.

9. Officers and enlisted personnel who are provided meals by host country. When a member participates as part of an exchange program where the costs for the visiting country's military service are paid for as part of a reciprocal exchange, from the MPMC 1105 account, all reciprocal meals in that host nation are deemed provided at government expense and thus require a mandatory pay checkage.

10. Prorated and Supplemental Subsistence Allowance

a. Prorated Subsistence Allowance.

(1) An officer or enlisted member may not be provided meals or rations at no charge by or on behalf of the government while entitled to BAS for the same period of service, except while a patient in a hospital.

(2) An enlisted member who changes BAS status at the direction or by permission of a commander, under blanket authority, or at the member's request, shall have the entitlement change take effect at the beginning of the day specified in writing by the commander.

b. Family Subsistence Supplemental Allowance (FSSA). The FSSA program was established to supplement a member's BAS to a level sufficient to remove that member's household from the need for benefits under the Supplemental Nutrition Assistance Program, formerly known as the food stamp program. Refer to paragraph 2502 of reference (b) for program guidance.

11. Hospital rations. Officer and enlisted members who are patients in a hospital shall not be charged for meals provided. A member is entitled to BAS while a patient in a hospital. Refer to reference (e) for unit diary reporting requirements.

12. Credit/check/stop BAS. The unit diary entries shown in reference (e) are reported by commanders to credit/check/stop the BAS. Once the appropriate unit diary entry is reported and accepted, the MCTFS will credit/check the appropriate dollar amount to/from the member's pay account or stop the credit.

13. Retroactive approval. Retroactive approval of BAS is not authorized.

14. Tenant and subordinate commands/activities. Installation commanders will establish criteria/policy for all tenant/subordinate commands/activities aboard their installations following guidance contained in this Order and references (a) through (d).

Chapter 2

Meal Card Program

1. Background. The meal card, DD Form 714, is designed to be issued to enlisted members who are in an ESM status and are not authorized to mess separately. The meal card may be issued to officers when identification or separation of officers on per diem and those not on per diem becomes necessary. The meal card may be issued to enlisted personnel of other services when joined or attached on the rolls of Marine Corps commands. The Marine Corps Recruit Depots (except for permanent personnel) and some school commands neither maintain nor use the meal cards. Thus they are exempt from the meal card provisions of this Order. For purposes of this paragraph, the term command or commanding officer includes Joint Reception Centers, officers-in-charge, or other activities maintaining or issuing meal cards.

2. General Information. Each meal card has a potential cash value and is a controlled form. Paragraph 8 provides instructions for the preparation of the meal card.

3. Procedures. When members of more than one service perform duty at an installation, the installation commander makes the ESM determination. Accordingly, Marine Corps commands located aboard other Services' installations will abide by the policies and procedures of the installation commander regarding the issuance and control of meal cards. The following general guidance for meal cards is provided for Marine Corps commands located aboard Marine Corps installations.

a. Meal cards must be serialized immediately upon receipt.

b. Meal cards, with the exception of serial numbers and signatures, will contain typewritten entries. Making changes to the card is not authorized after the card has been completed and signed.

c. After meal cards are completed and signed, meal cards must be laminated; the cold-seal or heat-pressure method is authorized.

d. The installation food service office shall be notified in writing (including the name and the serial number to whom the card was issued) when a meal card is lost or stolen. The installation food service office shall notify the mess hall of lost or stolen meal card reports.

e. The meal card serial number and abbreviated title of the unit/command will be entered on the Meal Verification Record (NAVMC 10789) to identify those individuals in an ESM status. The meal card serial number will be used to control the meal card.

f. Commands may issue meal cards via the Automated Meal Card Program provided the following security and special requirements below are met.

(1) Appropriate security measures to prevent unauthorized use of the electronic meal card will be used by placing the form on a separate directory, using LAN security, and restricting access to all personnel except those authorized to create meal cards (DD Form 714).

(2) Assign serial numbers on the back of meal cards, DD Form 714, and maintain these serial numbers in either an electronic or hard copy meal card control log. The serial number will consist of five numerical characters.

(3) The meal card control log will consist of the required column headings per paragraph 9 except for the requirement of a "wet signature."

(4) The log will be maintained at the activity per paragraph 4d.

(5) The requirement to maintain a "wet signature" in a hard copy meal card control log is waived if the security measures directed in paragraph 3f(1) above are maintained.

4. Responsibility for Meal Cards. The role of the commanding officer and the meal card issuing agent must be separate to establish security of the meal cards.

a. Commanding officers are solely responsible for blank meal cards requisitioned, maintained, issued, and recovered by their organization. Commanding officers may appoint a commissioned/warrant officer or civilian employee (equivalent), hereafter referred to as designee, to manage the blank meal cards for the unit. Further, commanding officers must appoint in writing a corporal or above to serve as the meal card issuing agent. The agent's duties are preparing requisitions for the commanding officer or designee's approval and signing all requisitions for meal cards, maintaining stocks, providing security, destroying cards, and retaining a copy of the shipping list in the log in accordance with reference (f).

b. The commanding officer or designee is responsible for approving the requisitions, ensuring the number of meal cards received agree with the shipping or serve mart list, furnishing adequate storage, and verifying serial numbers against the meal card control log by conducting an inventory with the meal card issuing agent. The designee shall not be assigned duties as the meal card issuing agent. A copy of the letter of the designee's appointment must be maintained in the issuing agent's log.

c. To combat abuse and misuse, at least every 6 months or upon relief of the issuing agent, whichever occurs first, the commanding officer or designee shall conduct an inventory with the card issuing agent of the blank meal cards on hand; comparing those with the shipping or serve mart list; sight those cards held for issuance; and inspect the meal card control log to verify the disposition of each card. A signed entry by the commanding officer or designee and issuing agent will be placed in the log indicating compliance with this paragraph. Blank meal cards must be stored in a safe for security. Meal cards shall not be stored in desks or filing cabinets.

d. The meal card issuing agent shall maintain a meal card control log that shows the final disposition of each card. The log will be retained as prescribed in paragraph 7. No entries will be made on the administrative remarks page, NAVMC 118(11), of the Marine's SRB to document the issue, reissue, recovery, loss or theft of the meal card. The meal card control log shall contain, at least the information shown in paragraph 8.

e. In addition to maintaining the meal card control log, the meal card issuing agent must:

(1) Maintain the written authorization that assigns them as the issuing agent in the meal control card log.

(2) Maintain a legible copy of the shipping or serve mart list in the meal card control log.

(3) Ensure the log contains current entries and signatures.

(4) Ensure that temporary meal cards held by command duty personnel, for issuance during non-working hours, are accounted for daily or on the first work day following weekends/holidays. Such cards are considered duty property and shall be accounted for during posting and relief of command duty personnel.

f. Whenever a meal card is found, forward the card to the issuing command for disposition.

g. When reserve personnel are on active duty for 20 weeks or more, the meal card procedures are the same as for active component members. An exception exists for reservists mobilized to active duty and are not issued a meal card, see paragraph 4j.

h. When reserve personnel are on active duty for less than 20 weeks, issue meal cards, when appropriate, to reservists on active duty under the following conditions:

(1) When performing incremental initial active duty for training (IIADT), if applicable.

(2) When performing annual training (AT).

(3) When performing active duty within commuting distance of their home, as determined by the commanding officer, or if actually commuting regardless of distance, unless authorized to mess separately.

i. Do not issue meal cards to reservists performing periods of active duty for less than 20 weeks when the purpose of the active duty is other than IIADT or AT and the reservists are entitled to the subsistence portion of per diem because they reside outside the commuting distance of the station they were ordered to perform active duty at and they do not commute daily. These types of orders must contain the statement "Issuance of a meal card is not authorized, and all meals consumed in a mess hall must be on a cash basis.

j. Do not issue meal cards to reservists performing periods of active duty for less than 20 weeks who are mobilized.

k. Enlisted personnel of the Marine Corps Reserve in a training status at a base or station, in a pay status, are identified by their DD Form 2MC (RES) and a training schedule coordinated with the food service office. Exceptions to training schedules may be made for personnel with official orders or written authorization from the Reserve unit commander for makeup or special training duty. Conversely, reserve officers are not entitled to subsist at a mess hall at no charge and must either pay cash for all meals consumed or have a payroll checkage.

5. Maneuvers and Field Duty. Reference (e) provides reporting instructions for the start, termination, and one-time checkage of field rations and

information when members are assigned to field duty while in a TAD status. There is no requirement to issue meal cards to those members granted BAS who are in a field duty status; however, procedures must be established to ensure appropriate checkage of field rations. Enlisted members assigned to ESM as part of the Unit Deployment Program are required to be issued a meal card.

6. Responsibility for Independent Verification. DoD regulations require an independent verification of the messhall Meal Verification Record (NAVMC 10789) and meal card control log to ensure controls are maintained over the issue, use, recovery, and security of all meal cards. The installation commander will designate, in writing, an independent verification official to accomplish the following not less frequently than once each quarter:

a. Conduct a review of the daily Man-Day Fed Reports (NAVMC 565-1).

b. Randomly verify that the entry on the Meal Verification Record (NAVMC 10789) belongs to a member in an ESM status.

c. Select, at random, a total of 25 meal cards (full name and meal card serial number) or 5 percent, whichever is less, from the Meal Verification Record for all activities supported by the mess hall.

d. Check the name and serial numbers against the appropriate meal card control log.

e. Check the names and serial numbers against pay or personnel records to validate ESM status and payroll checkage at the DMR.

f. Select, at random, 12 names of personnel in a leave status to check whether their meal cards were recovered and retained for reissue.

g. Submit a quarterly report, using a report format similar to the sample provided in enclosure 2, to the installation commander via the chain of command.

7. Records Disposition

a. The meal card control log will be maintained for 1 year after the date of last entry and then destroyed.

b. File the independent verification report by calendar year. Retain the reports for a period of 6 months following 4th quarter verification, then destroy.

8. Preparation Procedures for the Meal Card (DD Form 714)

a. Front

(1) DATE ISSUED - Enter current date in year, month, day format (YYMMDD).

(2) ISSUED TO - Enter last name, first name, middle initial, surname (if any), and grade at time of issue. For temporary cards, enter the word "TEMPORARY" instead of the member's name in this block.

(3) SERVICE NUMBER - Enter the command-determined serial number of the card in the right portion of this block.

(4) AUTHORIZING - Enter name, grade, title, organization, and OFFICIAL signature of issuing agent.

b. Reverse

(1) LEGEND - Legend codes are preprinted on front of form.

(2) INSTRUCTIONS - The issuing agent shall explain to the meal card recipient the purpose and use of the card, responsibility for safeguarding it (may not be loaned or given to anyone), and circumstances under which the card must be returned to the issuing command.

(3) SIGNATURE - Signature of recipient of meal card (prior to signing the card, the recipient must read the instructions on reverse of card).

9. Meal Card Control Log. Use one or more log books, depending upon your frequency of issue of meal cards. At a minimum, use the following column headings in preparing the meal card control log book. The full width of the log (2 pages) may be required to accommodate insertion of the required column headings.

a. Column 1: Meal Card Number and DoD ID Number. Enter the command-determined meal card serial number followed by the member's DoD ID Number (on back of military ID card). List all meal card serial numbers in ascending order.

b. Column 2: Grade/name of Member to Whom Issued. Enter the grade and first name, middle initial, and last name of the member to whom the meal card is issued. The grade should be the grade held at the time the card is issued. Change of rank will not require the reissue of the meal card.

c. Column 3: Date of Issue. Self-explanatory.

d. Column 4: Date of Recovery/Reason. Enter the date the meal card is recovered and the reason for recovery, e.g., transfer.

e. Column 5: Signature of Member. Self-explanatory. If using the automated meal card program, not applicable.

f. Column 6: Signature of Issuing Agent. Self-explanatory. If using the automated meal card program, not applicable.

g. A legend may be used at the beginning of the log to denote column headings and numbers as shown above. Thereafter, the columns throughout the log need be identified only by number.

SAMPLE QUARTERLY INDEPENDENT VERIFICATION REPORT

5512
(Originator Code)
(Date)

From: (Independent Verification Official)
To: Commanding General/Commanding Officer, (Installation address)
Via: (Unit Commander and others in the chain of command)
Subj: INDEPENDENT VERIFICATION OF ISSUE AND CONTROL OF MEAL
CARDS, DD FORM 714
Ref: (a) MCO 10110.47A

1. Per the reference, an independent verification of meal card issue and control procedures was accomplished on (date).
2. The findings of the verification are as follows:
 - a. Entries on the Meal Verification Record (NAVMC 10789) did or did not belong to a member in an essential station mess status.
 - b. Payroll checkages of personnel in an essential station mess status were or were not at the discount meal rate.
 - c. Meal cards were/were not being recovered from personnel on annual leave or prior to PCS, FAP or TAD orders.
 - d. Lost/stolen meal card numbers were/were not provided to the messhall(s) as required.
 - e. Personnel not in a essential station mess status were found to be paying for meals at the discount meal rate. (This sub-paragraph will be used only when applicable.)

SIGNATURE

Copy to:
Appropriate mess hall