

**IG CHECKLIST**  
**(AG Admin & Pers - Meal Card Control)**

<b>Proponent/Phone No:</b>	Adjutant General/2-3007	
<b>Functional Area:</b>	Administration & Personnel	
<b>Program/Activity Topic:</b>	Meal Card Control	
<b>Date of Revision:</b>	10 September 1999	
<b>Management Control Checklist Applied:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NA	
<b>Unit Inspected:</b>	<b>Date Inspected:</b>	
<b>Inspector's Name:</b>	<b>Phone No:</b>	
<b>1. Reference.</b> AR 600-38, 11 Mar 88, The Meal Card Management System.		
<b>2. Discussion.</b> Meal Card Management is a tool used by commanders to ensure meal cards are properly accounted for and controlled.		
<b>3. Questions.</b>	<b>YES</b>	<b>NO</b>
a. Is AR 600-38 on hand?		
b. Does the Bn S1 have a continuity book or SOP with the appropriate messages and policy letters?		
c. Are Meal Cards laminated after recipient's sign their card?		
d. Are blank cards signed by the Meal Card Control Officer (MCCO) for issue by the Meal Card Controller (MCC) During the absence of the MCCO?		
e. Are meal cards issued for use in the field annotated "FLD" and signed by the MCCO?		
f. Does the Active Meal Card Control Binder contain the current and last MCCO (SFC or SSG filling in a SFC position or higher) and MCC appointment orders?		
g. Is DA Form 4809-R filed alphabetically by the soldier's last name for meal cards issued on a permanent basis and numerically for meal cards issued on a temporary basis?		
h. Are closed out DA Forms 4809-R filed numerically by meal card number in the Inactive Meal Card Control Binder?		
i. Is the MCCO personally supervising the destruction of cards and making appropriate entries on DA Forms 4809-R?		
j. Are DA Forms 4187 prepared for recoupment within 3 days after field duty and forwarded to finance?		
k. Does the battalion have at least one or more MCC appointed in writing?		
<b>4. REMARKS:</b>		