

UNCLAS F O U O

HQDA EXORD 010-18 IMPLEMENTATION OF AUTOMATED MEAL CARD MANAGEMENT SYSTEM  
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Originator: DA WASHINGTON DC

DTG: 060117Z Jan 18 Precedence: P DAC: General

To: ARLINGTON NATIONAL CEMETERY ARLINGTON VA, ARNG NGB COMOPS ARLINGTON VA, ARNG NGB J3 JOC WASHINGTON DC, ARNGRC ARLINGTON VA, ARNGRC WATCH ARLINGTON VA, CDR 5 ARMY NORTH AOC FT SAM HOUSTON TX, CDR ATEC ABERDEEN PROVING GROUND MD, CDR FORSCOM DCS G3 CENTRAL TASKING DIV FT BRAGG NC, CDR FORSCOM DCS G3 CURRENT OPS FT BRAGG NC, CDR FORSCOM DCS G3 WATCH OFFICER FT BRAGG NC, CDR MDW J3 FT MCNAIR DC, CDR MDW JFHQ-NCR FT MCNAIR DC, CDR NETCOM 9THSC FT HUACHUCA AZ, CDR TRADOC CG FT EUSTIS VA, CDR TRADOC DCS G-3-5-7 OPNS CTR FT EUSTIS VA, CDR USAR NORTH FT SAM HOUSTON TX, CDR USARCENT SHAW AFB SC, CDR USAREUR CG WIESBADEN GE, CDR USAREUR G357 WIESBADEN GE, CDR USASOC COMMAND CENTER FT BRAGG NC, CDR USASOC FT BRAGG NC, CDR USASOC MESSAGE CENTER FT BRAGG NC, CDR1STIO FT BELVOIR VA, CDR3RD ARMY USARCENT WATCH OFFICER SHAW AFB SC, CDRAMC REDSTONE ARSENAL AL, CDRFORSCOM FT BRAGG NC, CDRHRC G3 DCSOPS FT KNOX KY, CDRINSCOM FT BELVOIR VA, CDRINSCOMIOC FT BELVOIR VA, CDRMDW WASHINGTON DC, CDRUSACE WASHINGTON DC, CDRUSACIDC FT BELVOIR VA, CDRUSACYBER FT BELVOIR VA, CDRUSACYBER G3 FT BELVOIR VA, CDRUSACYBER G33 FT BELVOIR VA, CDRUSAEIGHT G3 CUOPS SEOUL KOR, CDRUSAEIGHT SEOUL KOR, CDRUSAFRICA VICENZA IT, CDRUSAMEDCOM FT SAM HOUSTON TX, CDRUSARC G33 READ FT BRAGG NC, CDRUSARCYBER WATCH OFFICER FT BELVOIR VA, CDRUSARPAC CG FT SHAFTER HI, CDRUSARPAC FT SHAFTER HI, COMDT USAWC CARLISLE BARRACKS PA, HQ IMCOM FT SAM HOUSTON TX, HQ INSCOM IOC FT BELVOIR VA, HQ SDDC CMD GROUP SCOTT AFB IL, HQ SDDC COC OPS G3 SCOTT AFB IL, HQ SDDC OPS MSG CNTR SCOTT AFB IL, HQ USARSO FT SAM HOUSTON TX, HQ USARSO G3 FT SAM HOUSTON TX, HQDA ACCESSIONS BDE WASHINGTON DC, HQDA ARMY STAFF WASHINGTON DC, HQDA ASAALT ASC HQ WASHINGTON DC, HQDA CSA WASHINGTON DC, HQDA EXEC OFFICE WASHINGTON DC, HQDA IMCOM OPS DIV WASHINGTON DC, HQDA SEC ARMY WASHINGTON DC, HQDA SECRETARIAT WASHINGTON DC, HQDA SURG GEN WASHINGTON DC, MEDCOM HQ EOC FT SAM HOUSTON TX, NETCOM G3 CURRENT OPS FT HUACHUCA AZ, NGB WASHINGTON DC, SMDC ARSTRAT CG ARLINGTON VA, SMDC ARSTRAT G3 ARLINGTON VA, SUPERINTENDENT USMA WEST POINT NY, SURGEON GEN FALLS CHURCH VA, USAR AROC FT BRAGG NC, USAR CMD GRP FT BRAGG NC, USAR DCS G33 OPERATIONS FT BRAGG NC, USARCENT G3 FWD, USARPAC COMMAND CENTER FT SHAFTER HI

CC: HQDA AOC DAMO ODO OPS AND CONT PLANS WASHINGTON DC, HQDA AOC G3 DAMO CAT OPSWATCH WASHINGTON DC, HQDA AOC G3 DAMO OD DIR OPS READ AND MOB WASHINGTON DC

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

(U) REFERENCES

REF//A/ DEPARTMENT OF DEFENSE INSTRUCTION (DODI) 1338.10, DATED: 12 SEPTEMBER 2012//

REF//B/ DEPARTMENT OF DEFENSE MANUAL (DODM) 1338.10, DATED: 02 DECEMBER 2014//

REF//C/ ARMY REGULATION (AR) 570-4, MANPOWER MANAGEMENT, DATED: 08 FEBRUARY 2006//

REF//D/ AR 600-38, MEAL CARD MANAGEMENT PROGRAM, DATED: 17 AUGUST 2016//

REF//E/ AR 30-22, ARMY FOOD PROGRAM, DATED: 10 MAY 2005//

REF//F/ DEPARTMENT OF THE ARMY PAMPHLET (DA PAM) 30-22, OPERATING PROCEDURES FOR THE ARMY FOOD PROGRAM, DATED: 06 FEBRUARY 2007//

REF//G/ ARMY AUDIT REPORT A-2013-0096 MTH, MEAL CARD PROGRAM CONTROLS, DATED: 07 MAY 2013//

REF//H/ HQDA EXORD 073-17 IMPLEMENTATION OF AUTOMATED MEAL CARD

MANAGEMENT SYSTEM, DTG: 161503Z FEB 17 (RESCINDED)//

NARR// (U) THIS EXORD SUPPORTS THE IMPLEMENTATION OF AN AUTOMATION MEAL CARD PROGRAM FOR THE U.S. ARMY IN LIEU OF THE CURRENT PAPER MEAL CARD. IT IS A FOUR (4) PHASE PROCESS AND ALL FOUR PHASES MUST BE ADDRESSED FOR FULL IMPLEMENTATION.

PHASE I- GARRISON DINING (NOVEMBER 2016-SEPTEMBER 2018): MEAL ENTITLEMENT CODE (MEC) TO COMMON ACCESS CARD (CAC) WILL COVER THE AUTOMATION OF THE MEAL CARD, SEND OUT A HQDA, DEPUTY CHIEF OF STAFF (DCS) G-1 DIRECTIVE TO PROCURE MEC TO CAC HARDWARE. G-4 HAS COMPLETED SOFTWARE DEVELOPMENT, ADJUSTED AR 600-38 TO INCLUDE AUTOMATED MEAL CARD PROCEDURES, MEC HAVE BEEN IDENTIFIED, TRAINING HAS BEEN ESTABLISHED THROUGH TUTORIALS AND WEB-BASED TRAINING, G-4 ARMY FOOD MANAGEMENT INFORMATION SYSTEM (AFMIS) REQUIRED REPORTS HAVE BEEN ESTABLISHED, CONDUCTED MEC TO CAC SUCCESSFUL PILOT ON FEBRUARY 2017. HAVE BRIEFED SENIOR LEADERSHIP AND SERGEANT MAJORS.

PHASE II- INSTITUTIONAL TRAINING/PROFESSIONAL MILITARY EDUCATION/ACADEMIC (FEBRUARY 2017 - APRIL 2017).

PHASE III -TRAINING ENVIRONMENTS FEBRUARY 2017 - APRIL 2017.

PHASE IV- TACTICAL/FIELD DEPLOYMENTS/SUSTAINMENT 30 SEPTEMBER 2018.

IN ADDITION, RELEASE OF THIS EXORD RESCINDS AND REPLACES HQDA EXORD 073-17 IMPLEMENTATION OF AUTOMATED MEAL CARD MANAGEMENT SYSTEM (REF H).

1. U) SITUATION.

1.A. (U) A 2013 AUDIT CONDUCTED BY THE UNITED STATES ARMY AUDIT AGENCY (AAA) ON MEAL CARD MANAGEMENT FOUND THAT DINING FACILITY (DFAC) PERSONNEL GENERALLY FOLLOWED HEADCOUNT POLICIES AND PROCEDURES.

1.B. (U) THE 2013 AAA REPORT INDICATED THAT UNITS DID NOT SUFFICIENTLY PERFORM VERIFICATIONS AND ACCOUNTABILITY THAT COULD IDENTIFY CASES OF MISUSE BECAUSE OF DUPLICATE SIK MEAL CARDS. AAA RECOMMENDED AUTOMATING THE CURRENT MANUAL PROCESS.

1.C. (U) THE CURRENT MANUAL PROCEDURE DOES NOT ADEQUATELY CAPTURE ACCURATE ACCOUNTABILITY OF THE SUBSISTENCE IN KIND (SIK) MEAL CARD, WHICH IS A DEPARTMENT OF THE ARMY ACCOUNTABLE ITEM. THE MEAL CARD REPRESENTS A VALID MEAL ENTITLEMENT WHICH IS AN ACCOUNTABLE ITEM.

1.D. (U) IN JULY 2014, DEFENSE MANAGEMENT DATA CENTER (DMDC) APPROVED AND PROVIDED SPACE ON THE JOINT DATA MODULE (JDM) WHICH RESIDES ON THE CAC TO AUTOMATE THE ARMY MEAL CARD PROGRAM.

1.E. (U) THE JOINT CULINARY CENTER OF EXCELLENCE (JCCOE) IN CONJUNCTION WITH THE HQDA G-1 AND SOFTWARE ENGINEERING CENTER-FORT LEE (SEC-LEE) HAVE IDENTIFIED AN AUTOMATED SOLUTION FOR THE MEAL CARD MANAGEMENT PROGRAM TO IMPROVE THE PROCESS AND DEVELOP EFFICIENCIES TO ACCOUNT FOR MEALS, MEAL CARD HOLDERS, AND MEAL CARD ACCOUNTABILITY.

2. (U) MISSION. NO LATER THAN (NLT) 30 SEPTEMBER 2018, ARMY COMMANDS (ACOM), ARMY SERVICE COMPONENT COMMANDS (ASCC), DIRECT REPORTING UNITS (DRU), AND ARMY STAFF SECTIONS AND AGENCIES WILL IMPLEMENT THE EXECUTION OF THE ARMY-WIDE AUTOMATED MEAL CARD SYSTEM IN ACCORDANCE WITH THE 2013 AAA RECOMMENDATION, FOR THE PURPOSE OF ENHANCING THE MEAL CARD MANAGEMENT PROCESS WHILE MAINTAINING ACCURATE ARMY WIDE ACCOUNTABILITY.

3. (U) EXECUTION.

3.A. (U) INTENT.

3.A.1. (U) PURPOSE: TO PROVIDE COMMANDERS AND LEADERS WITH AN AUTOMATED SYSTEM TO EFFICIENTLY AND EFFECTIVELY MANAGE AND IMPROVE THE CURRENT MEAL CARD MANAGEMENT PROGRAM.

3.A.2. (U) KEY TASKS:

3.A.2.A. (U) HQDA G-1 WILL ISSUE GUIDANCE TO AUTOMATE THE MEAL CARD MANAGEMENT PROGRAM AND TO IMPROVE THE MEAL CARD PROCESS, WITH AN EMPHASIS ON SIK SOLDIERS, DEPLOYED SOLDIERS, DEPARTMENT OF THE ARMY CIVILIANS (DAC), AND CONTRACTORS.

3.A.2.B. (U) HQDA G-4 WILL DIRECT SEC-LEE TO DEVELOP THE MEAL ENTITLEMENT MODULE (MEM) APPLICATION THAT IS CAPABLE OF DETERMINING A SOLDIER'S MEAL ENTITLEMENT BY AUTOMATICALLY READING THE MEC WHICH RESIDES ON THE JDM/PERSONNEL KNOWLEDGE IDENTIFICATION CHIP ON THE CAC. THE SYSTEM WILL PROVIDE AN AUTOMATED MEANS TO DETERMINE A CAC HOLDER'S MEAL ENTITLEMENT.

3.A.2.C. (U) HQDA G-4 WILL DIRECT THE JOINT CULINARY CENTER OF EXCELLENCE AND U.S. ARMY COMMUNICATIONS-ELECTRONICS COMMAND (CECOM) SOFTWARE ENGINEERING CENTER-FORT LEE TO ENSURE THE ARMY AUTOMATED MEAL CARD SYSTEM SUPPORTS THE CONCEPT OF AUTOMATING THE MEAL CARD SYSTEM UTILIZING JDM SPACE ON THE CAC.

3.A.2.D. (U) IMPLEMENTATION PROCEDURES. HQDA G-1 WILL COORDINATE WITH HQDA G-4 TO DEVELOP IMPLEMENTATION PROCEDURES FOR WORLD WIDE USAGE BY G-1 / S-1'S AND SERVICING PERSONNEL CENTERS TO ENSURE THEY CAN ADD, CHANGE AND DELETE APPLICABLE MEC ON ALL UNIT AND ORGANIZATIONAL CAC.

3.A.2.E. (U) COMMANDERS, ACOM, ASCC, DRU, AND ARMY STAFF SECTIONS AND AGENCIES G-1/S-1'S, CURRENTLY ISSUING PAPER MEAL CARDS WILL BE GRANTED ACCESS TO THE MEM APPLICATION TO MANAGE PROCESSES BY 31

JANUARY 2018.

3.B. (U) CONCEPT OF OPERATIONS.

3.B.1. (U) HQDA DCS G-3/5/7 WILL PROVIDE SUPPORT FOR THE IMPLEMENTATION OF AUTOMATION OF THE MEAL CARD PROGRAM TO THE ARMY G-1.

3.B.2. (U) HQDA G-1 AND G-4 WILL COORDINATE WITH THE ASSISTANT SECRETARY OF THE ARMY FOR MANPOWER AND RESERVE AFFAIRS (ASA (M&RA)) ON THE DEVELOPMENT AND IMPLEMENTATION OF THE AUTOMATION OF THE MEAL CARD PROGRAM (REF D, ARMY REGULATION (AR) 600-38, MEAL CARD MANAGEMENT PROGRAM) THIS EXORD PROVIDES THE TASKS TO EFFECT EXECUTION.

3.C. (U) TASKS TO ARMY STAFF, SUBORDINATE UNITS, AND REQUESTS FOR SUPPORT.

3.C.1. (U) HQDA, DCS G-1.

3.C.1.A. (U) SERVE AS AN ADVISOR OF THE ARMY'S MEAL CARD PROGRAM AND ASSIST HQDA G-4 WITH UPDATING ALL PUBLICATIONS IMPACTED BY THIS EFFORT FOR WHICH IT HAS POLICY PROPONENCY IAW REFERENCE D, AR 600-38.

3.C.1.B. (U) HOST IDENTIFIED SYSTEM ADMINISTRATORS (SA) (FORMERLY KNOWN AS SUPER USERS) TRAINING ICW HQDA G-4.

3.C.1.C. (U) OUTLINE PROCEDURES TO ADD MEC TO THE CAC WITH SUPPORT OF HQDA G-4.

3.C.1.D. (U) ENSURE PROGRAM MANAGER (PM) HAVE THE NECESSARY ACCESS TO THE MEC UTILITY APPLICATION TO WRITE MEC TO CAC.

3.C.1.E. (U) COORDINATE WITH DEFENSE FINANCE AND ACCOUNTING SERVICES (DFAS) TO PROVIDE AN ACTION OFFICER FOR THIS INITIATIVE.

3.C.2. (U) HQDA, DCS G-4.

3.C.2.A. (U) ASSIST COMMANDERS IN IMPLEMENTING THE DUTIES AND RESPONSIBILITIES OF THE MEAL CARD MANAGEMENT SYSTEM TO STAFF ELEMENTS IN ACCORDANCE WITH AR 600-38.

3.C.2.B. U) COORDINATE WITH JCCOE/SEC-LEE/JCCOE/SEC-LEE AND DEVELOP A COMPREHENSIVE TRAINING PLAN THAT INCLUDES HELP TUTORIALS, WEB-BASED TRAINING SITE AND TRAIN-THE-TRAINER PROGRAM.

3.C.2.C. TRAIN IDENTIFIED SA BY HQDA, G-1 AND ICW JCCOE/SEC-LEE AT FORT LEE, VIRGINIA. PART OF TRAINING WILL BE TO TEST AND VALIDATE THE AUTOMATED MEAL CARD SYSTEM.

3.C.2.D. (U) ASSIST HQDA G-1 WITH THE DEVELOPMENT OF THE IMPLEMENTATION PLAN TO ENSURE THAT REQUIRED MEAL CARD VERIFICATION

OFFICERS AND MEAL CARD BOOK CONTROLLERS ARE APPOINTED AND THESE REVIEWS AND AUDITS ARE ACCOMPLISHED.

3.C.2.E. (U) UPDATE POLICY, ENSURE AUTOMATED PROCEDURES OUTLINED TO SUPPORT MEAL CARD AUTOMATION ARE INCLUDED IN AR 600-38, MEAL CARD MANAGEMENT PROGRAM.

3.C.2.F. (U) ENSURE AFMIS CAPTURES AND PROCESSES THE MEC PROPERLY AND PROVIDES DATA TO REFLECT PROGRAM VIABILITY.

3.C.2.G. (U) PROVIDE POLICY REVIEW AND ENSURE COORDINATION WITH HQDA G-1, HQDA CIO/G-6, AND DMDC TO IMPLEMENT THE MEC TO THE CAC.

3.C.2.H. (U) PROVIDE FOOD PROGRAM REVIEW. COORDINATE WITH JCCOE FOOD MANAGEMENT ASSISTANCE TEAM TO CONDUCT REVIEWS OF THE MEC PROCESS AND FUNCTIONALITY WITHIN THE FOOD PROGRAM.

3.C.2.I. (U) DEVELOP COMPUTER-BASED TRAINING ON THE MEM PROGRAM FOR KEY PERSONNEL TO UNDERSTAND THE PROCEDURES OF WRITING THE MEC TO CAC. THE ACCOUNTABILITY, VERIFICATION, AND TURN-IN PROCEDURES OF THE PAPER MEAL CARDS PROCEDURES WILL BE WITHIN THE HQDA G-1 ISSUANCE GUIDANCE.

3.C.3. (U) JCCOE AND SEC-LEE.

3.C.3.A. (U) ENSURE CAC AND AFMIS SYSTEM INTEROPERABILITY.

3.C.3.B. (U) ENSURE POINT OF SALE SYSTEM PROPERLY INTERPRETS THE MEC.

3.C.3.C. (U) DEVELOP A MEM WEB TRAINING WEBSITE THAT IS AVAILABLE FOR ALL USERS.

3.C.3.D. (U) DEVELOP HELP/TUTORIALS FOR THE MEM PROGRAM.

3.C.3.E. (U) DEVELOP ONSITE AND INDIVIDUAL TRAINING TO SUPPORT THE TRANSITION FROM THE PAPER MEAL CARDS TO THE AUTOMATED SYSTEM.

3.C.3.F. (U) COORDINATE WITH INSTALLATION FOOD PM(S) AND THE MEDCOM NUTRITION PROGRAM OFFICE TO ENSURE DINING FACILITIES HAVE STANDARD OPERATION PROCEDURES (SOP) TO HANDLE ISSUES WITH AUTOMATED MEALS CARDS.

3.C.4. (U) HQDA, CIO/G-6.

3.C.4.A. (U) REVIEW AND FACILITATE THE PROCESS TO ENSURE THAT THE MEM CAC UPDATE UTILITY IS ADDED TO ARMY'S CYBER'S WHITELIST.

3.C.4.B. (U) COORDINATE WITH INSTALLATION NETWORK ENTERPRISE CENTERS, ENTERPRISE COLLABORATION SERVICES TO ASSIST USERS WITH THE ABILITY TO ACCESS THE CAC UTILITY APPLICATION.

3.C.5. ARMY BUDGET OFFICE (ABO).

3.C.5.A. (U) COORDINATE WITH OTHER HQDA STAFF PROPONENTS TO ENSURE ADEQUATE LONG TERM RESOURCING/PROGRAMMING TO SUSTAIN THE REQUIREMENT DEVELOPED FROM THIS INITIATIVE.

3.C.5.B. (U) PROVIDE APPROPRIATE ACTION OFFICER REPRESENTATION FOR WORKING/STUDY GROUP TO SUPPORT THIS INITIATIVE.

3.C.6. (U) HQDA G-1 PUBLIC AFFAIRS REPRESENTATIVE, HQDA G-1 AND HQDA G-4.

3.C.6.A. (U) COORDINATE MEDIA COVERAGE TO SUPPORT THE AUTOMATION MEAL CARD PROGRAM.

3.C.6.B. (U) ISSUE A MEDIA ADVISORY AND/OR PRESS RELEASE, STAND TO ARTICLE TO ANNOUNCE THE IMPLEMENTATION OF AN AUTOMATION MEAL CARD PROGRAM FOR THE U.S. ARMY TO REPLACE THE CURRENT PAPER MEAL CARD.

3.C.6.C. (U) ASSIST HQDA G-1 AND HQDA G-4 IN THE DEVELOPMENT OF TALKING POINTS/COMMAND MESSAGES, ETC. FOR LEADERSHIP TO USE WHILE CONDUCTING PUBLIC RELATIONS.

3.C.6.D. (U) PUBLICIZE THE AVAILABILITY OF WEB BASED TRAINING THAT IS AVAILABLE TO ALL USERS.

3.C.7. (U) COMMANDER, U.S. ARMY TRAINING AND DOCTRINE COMMAND (TRADOC).

3.C.7.A. (U) IDENTIFIED A TRAINING INSTALLATION WITH A DIVERSE POPULATION, (ADVANCED INDIVIDUAL TRAINING (AIT), ADVANCED LEADER COURSE (ALC), AND SENIOR LEADER COURSE (SLC), OF SOLDIERS IN FEBRUARY AND MAY 2017 AND CONDUCTED A PILOT AND OBSERVED THE USE OF THE NEW MEAL CARD PROCESS. THE PILOT WAS SEAMLESS AND MINIMALLY DISRUPTIVE OF THE TRAINING MISSION.

3.C.7.B. (U) ENSURED JCCOE/SEC-LEE PROVIDED TECHNICAL SUPPORT AS NEEDED TO EXECUTE THIS INITIATIVE TO INCLUDE ALL INFORMATION SYSTEMS UPDATES, TRAINING REQUIREMENTS AND FUTURE SUSTAINMENT EFFORTS.

3.C.8. (U) COMMANDERS, ACOM, ASCC, DRU, AND ARMY STAFF SECTIONS AND AGENCIES.

3.C.8.A. (U) NLT 28 FEBRUARY 2018 COMMANDERS OF ACOM, ASCCS, DRU, STAFF SECTIONS AND AGENCIES WILL APPOINT A G-1 PM TO MANAGE THE AUTOMATION OF THE MEAL CARD PROGRAM. THE PM WILL PROVIDE OVERSIGHT OF THE PROGRAM AND WORK DIRECTLY WITH HQDA G-1/G-4 TO ENSURE ALL COMMANDS TRANSITION TO THE NEW AUTOMATED MEAL CARD PROGRAM NLT 30 SEPTEMBER 2018.

3.C.8.B. (U) NLT 05 MARCH 2018 PM(S) WILL PROVIDE NAMES OF SA THROUGHOUT THE COMMANDS TO ATTEND THEIR TRAIN-THE-TRAINER SESSION(S).

THE SA WILL BE THE FOCAL POINT FOR ALL MEC TO CAC TRANSITION-RELATED ISSUES. PLAN AND PROGRAM TEMPORARY DUTY FUNDING AS NEEDED.

3.C.8.C. (U) ENSURE ORGANIZATIONS BEGIN UPDATING ALL CAC CARDS WITH THE MEC IMMEDIATELY UPON RECEIPT OF THIS EXORD.

3.C.8.D. (U) ORGANIZATIONS CAN USE EXISTING CAC READERS IN THE FORM OF A SEPARATE CAC CARD READER OR AS PART OF THE KEY BOARD TO ACCESS THE MEC TO CAC SOFTWARE. (SEE ANNEX A: CAC READERS).

3.C.8.E. (U) DD FORM 714 (PAPER MEAL CARD) WILL NOT BE COLLECTED UNTIL ALL DINING FACILITIES CAN SUPPORT READING THE MEC WRITTEN TO THE CAC. ANNOTATE ON THE DA FORM 4809-R, MEAL CARD CONTROL SHEET, THAT THE MEAL CARD HAS BEEN TURNED IN; REPORT ANY MUTILATED, LOST OR STOLEN MEAL CARDS IAW REFERENCE D, AR 600-38.

3.C.8.F. (U) ENSURE SOLDIERS ABILITY TO RECEIVE MEALS IS NOT INTERRUPTED DURING IMPLEMENTATION.

3.C.8.G. (U) USE THE MEC TO REFLECT MEAL ENTITLEMENTS.

MEC 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).  
08 BATTLE ASSEMBLY 2-DAY (BA2).

3.C.8.H. (U) USE BAS AS THE INITIAL DEFAULT STANDARD FOR MEC.

3.C.8.I. (U) ISSUE SUBSEQUENT GUIDANCE AS NECESSARY TO ENSURE PROPER EXECUTION AND MANAGEMENT CONTROL OF THE MEAL CARD MANAGEMENT PROGRAM. APPOINT ON ORDERS MEAL CARD VERIFICATION OFFICERS AND MEAL CARD CONTROLLERS TO PROVIDE OVERSIGHT OVER THE AUTOMATED MEAL CARD MANAGEMENT PROGRAM. ESTABLISH UNIT SOP TO ENSURE THE MEM PROGRAM IS EXECUTED.

3.C.8.I.1. (U) ENSURE PROCEDURES ARE ESTABLISHED TO CONDUCT MEAL CARD MANAGEMENT SYSTEM COMPLIANCE REVIEWS AND MEET AUDIT REQUIREMENTS.

3.C.8.I.2. (U) ESTABLISH PROCEDURES FOR ACTION AGAINST PERSONS OBTAINING MEALS WITHOUT PROPER AUTHORIZATION.

3.C.8.I.3. (U) G-1 PM WILL BE APPOINTED ON ORDERS NLT 28 FEBRUARY 2018. DUTIES INCLUDE BUT ARE NOT LIMITED TO COORDINATING TRAINING, ESTABLISHING HIERARCHIES BY COMMANDS, COORDINATING WITH PERSONNEL ACTION CENTERS (PAC), LOGISTICS READINESS CENTERS (LRC), AND DINING FACILITIES (DFAC) MANAGERS, TO ENSURE THAT THE MEAL CARD PROGRAM IS

TRANSITIONING EFFECTIVELY AT THE RESPECTIVE PACS AND DFACS.

3.C.8.I.4. (U) G-1 PM WILL DESIGNATE THE HIERARCHY LEVEL (FOR EXAMPLE, TDA, INSTALLATION, DIVISION, BRIGADE, AND BATTALION OR BELOW) AT WHICH THE MEAL CARD PROGRAM WILL BE MANAGED AND PROVIDE THE HIERARCHY TO SEC-LEE POC BY 15 MARCH 2018.

3.C.8.I.5. (U) FORSCOM G-1 SHOULD CONSIDER THE FOLLOWING UNITS FOR EARLY IMPLEMENTATION OF THE MEC TO CAC: FORT STEWART, FORT DRUM, FORT CARSON, FORT RILEY, FORT BRAGG, FORT BLISS, FORT HOOD AND ALL OTHER UNITS AS APPROPRIATE. THESE INSTALLATION DINING FACILITIES ARE EXECUTING PILOT PROGRAMS WITH EXTENDED FEEDING PLATFORMS WITH FOOD TRUCKS AND KIOSKS.

3.C.8.I.6. (U) RESERVE COMPONENTS (RC) (DIRECTOR, ARMY NATIONAL GUARD (ARNG) AND CHIEF, ARMY RESERVE (CAR). THE RC WILL COORDINATE WITH HQDA DCS, G-1 AND G-4 TO IDENTIFY THEIR UNIQUE REQUIREMENTS. A SENIOR REPRESENTATIVE IS IDENTIFIED TO WORK DIRECTLY WITH HQDA G-1 AND G-4 TO DEVELOP A PLAN OF ACTION TO ENSURE ALL RESERVE COMPONENTS SOLDIERS COMPLETE THE MEC TO CAC TRANSITION NLT 30 SEPTEMBER 2018.

3.D. (U) COORDINATING INSTRUCTIONS.

3.D.1. (U) SUSPENSES AND MILESTONES.

3.D.1.A. (U) NLT 28 FEBRUARY 2018, COMMANDERS IDENTIFY AND APPOINT COMMAND MEAL CARD PM(S) TO FUNCTION AS THE LEAD PROGRAM COORDINATOR, RESPONSIBLE FOR MANAGING THE PROGRAM AND GIVING MEM ACCESS TO KEY PERSONNEL.

3.D.1.B. (U) NLT 05 MARCH 2018, COMMAND MEAL CARD PM WILL IDENTIFY SA TO BEGIN CONDUCTING TRAINING BY 15 MARCH 2018 UNTIL FULL IMPLEMENTATION 30 SEPTEMBER 2018. METHOD OF TRAINING WILL BE TRAIN-THE-TRAINER, VIA WEBINAR OR OTHER MEANS THAT IS DETERMINED BY COMMANDS OR DRU UPON RECEIPT OF ALL NAMES.

3.D.1.C. (U) NLT 30 MARCH 2018, COMMANDERS WILL ENSURE THE COMPLETION OF THE PLANNING TIMELINE/MILESTONES TO CAPTURE A PLAN OF ACTION AND MILESTONES FOR THEIR ORGANIZATION. (USE ATTACHED HQDA KEY MILESTONES /G-1/S-1'S PLANNING TIMELINE (ANNEX B) AS A GUIDE.

3.D.1.D. (U) NLT 16 APRIL 2018, COMMANDERS ISSUE SUBSEQUENT GUIDANCE AS NECESSARY TO ENSURE PROPER EXECUTION AND MANAGEMENT CONTROL OF THE MEAL CARD MANAGEMENT PROGRAM. ESTABLISH UNIT SOP.

3.D.1.E. (U) NLT 29 JUNE 2018 PMS WILL WORK DIRECTLY WITH HQDA G-1/G-4 TO PROVIDE ORGANIZATIONAL STATUS REPORTS ON TRANSITION PROGRESS UNTIL COMPLETION (TEMPLATE ANNEX F).

3.D.1.F. (U) NLT 30 SEPTEMBER 2018, DISCONTINUE THE USE OF ALL PAPER MEAL CARDS.



3.D.1.F.1. (U) NLT 30 OCTOBER 2018 APPOINTED PM OF ACOM'S, ASCC'S, DRU'S, AND ARMY STAFF SECTIONS AND AGENCIES WILL SUBMIT A WRITTEN STATUS REPORT IN MEMORANDUM FORMAT TO THE HQDA G-1 POC LISTED IN 5.A. VALIDATING THAT 100% OF PAPER MEAL CARDS HAVE BEEN COLLECTED AND ACCOUNTING FOR THOSE STILL ON ROTATION DUE TO ALL DINING FACILITIES UNABLE TO SUPPORT READING THE MEC WRITTEN TO THE CAC.

3.D.1.F.2. (U) COMMANDERS OF ACOM'S, ASCC'S, DRU'S, AND ARMY STAFF SECTIONS AND AGENCIES WILL ENSURE ALL PAPER MEAL CARDS ARE ACCOUNTED FOR AND MAINTAINED ON FILE FOR SIX (6) MONTHS FOLLOWING THE DISCONTINUED USE DATE. AFTER THE SIX MONTH PERIOD, ENSURE MEAL CARD CONTROL BOOKS AND DA FORM 4809-R'S (MEAL CARD CONTROL REGISTER'S) ARE RETURNED TO THE FORMS MANAGEMENT OFFICER AND/OR BOOK CONTROL OFFICER IAW REFERENCE D, AR 600-38.

3.D.1.F.3. (U) 30 MAY 2018 - STATUS REVIEW/SURVEY/QUESTIONNAIRES.

3.D.1.F.4. (U) 30 SEPTEMBER 2018 - FINAL UPDATE COMPLETION.

3.D.1.G. (U) ON/ABOUT 30 MAY 2018, HQDA G-1 AND HQDA G-4 WILL SEND OUT QUESTIONNAIRES TO THE APPOINTED G-1 PM TO DETERMINE HOW THE AUTOMATION OF THE MEAL CARD PROGRAM IS WORKING.

3.D.1.H. (U) WITHIN 12 MONTHS BUT NLT 30 SEPTEMBER 2019, HQDA G-1 AND HQDA G-4 WILL COORDINATE WITH AAA TO EVALUATE THE PROGRAM TO ENSURE THE PROGRAM MEETS THE STATUTORY CONSTRAINTS.

3.D.2. (U) ALL TASKED ELEMENTS WILL ENSURE APPROPRIATE ACTION OFFICER LEVEL PARTICIPATION AT REQUIRED IPRs. AT THE QUARTERLY, SERGEANT MAJOR-LED IPRS, TASKED ELEMENTS WILL PROVIDE ATTENDEES WHO CAN SPEAK FOR THEIR ORGANIZATIONS IN ADDITION TO SMEs AND ACTION OFFICERS.

3.D.3. (U) DIRECT LIAISON IS AUTHORIZED BETWEEN ALL ACOMS, DRUS, AND AGENCIES FOR THE PURPOSES OF ENSURING IMPLEMENTATION OF THIS EXORD.

3.D.4. (U) FUTURE IPRS AND TELECONFERENCES: TO BE DETERMINED.

4. (U) SUSTAINMENT. N/A.

5. (U) COMMAND AND SIGNAL.

5.A. (U) HQDA DCS, G-1 POINT OF CONTACT: MS. SHERRY SIMMONS-COLEMAN, E-MAIL: SHERRY.D.SIMMONS-COLEMAN.CIV@MAIL.MIL.

5.B. (U) HQDA DCS, G-4 POINT OF CONTACT: MR. JACK SKELLY, 703-614-0799, E-MAIL: JOHN.C.SKELLY.CIV@MAIL.MIL.

5.C. (U) JCCOE POINTS OF CONTACT: MR. STEPHEN PRIMEAU, 804-734-4836, STEPHEN.J.PRIMEAU.CIV@MAIL.MIL, MR. DAVID STAPLES 804-734-3345 (DSN 687), E-MAIL: DAVID.P.STAPLES2.CIV@MAIL.MIL.

5.D. (U) CECOM, SEC, SEC-LEE POCS: MS. LOU ANN WARGOFCAK,  
LOU.A.WARGOFCAK.CIV@MAIL.MIL, (804) 734-1313; MR. ARTHUR E. OLKONEN  
(804) 734-1313, ARTHUR.E.OLKONEN.CIV@MAIL.MIL

6. (U) THE EXPIRATION DATE OF THIS MESSAGE IS 31 JANUARY 2019.

OFFICIAL:

JOSEPH ANDERSON  
LIEUTENANT GENERAL, GS  
DEPUTY CHIEF OF STAFF, G3/5/7

ATTACHMENTS:

ANNEX A: CAC READER TYPES  
ANNEX B: SUSPENSE TIMELINE  
ANNEX C: DISPLAY/FLOWCHART  
ANNEX D: MEAL ENTITLEMENT MAINTENANCE TUTORIALS  
ANNEX E: MEM PILOT/DEPLOYMENT FLOW

BT  
#4295