



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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IN REPLY REFER TO:
10210.1
BPAC
25 MAY 2004

BASE ORDER 10210.1

From: Commander, Marine Corps Base Hawaii
To: Distribution List A

Subj: PROCEDURES FOR THE CONTROL AND USE OF THE DOD COMMON ACCESS
CARD (CAC) AS A MEAL PASS

Ref: (a) AFI 36-3026(I)
(b) MCO 10110.47
(c) DODFMR, Vol 7A

Encl: (1) Common Access Card Procedures
(2) Rules For Changes In MEC and UIC Data Fields

1. Situation. Mandatory possession of the Department of Defense (DoD) Common Access Card (CAC) by all members of the Marine Corps was 1 April 2004, and the CAC is being issued under the provisions stipulated in reference (a). In leveraging the technology inherent with the CAC, and through the sponsorship of the Department of the Navy's e-business Office, the Food Services Application will be utilized for accountability and control in the base's food service operations.

2. Mission. To promulgate procedures for the control and use of the DoD CAC as a meal pass under the Department of the Navy e-business Office's Program. This Order will also establish and meet the requirements set forth in reference (b) for the issue, control, and use of the DD Form 714, Meal Card.

3. Execution

a. Commander's Intent. The CAC will replace the DD Form 714 and serve as the member's meal pass. The possession of a CAC encoded with ration-in-kind/subsistence-in-kind (RIK/SIK) entitles the holder to consume meals at government expense in any dining facility aboard Marine Corps Base Hawaii and select dining facilities located at other bases on Oahu. Therefore, it is incumbent upon each commander to ensure that only those diners entitled to such meals are permitted to have their CAC encoded with the RIK/SIK Meal Entitlement Code (MEC) and Unit Identification Code (UIC).

b. Concept Of Operations. When the CAC is used as a meal pass, the unit Personnel Administration Centers (PACs) and Personnel Support Detachments (PersSuppDet) will use the enclosures for the management of the CAC in all aspects normally associated with the DD Form 714, Meal Card. These areas include, but are not limited to: Check in and out, Leave, Temporary Additional Duty (TAD), Discharge, and Permanent Change of Station Orders (PCSO).

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4. Administration and Logistics. Any person damaging, lending, or using the CAC as a meal pass in an unauthorized manner (e.g. obtaining a meal at government expense when not entitled, etc.) may be subject to disciplinary action in accordance with the Uniform Code of Military Justice.

5. Command and Signal

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

b. Command. This Order is applicable to all commands and tenant commands aboard MCBH.

A handwritten signature in black ink, appearing to read 'R. C. Roten', is centered on the page. The signature is stylized with a large, looped 'R' and a cursive 'C'.

R. C. ROTEN

Copy to: Files

Common Access Card Procedures

1. General. A Common Access Card (CAC) with an encoded RIK/SIK Meal Entitlement Code (MEC) and Unit Identification Code (UIC) will be used to identify personnel authorized to subsist in the dining facility at government expense.

2. Responsibility

a. Following a CAC issuance at the DEERS/ID Office, commanders whose personnel subsist in the dining facility are responsible for the initial and subsequent updates to the MEC and UIC data elements through their respective PAC (Marine) or PerSuppDet (Navy).

b. This is a DoD approved application and supported by the Navy CAC Program Management Office. This office will provide technical, maintenance, and troubleshooting assistance for the Food Service Program per the service contract.

c. When the CAC is used as a meal pass, the automated Food Service Headcount Client will be utilized by the dining facility to determine the service member's MEC and UIC as assigned and encoded by their parent command. The Food Service Officer must ensure that only members authorized RIK/SIK are permitted to subsist at government expense.

d. All personnel who subsist in the dining facility are responsible to safeguard their CAC and assigned Personal Identification Number (PIN).

3. Control

a. The possession of a CAC encoded as a meal pass entitles the holder to consume meals at government expense. It is therefore incumbent upon each command to ensure that the CAC is encoded with RIK/SIK only when the service member is entitled.

b. Enclosure (2) of this instruction contains the business rules for CAC updates. All MEC and UIC changes must be made to the CAC in accordance with these business rules.

c. For CAC management, PACs and the PERSUPPDET must use the Card Maintenance Utility (CMU) report to account and track each service member's card for any changes to the MEC and UIC. The operator's name who made the change, and date of each change will also be annotated in the report.

d. MISSO-06 will provide periodic Quality Control (QC) measures by reconciling the CMU against the Marine Corps Total Force System (MCTFS) data elements for Marines only. This will ensure that only eligible Marines in receipt of RIK/SIK are allowed to subsist in the dining facility at government expense.

e. The CMU will be provided positive security by using authorized and designated Administrators and Operators with MEC and UIC privileges. Per reference (a), this authority may be delegated, in writing, from the unit commander to personnel in the grade of Corporal E-4, or above.

f. To combat abuse and misuse, every 6 months (or more frequently as determined by the commanding officer) a thorough audit of the CMU against a roster of all personnel authorized RIK/SIK must be conducted.

4. Card Maintenance Utility

a. The CMU, developed and supported by DoD, is the application used to update the MEC and UIC on the CAC.

b. The service member's command, in accordance with enclosure (2), will use the CMU to write the MEC and UIC data fields to the CAC.

c. The DD Form 714 policies and procedures in reference (a) remain in effect with the addition of using the CAC as a meal pass.

d. The CMU is a software program designed to allow the modification of data fields on the computer chip of the CAC. The CAC Joint Data Model (JDM) applet must be instantiated on the card for the MEC and UIC data fields to be available for the update. The JDM can be instantiated on the CAC at the time the card is first issued or loaded on a previously issued CAC (a new CAC does not need to be issued) without a JDM at the DEERS/ID Card issue facility. When implemented (estimated in Fiscal Year 05) the JDM will be able to be instantiated to the CAC using the User Maintenance Portal/Post Issuance Portal (UMP/PIP).

e. The MEC is the data element that identifies the individual's entitlement authorization to receive:

(1) Rations-in-Kind (RIK/SIK). Member does not pay for a meal and subsists at government expense.

(2) Basic Allowance for Subsistence (BAS). Pays the BAS rate for each meal consumed in the dining facility at the established rate for the meal.

f. References (a) and (c) cover the specific requirements for determining the service member's entitlement for the MEC.

g. The UIC is used to identify the unit of assignment for the service member and will be the Reporting Unit Code (RUC) for Marines.

h. When the MEC is read by the automated Food Service Headcount Client at the Mess Hall cashier station it will determine whether the diner should be charged for the meal (BAS), or not charged (RIK/SIK).

i. The MEC may be overridden by the Mess Hall cashier on an individual meal basis if the CAC holder shows proof that a different meal entitlement is authorized. The service member's command is required to update the CAC to contain the correct MEC. A Food Service Headcount override report can be generated through the application BackOffice for management's review, and if appropriate, forward to the appropriate commanding officer or unit commander using the questionable MEC individual's UIC as a routing indicator.

j. The MEC is defaulted to BAS to all CACs, with or without the JDM, at the time the card is issued. CACs without data in the MEC or without the JDM will be read by the automated Food Service Headcount Client as being entitled to BAS and require the individual to pay for the meal.

Rules For Changes In MEC and UIC Data Fields

1. Business Rules for the CAC MEC and UIC Update. The MEC for the individual should be changed each time the meal entitlement status of the individual occurs. The individual's PAC or PerSuppDet should utilize the following table, which contains the business rules to be followed for MEC and UIC updates. Issued CACs will default to the BAS rate in the MEC and corrections to the MEC and UIC must be accomplished and encoded by the individual's unit. The individual or a command representative will advise the base Provost Marshall's Office and the Food Service Manager when a CAC is lost or stolen.

R U L E	A	B	C
	If a Marine	and is	then
1	is being permanently joined	not authorized or granted BAS	Gaining Command: Change MEC to RIK/SIK and change UIC to RUC of assigned unit.
2	is attached or joined in excess of 30 days for FAP or TAD		No change to MEC or UIC required.
3	is attached or joined for less than 30 days for FAP or TAD		Losing Command: Change MEC to BAS.
4	is assigned FAP, or sent TAD in excess of 30 days		Losing Command: No change to MEC or UIC required.
5	is assigned FAP, or sent TAD for less than 30 days		If possible, change MEC to BAS and run TO SK/FR SK via MCTFS else run credit to DMR for period hospitalized.
6	is hospitalized		No change required.
7	is confined		Gaining Command: Change MEC to RIK/SIK and change UIC to RUC of assigned unit.
8	is a member of the Marine Corps Reserve on active duty for 20 weeks or more		

R U L E	A	B	C
	If a Marine	and is	then
9	is a member of the Marine Corps Reserve on active duty for less than 20 weeks	not authorized or granted BAS	Refer to par. 4d of reference (a) of this Order for determination.
10	is applying for BAS	authorized or granted BAS	Change MEC to BAS.
11	is transferred, released from active duty, discharged, or terminates FAP or TAD	in receipt of RIK/SIK	
12	is granted leave or Permissive TAD		Change MEC to BAS upon departure. Reinstate RIK/SIK status upon return.
13	reports CAC as lost or stolen		Have individual report to DEERS/ID Office for new CAC, and then have PAC encode MEC, and notify PMO and messhall of lost or stolen CAC. (See Note 1).
14	Has a mutilated or unserviceable CAC		Have individual report to DEERS/ID Office for new CAC, and then have PAC encode MEC.
15	forgets PIN or locks out PIN after 3 unsuccessful attempts to enter correct PIN		Have individual report to DEERS/ID Office to reset/unlock PIN on CAC.
16	Enters a UA status and remains absent in excess of 24 hours	In receipt of RIK/SIK upon entering a UA status	Notify local messhall of UA. (See Note 1).

NOTE:

1. Notification of messhall(s) is required to assist in the prevention of unauthorized use of CAC.

ENCLOSURE (2)