This instruction implements Air Force Policy Directive (AFPD) 34-1, Air Force Services. It provides directive guidance and procedures on ordering, inventory and accounting for food in dining facilities, flight kitchens, missile feeding, and field feeding operations and on the Essential Station Messing Program. It does not apply to hospital dining facilities. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for Food Service Management and Essential Station Messing, and applies to all Regular Air Force members, members of the Air Force Reserve Command, and members of the Air National Guard. This publication may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. This publication also provides directive guidance on the Essential Station Messing Program. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the office of primary responsibility using Air Force Form 847, Recommendation for Change of Publication; route Air Force Form 847s from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier
waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. It reflects the stand up of Air Force Installation and Mission Support Center (AFIMSC) and Air Force Services Activity (AFSVA), with applicable office symbols, points of contact, and roles and responsibilities changes. In addition, this revision incorporates Air Force Instruction 34-145, *Essential Station Messing*, into this Air Force Instruction.

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Chapter 1

PROGRAM OBJECTIVE

1.1. **Objective.** The Food Service Program provides feeding operations to improve resiliency and readiness, optimize Airman performance, and ensure Airmen are fit to fight.

1.2. **ROLES AND RESPONSIBILITIES**

1.2.1. **Headquarters Air Force Services Directorate (AF/A1S) will:**

   1.2.1.1. Provide oversight and issues policy for conducting the Air Force Food Service Program. (T-1)

1.2.2. Advocate for food service budgets and funding. (T-1)

1.2.3. Coordinate food service policy with the other military departments and Department of Defense and maintains contact with other government agencies and industrial associations. (T-1)

1.3. **Air Force Installation and Mission Support Center (AFIMSC) will:**

   1.3.1. Be responsible for Program Objective Memorandum (POM) submissions and advocates on behalf of the installations to ensure sufficient appropriated fund support for the Food Service Program. (T-1)

   1.3.2. Develop appropriated fund resourcing strategy and consolidates, validates and distributes Food Service appropriated funds support to installations and AFSVA. (T-1)

   1.3.3. Manage Food Service Air Force Common Output Level Standards program. (T-1)

1.4. **Air Force Services Activity (AFSVA) will:**

   1.4.1. Provide command, control and oversight of the Food Service Program. (T-1)

   1.4.2. Advocate on behalf of the installations to ensure sufficient appropriated fund support for the Food Service Program. (T-1)

   1.4.3. Work with Air Force Installation and Mission Support Center to determine installation War Reserve Material ration levels and reporting requirements. (T-1)

1.5. **Air Force Services Activity, Air Force Food and Beverage Operations Division (AFSVA/SVOF) will:**

   1.5.1. Manage the Air Force Food Service Program. (T-1)

   1.5.2. Serve as program manager for (3500 funds) Military Subsistence Account and War Reserve Material subsistence requirements using this account. (T-1)

   1.5.3. Administer, publish, distribute, and provide technical assistance and guidance to Major Commands, Executive Advisors, and installations on food service matters. (T-1)

   1.5.4. Oversee the Hennessy Trophy Awards Program to promote excellence in food service. (T-1)

   1.5.5. Develop operational and customer service standards. (T-1)
1.5.6. Coordinate Food Service Program with the other military departments and Department of Defense. Maintains contact with other government agencies and industrial associations. (T-1)

1.5.7. Develop food management program procedures. (T-1)

1.5.8. Coordinate and approve food specifications and resolves problems involving food quality and service. (T-1)

1.5.9. Develop and update the Air Force Worldwide Menu. Set requirements for and approves menus used for Food 2.0. (T-1)

1.5.10. Develop and implement training workshops for food service managers. (T-1)

1.5.11. Review plans for food service modification, renovation, and construction projects for functional adequacy and sizing. (T-1)

1.5.12. Establish and monitor new food item tests and acceptability studies. (T-1)

1.5.13. Provide functional expertise for developing and using state-of-the-art automated food service systems. (T-1)

1.5.14. Perform installation Food Management Assistance Team and staff assistance visits. Trains food service personnel during Food Management Assistance Team and staff assistance visits at installation food service operations. (T-1)

1.5.15. Prepare Statements of Work, quality assurance plans and other guidelines for food service contracts. (T-1)

1.5.16. Serve as the Air Force subject matter expert for coordination and maintenance of the Armed Forces Recipe Service. (T-1)

1.5.17. Maintains centrally-managed database of food service operational and financial data. (T-1)

1.5.18. Coordinate supply of subsistence with Defense Logistics Agency Troop Support (DLA TS) and deployed units. (T-1)

1.5.19. Monitor installations inventory to sales ratios, inventory levels and gain or loss tolerances. (T-1)

1.5.20. Coordinate nutritional awareness programs. (T-1)

1.5.21. Manage Air Force Food Service War Reserve Material program. (T-1)

   1.5.21.1. Conduct adaptive and crisis planning regarding operational ration requirements. (T-1)

   1.5.21.2. Determine War Reserve Material (WRM) ration levels based on operational planning in coordination with the Major Command A4L office. (T-1)

   1.5.21.3. Obtain war reserve material and food service ration reports from assigned food service activities and produce consolidated report of food service war reserve material assets. (T-1)
1.6. Air Force Services Activity, Financial Management and Comptroller (AFSVA/FM) will:

1.6.1. Submit and advocate requirements for the Food Service Essential Station Messing Military Subsistence Account (3500) budget, to include war reserve materials requirements. (T-2)

1.6.2. Submit and advocate for Second Destination Transportation funding for overseas shipment and excess subsistence and war reserve material rations rotation. (T-2)

1.6.3. Update and maintain the accuracy of the tables listed on the Defense Travel Management Office home page and makes changes concerning meal availability, as required upon receipt of change notices from installations. (T-1)

1.7. Air Force Services Activity, Installation Support Division (AFSVA/SVI) will:

1.7.1. Supervise and oversee operation of food service activities as stated in all policies and procedures mandated. (T-2)

1.7.2. Analyze and validate command problems and gain or loss tolerances. (T-2)

1.7.3. Maintain liaison with installation commanders. (T-2)

1.7.4. Act as the focal point on subsistence matters with AFSVA/SVOF and deployed units during wartime, contingencies, exercises and emergencies. (T-2)

1.7.5. Advise AFSVA/SVOF of any significant financial and subsistence problems. (T-2)

1.8. Major Command/Component A1R (Includes Component MAJCOMS and NAFs) will:

1.8.1. Conduct adaptive and crisis planning regarding operational ration requirements. (T-2)

1.8.2. Determine war reserve material ration levels based on operational planning. (T-2)

1.8.3. Reports requirements for War Reserve Material and Wartime Consumable Distribution Objective (WCDO) to Air Force Food and Beverage Operations Division annually. (T-2)

1.9. Installation Commander will:

1.9.1. Provide adequate facilities for storage of food service subsistence (perishable, semi perishable and operational) to include war reserve material funded rations. (T-1)

1.9.2. Provide funding for food service equipment and supplies. (T-2)

1.10. Force Support Squadron Commander or Director will:

1.10.1. Serve as the accountable officer for all food service subsistence and war reserve material stocks. (T-2)

1.10.2. Oversee operation of food service activities. (T-1)

1.10.3. Advise Air Forces Services Activity Installation Support Division of any significant subsistence problems. (T-2)

1.10.4. Submit a budget for all food service equipment and supplies in accordance with installation and Air Force Installation and Mission Support Center procedures. (T-2)
1.10.5. Ensure the accuracy of meals availability data on the Defense Travel Management Office home page and will report any change in the installation’s data. (T-1) Reports any changes or updates via email to afsva.svf.distro@us.af.mil. Report as soon as a firm closure or opening date are known. This does not include temporary conditions (e.g., a change lasting less than three months).

1.11. **Food Service Officer/Food Service Section Chief (FSO/FSSC) will:**

1.11.1. Oversee the installation appropriated fund Food Service Program. (T-2)

1.11.2. Develop a program for replacing equipment (five-year plan) and upgrading facilities. (T-2)

1.11.3. Ensure manual procedures are available for continued operations if the point-of-sales system or back of house computer system is inoperative. (T-2)

1.11.4. Provides dining facility cashiers written instructions and training on safeguarding cash and forms, customer identification and meal charges. (T-2)

1.11.5. Train food service staff. (T-2)

1.11.6. Perform and submit results of quarterly inspections utilizing the Air Force Form 1038, *Food Service Evaluation Record*, to rate the food service operation. (T-2)

1.11.7. Certifies, sign, and be accountable for the Air Force Form 1119, *Monthly Monetary Record*. (T-1)

1.11.8. Review and approve food service requisitions before submission to the Defense Logistics Agency Troop Support or other sources of subsistence supply. (T-2)

1.11.9. Reviews and forward war reserve material and ration reports to the AFSVA/SVI. (T-2)

1.11.10. Provide instructions with the appropriate forms to organizations requesting Meals Ready to Eat (MREs). (T-2)

1.11.11. Ensure Hazard Analysis Critical Control Point (HACCP) procedures are used for subsistence to include storage, food preparation, cooking, serving and holding food products. (T-2)

1.11.12. Develop manning schematics for military and appropriated fund civilian personnel. (T-3)

1.11.13. Ensure the essential station messing roster is updated on a daily basis. Use Chapter 6 of this instruction. (T-2)

1.11.14. Ensure quality assurance evaluations are conducted on all food service contract requirements. (T-2)

1.11.15. Review and approve new or replacement equipment budget requests. (T-3)

1.11.16. Ensure the required monthly reports listed at [attachment 5](#) are uploaded in the data call section for Sustainment on the AFSVA Portal. (T-2)
1.12. **Food Service Personnel will:**

1.12.1. Prepare and serve meals in accordance with approved recipe guidelines. (T-2)

1.12.2. Clean work station after every meal period or in accordance with established operational instructions. (T-2)

1.12.3. Order, receive, store, transfer, and issue subsistence to authorized activities. (T-2)

1.12.4. Establish controls for issue of subsistence to appropriated fund customers. (T-2)

1.12.5. Maintain inventories within approved variances to support current and projected needs. (T-2)

1.12.6. Input all requisition, receipt, transfer, issue, and other documents affecting inventory into the management information system by close of business daily. (T-2)

1.12.7. Forward requisitions to the Dining Facility Manager for review and approval before submitting to Defense Logistics Agency Troop Support. (T-3)

1.12.8. Establish a schedule for submission of food orders. (T-3)


1.12.10. Monitor inventory balances, date-of-pack, rotation and expiration dates of all subsistence. (T-2)

1.12.11. Ensure the preface to the Worldwide Menu is followed. (T-2)

**1.13. Additional Guidance on Uses of Food Service, Dining Facilities and Essential Station Messing Entitlements**

1.13.1. Title 37, United States Code, Section 402 authorizes subsistence and instructs the Secretary of Defense, in consultation with the Secretaries concerned, to prescribe policies regarding use of dining and field messing facilities of the uniformed services.


1.13.3. Department of Defense Financial Management Regulation Vol 7A, Chapter 25 provides subsistence entitlement, eligibility, restrictions, and special provisions to include meal collections and rates.

1.13.3.1. A military member being paid Basic Allowance for Subsistence (BAS) must pay for all meals or rations received from a government mess or provided on behalf of the government (except when a patient in a hospital). (T-0) This is a personal obligation of the individual.

1.13.3.2. With the exception of basic trainees and certain categories of personnel, all military members draw Basic Allowance for Subsistence. Formerly known as meal cards, Essential Station Messing (ESM) is messing declared by the installation, base, or station commander responsible for single government quarters that is essential to operate the government mess efficiently and economically, or that is necessary for the health and
safety of enlisted personnel permanently assigned to single quarters. Those categories of enlisted members included in essential station messing are charged for all meals made available, whether eaten or not, except for approved missed meals.

1.13.4. Mission Essential Beverages (Coffee/Tea or Hot Chocolate). Operation and Maintenance (O&M) funds may not be used to provide free beverages to military or civilian employees. (T-1) Members who are exposed to the elements for extended periods, have no reasonable access to refreshment sources, and require beverages to remain alert are authorized mission essential beverages provided at government expense using 3500 Appropriation for Subsistence in Kind funds. Refer to Air Force Manual 34-240, Food Service Program Management, for additional guidance.

1.13.4.1. Air Force Instruction 65-601V1, Budget Guidance and Procedures, Chapter 4, paragraph 4.58 provides guidance for the use of organization appropriated funds for food and drink to include bottled water and sports beverages. Sports beverages (such as Gatorade) and bottled water used as Mission Essential Beverages for essential station messing cannot be purchased with 3500 Appropriation. Sports beverages and bottled water not supporting a meal can be purchased using Organizational Operation and Maintenance funds. Organizations must comply with Air Force Instruction 65-601V1, paragraph 4.58.6, Sports Beverages. Note: 3500 Funds will only be used to purchase bottled water in support of Flight Meals and Carry-out meals from a Dining Facility.

1.13.5. Air Force Manual 34-240 provides guidance for emergency situations when installation commanders can allow off-base civilians, noncombatant evacuees, and family members evacuated from other Department of Defense (DoD) installations to eat in the base dining facilities.

1.13.6. Do not use appropriated fund (APF) food from food service for social activities. (T-1)

1.13.7. Authorized Use of Air Force appropriated fund Dining Facilities. Refer to Attachment 2.

1.13.8. Flight Meal Types and Allowances. Refer to Attachment 4 for the types of authorized meals to support flight operations. Credit allowances are used to account for the differences in actual food costs and discounted rates for operational meals.


1.15. Food Service Uniforms: Food Service personnel engaged in preparation and serving of food shall be attired in food service uniforms as prescribed in Air Force Instruction 36-2903, Dress and Personal Appearance of Air Force Personnel. Deployed locations are the exception. (T-2)

1.16. Customers Feedback: Use Air Force Form 27, Food Service Customer Survey, installation or Air Force Services Activity-approved system to solicit feedback from customers in all appropriated fund dining facilities. (T-2)
1.17. **Dining Facility Closures.** Commanders have a responsibility to ensure their Airmen have access to affordable, nutritious meals. Commanders perform due diligence before deciding to close a primary dining facility, which includes implementing a viable plan for maintaining an installation feeding capability that provides adequate meal service for Airmen. Commanders will obtain Air Force Manpower and Reserve Affairs (SAF/MR) approval prior to permanently closing dining facilities. (T-1) Commanders should contact Air Force Services Activity for guidance on temporary closure for renovation. All closure requests are accompanied by an appropriate feeding capability plan that meets mission requirements and provides adequate consideration for the needs of Airmen. (T-1)
Chapter 2

FOOD SERVICE CONTRACTS

2.1. Air Force dining facilities with food service contracts must have contingency service plans in the event the contractor fails to meet the conditions of the contract. (T-1) A template for an installation-level contingency plan is available from AFSVA/SVOF, which should then be tailored/adapted to address unique needs for each installation.

2.2. AFSVA/SVI will maintain copies of all food service contracts. The Food Service Officer or Chief will provide a copy of each food service contract and any amendment to the contract to AFSVA/SVI upon issuance. (T-1)

2.3. AFSVA/SVOF develops and maintains a standard Statement of Work for Air Force food service contracts. Food service managers must request and utilize the standard Statement of Work for new or replacement contract solicitations. AFSVA/SVO approves deviations from the standard statement of work.

2.3.1. Force Support Commanders/Directors should request guidance from AFSVA/SVOF for contingency operations to support installation deployments. (T-3)
Chapter 3

FOOD SERVICE ACCOUNTING

3.1. Overview. Food service accounting involves careful and accurate documentation of the number of meals served and the handling of cash receipts. The Food Service Officer, Food Service Section Chief, and Dining Facility Managers all have important roles and responsibilities in food service accountability. The following paragraphs describe the required accounting actions, forms and standards.

3.2. Food Service Officer and Food Service Section Chief will:

3.2.1. Safeguard Air Force Form 79, Head Count Record, and cash receipts at both automated and manual operations. (T-2)

3.2.2. Verify the daily amount of cash collected and deposit in to the appropriate financial institute. (T-2) Food 2.0 operations deposit cash into the Nonappropriated Fund Accounting Office.

3.2.3. Investigate and report to squadron leadership when controlled forms are missing. (T-2)

3.2.4. Account for Air Force Form 79s on Air Force Form 1254, Register for Cash Collection Sheets. (T-2)

3.2.5. Prepare Air Force Form 1119-1, Manual Monthly Monetary Report (RCS: HAF-SVS (M) 9122), for all meals. (T-2) Air Force Form 1119-1 is submitted to AFSVA/SVI, via the AFSVA Portal, by the 10th of each month.

3.2.6. Use Air Force Form 282, Unannounced Spot-Check of Cashier, each month to spot check cashier functions for accurate customer headcount along with cash control procedures. (T-2)

3.2.7. ANG Dining Facility Managers must complete and send AF 1119-1, electronically to NGB/A1S monthly via the Food Services Expenditures website. (T-2)

3.3. Dining Facility Managers will:

3.3.1. Account for forms and cash issued to cashiers on Air Force Form 1305, Receipt for Transfer of Cash and Vouchers. (T-2)

3.3.2. Report any cash overages or shortages on Department of Defense Form 1131, Cash Collection Voucher. (T-2)

3.3.3. Annotate number of meals served and subsistence purchases for all dining facility operations on the Air Force Form 1119-1. (T-2) Dining Facility managers refer to Attachment 5 for monthly reporting requirements. (T-2)

3.3.4. Account for flight meals and record cash collected on Air Force Form 79 or automated point of sale system. (T-2)

3.3.5. Use the production log to record all instructions for subsistence ordering and production management. (T-2)

3.3.6. Record raw (Inventory) and finished (Recipe) waste on the waste log. (T-2)
3.4. Gains and Losses. Food Service Managers will maintain each food account within three percent of the monthly-earned income, and Food 2.0 locations will maintain Air Force cost of goods standards. (T-2) Air National Guard (ANG) tolerances will be based on the number of days of operations on the reporting month. During Unit Training Assembly (UTA) or any other one or two-day lunch feeding operations, ANG units are authorized 10% gain or loss on the AF 1119-1. During Annual Training (AT) periods or feeding operations of three days up to 17 days, the unit is authorized 5% gain or loss on the AF 1119-1. If feeding operations exceed 17 days, units are required to maintain a 3% gain or loss on the AF 1119-1. (T-2) If a food service operation fails to maintain the required standards for three consecutive months, the following actions will be taken:

3.4.1. The Force Support Squadron Commander or Director investigates the account and takes appropriate action to include a report of survey. The commander or director informs the Mission Support Group Commander with a summary of the deficiencies and the corrective actions taken to bring the food account back within authorized tolerance. (T-2)

3.4.2. The Mission Support Group Commander informs AFSVA/SVI of actions taken to correct the problem. (T-2)

3.5. Flight Meals. Meals will be accounted for on Air Force Form 79 or automated point of sale system. (T-2) Prices for flight meals are established annually by Office of the Secretary of Defense Comptroller and guidance issued by AFSVA/SVOF.

3.6. Field Feeding. Use allowances determined annually by Air Force Food and Beverage Operations for field feeding.

3.6.1. Keep a weekly record of all types of meals served and account for them on the Air Force Form 1119-1. (T-2) Dining Facility managers refer to Attachment 5 for monthly reporting requirements.

3.6.2. Perform physical inventory weekly to determine food expenses. Dining Facility Managers will conduct monthly inventories in accordance with paragraph 4.4. (T-2)

3.6.3. Food Service Manager will maintain food service accounts at three percent of the total earned income during installation exercises or short-term contingencies occurring over one or more consecutive months. (T-2) If the food service operation records greater losses for three consecutive months, the actions specified in paragraph 3.3.1. and 3.3.2. must be taken. (T-1)

3.6.4. Field feeding operations must comply with the Air Force feeding plan as defined in Air Force Instruction 25-101, War Reserve Materiel (WRM) Program Guidance and Procedures. (T-0)

3.7. Air National Guard Food Cost Index. NGB/A1S will provide an annual ANG-specific Food Cost Index for ANG dining facilities and field feeding operations prior to the beginning of the fiscal year. (T-1)
Chapter 4

FOOD ORDERING AND INVENTORY PROCEDURES

4.1. The Food Service Officer/Food Service Section Chief will give the DLA Troop Support account manager the forecast for food 30 days in advance at CONUS locations and 120 days at OCONUS locations. (T-3) The forecast allows contracts to be tailored to the customer’s requirements and allows the customer maximum flexibility.

4.2. Ordering.

4.2.1. Automated locations order food from Prime Vendor using the automated system.

4.2.2. Non-automated locations with internet capability will use the Defense Logistics Agency (DLA) Subsistence Total Order and Receipt Electronic System (STORES) hosted web solution to order and receipt authorized subsistence items. (T-1) The link to the STORES web site can be found on the AFSVA Portal.

4.3. Reconciliation. The dining facility manager will turn in all delivery receipts to the food service accountant within 24 hours of receipt of food items except when items are delivered on weekends. (T-2)

4.3.1. Food service accountants will record and reconcile all purchases and charges on the Purchases Reconciliation Worksheet. (T-2) Charges to the subsistence account must be billed on the Standard Form 1080, Voucher for Transfer between Appropriation and/or Funds. Purchases will be reconciled daily and validation of Standard Form 1080 completed monthly, when received from Defense Finance and Accounting Service (DFAS).

4.3.2. Automated Operations: Provide a copy of the Government Purchase Card purchase receipt to Air Force Food and Beverage Operations representative to create products links and conversions into the automated inventory system. The storeroom manager will process the order, receive items, and provide copies of the order, credit card purchase receipt and reconciled order with the accountant for validation and filing in accordance with Air Force Records Information Management System (AFRIMS).


4.3.4. The Base Food Service accountant will work with Defense Logistics Agency account managers on any discrepancies. (T-2) Defense Finance and Accounting Service sends the credited Standard Form 1080 and adjustment documents directly to the dining facility for verification and reconciliation.

4.3.5. Subsistence Total Order and Receipt Electronic System (STORES) will not allow an activity to place another order until all previous orders are reconciled and processed.

4.4. Storeroom personnel must secure and control subsistence until issued to the production manager on shift. (T-2)

4.4.1. Storeroom personnel keep all storage areas secured and issue out items to the kitchen to ensure security and accountability of subsistence items in the storeroom. (T-2)
4.4.2. Food Service Inventory Transfer Receipt. Manual Operations use Air Force Form 3516 to transfer subsistence to other facilities. Automated Operations will utilize the automated inventory system “Location Transfers.” Instructions are located in the Automated System Handbook on the AFSVA Portal.

4.5. Physical Inventory. Inventories will be conducted on the 15th and last day of the month. Air National Guard locations will conduct inventories the 15th and last day of the month or on the last day of Regularly Scheduled Drill (RSD). (T-2) The physical inventory includes all food items located in the storerooms, refrigerators, and freezers inside and outside of the kitchen (including items stored in front of the house) and central preparation facilities. Dining facility managers will post the financial period within 5 days of the 15th and last day of the month. (T-2)

4.5.1. Automated Inventory System: Physical count sheets must be printed from the automated inventory system and prior to posting the financial period the data entered into the automated inventory system for review. (T-2) Physical counts will be recorded on the Count Sheets. The person performing the count will sign certifying the inventory is correct. (T-2) The Food Service manager will sign the Count Sheet and forward to the food service accountant to be filed in accordance with Air Force Records Information Management System.

4.5.2. Manual Inventory: Use automated Air Force Form 3514 to record the physical inventory. The physical inventory includes all food items located in the storerooms, refrigerators, and freezers inside and outside of the dining facilities (including items stored in front of the house) and central preparation facilities. Enter the date and name of the person responsible for the Food Service account on Air Force Form 3514. Add a statement that the inventory is true and correct on the last page of Air Force Form 3514. The person who took the inventory signs the statement and the Food Service Officer/Food Service Section Chief certifies the inventory.

4.5.3. The Food Service Officer/Food Service Section Chief will review and certify the inventory. (T-3)

4.6. End of Fiscal Year (FY) Physical Inventory. On the last day of the current fiscal year, the Food Service Officer/Food Service Section Chief or Sustainment Flight Commander/Chief will assign an Inventory Officer in writing from outside of food service to conduct the physical inventory using the following procedures: (T-2)

4.6.1. The dining facility managers will provide inventory officers with printed count sheets. (T-2)

4.6.2. Storeroom personnel, under observation of the inventory officers, will physically count inventory items in storage locations, kitchens and production areas. (T-2)

4.6.3. Storeroom personnel will enter inventory counts into the automated system. (T-2) The inventory officer will verify all counts were entered accurately. (T-2) Storeroom personnel will save the inventory count and reconcile the overages and shortages by utilizing the financial period review process. (T-2) Inventory officers and dining facility managers will sign the count sheet, thus certifying the inventory is correct. (T-2)
4.6.4. Once the inventory is completed, save the completed inventory in the system and close out the financial period. Dining facility managers will post the financial period within 5 days of last day of the fiscal year. (T-2)

4.6.5. Once this process is complete, the dining facility manager will prepare a disinterested party memorandum which outlines inventory completion, including physical value and identifies the inventory officers. (T-2) The Food Service Officer or Food Service Section Chief will sign the memorandum. The dining facility manager will forward one copy of the memorandum to the food service accountant to be filed in accordance with the Air Force Records Information Management System and submit one copy to AFSVA/SV1. (T-2)

4.7. **Inventory/Menu Price Adjustments.** Contact Air Force Food and Beverages Operations Division for any inventory item cost discrepancies or menu pricing concerns.
Chapter 5
WAR RESERVE MATERIEL (WRM) MANAGEMENT

5.1. Requirements. This section expands on responsibilities and policies in Department of Defense Directive (DoDD) 3110.6, War Reserve Materiel Policy, and AFI 25-101. The War Consumable Distribution Objective (WCDO), USAF War and Mobilization Plan and Major Command ration requirements summary specify the number of days, quantities, and types of rations to be maintained as war reserve material funded levels by the principal Major Command (MAJCOM) for storage and use at the operational level. Contact AFSVA/SVO for additional information on ration requirements.

5.1.1. Only requirements identified for each Major Command as described in paragraph 5.1 are programmed and funded as war reserve material. Installations must coordinate all Air Force Operational Plan (OPLAN) requirements with their Major Command. (T-2)

5.1.2. Major Command A1R provides their annual war reserve material ration requirements in writing to Air Force Food and Beverages Operations annually. Requirements identified for locations that do not have an Air Force food service activity assigned are stored at the nearest Air Force installation that has a food service activity. (T-2)

5.1.3. Major Command A1R identifies and approves all self-sustaining unit ration requirements in their annual ration requirements summary. These units may store their rations instead of food service activities. Rations and accountable forms are issued on a hand receipt to receiving units. (T-2)

5.1.4. Air Force Food and Beverage Operations Division budgets war reserve material rations (Unitized Group Rations (UGR) and Meals Ready to Eat (MRE)) storage at Regular Air Force installations and coordinates storage of CONUS/OCONUS Defense Logistics Agency maintained rations for Air Force war reserve material operations. Due to the short life cycle, unitized group rations are stored at Defense Logistics Agency warehouses. Installation food operations are not authorized to store war reserve material unitized group rations. (T-1)

5.2. Requisitioning.

5.2.1. Major Command A1R will approve new or increased war reserve material requirements and submit to Air Force Food and Beverage Operations Division for budgeting and requisitioning. War reserve material rations are only approved for storage at regular Air Force installations that have an Air Force food service activity, except as noted in paragraphs 5.1.3. and 5.1.4. above. (T-2)

5.2.2. Installations will not exceed or drop below war reserve material funded levels without authorization from Air Force Food and Beverage Operations Division. (T-2)

5.3. Storage. War reserve material rations should be stored under refrigeration (ideal temperature is 35-50 degrees Fahrenheit) to extend their shelf life. (T-2)
5.3.1. If current facilities are inadequate for storage of war reserve material rations, the installation commander will provide space elsewhere on the installation. (T-2). Food Service Officer/Food Service Section Chief and the person charged with the war reserve material program will control the facility, which is kept under lock and key in order to provide adequate security so only those who control the rations have access to them. (T-2). Erect a physical barrier (floor to ceiling) to prevent theft or pilferage should the facility be jointly used with another Force Support Squadron or installation activity. (T-2)

5.3.2. Store rations by lot number (First-in-First-Out (FIFO)) on standard 40” X 48” size pallets. (T-3)

5.3.3. Rations should not be stacked more than three pallets high without warehouse rack shelving. (T-3)

5.3.4. Food Service Program will store the number of rations to meet the installation’s war reserve material requirements. (T-3) Individual meals ready to eat are issued to dining facilities and/or flight kitchens if the capability exists in support of authorized personnel. (T-3)

5.3.5. Rations stored by self-sustaining units are issued on Air Force Form 3516, with a Memorandum of Understanding (MOU) signed out by the issuing service and self-sustaining unit commanders. Refer to Attachment 6 for the MOU template which shall be used by the self-sustaining unit and the FSS Food Service Program. The FSS Food Service Program must account for these rations in the war reserve material account and report monthly to AFSVA on a separate Air Force Form 28, War Reserve Materiel (WRM) Ration Report (RCS: HAF-SV(M)9601). (T-1)

5.3.5.1. This report is assigned emergency status code “C2” and minimize code “Y.” Continue reporting during emergency conditions, normal precedence. Submit data requirements assigned this category as prescribed, or as soon as possible after submission of priority reports. CONTINUE REPORTING DURING MINIMIZE.

5.3.5.2. Installations maintaining war reserve material rations prepare an automated Air Force Form 28 at the end of each month. Installation level reports are prepared and submitted in the Air Force Services Activity portal by the 10th calendar day following the reporting period.

5.3.5.3. Negative reports, if applicable, are necessary.

5.4. Issues and Transfers. The Force Support Commander/Director or designated representative, in coordination with Air Force Food and Beverage Operations, must approve war reserve material rations used to support emergencies or exercise operations. (T-2) The Food Service Officer/Food Service Section Chief will submit a meals, ready-to-eat purchase request to replace war reserve material stocks.

5.4.1. Regular Air Force units obtain meals ready to eat and unitized group rations through food service. (T-1) Food service orders and issues rations to units using Air Force Form 3516. (T-2) Units are then issued accountable forms, such as Air Force Form 79, for control of essential station messing and Basic Allowance for Subsistence funds when rations are consumed. Guidance is provided by food service to units.
5.4.2. Only authorized Regular Air Force units can use unit funds to purchase survival packets and emergency drinking water. These authorized units must obtain these rations through Installation Supply. (T-2) Survival packets and drinking water are not stored in the food service warehouse. Storage of these items is the authorized unit’s responsibility.

5.4.3. Operational rations will be issued in full case lots only. (T-3) If an open case is found, issue it to a facility that issues them out individually to authorized personnel.

5.4.4. Include lot number and quantity of rations issued on Air Force Form 3516.

5.4.5. Expired or expiring meals, ready-to-eat and unitized group rations are inspected by Military Public Health. (T-2) Military Public Health determines if rations are fit for consumption or need to be condemned. Military Public Health inspectors provide Defense Logistics Agency (DLA) Troop Support Form 5117, Report of Inspection of Operational Rations, or comparable documentation to food service personnel for the lot number and quantity of rations found unfit for consumption. These rations are destroyed by food service. Heater packs are considered hazardous material. (T-2) Contact Air Force Food and Beverage Operations Division for further guidance on how to destroy and dispose of meals ready to eat heater packs.

5.4.6. Return rations to food service activities if there is not a recurring demand for them. Accept full cases only; Military Public Health inspectors will inspect rations for serviceability before accepting them into appropriated fund food operations. (T-2)

5.4.7. Transfer rations from one installation to another using Department of Defense Form 1149, Requisition and Invoice/Shipping Document. A document number is obtained from Air Force Food and Beverage Operation Division and rations are inspected by Military Public Health prior to shipment in accordance with Defense Logistics Agency Troop Support Handbook 4155.2, Inspection of Meal, Ready-To-Eat (MRE) Rations (Appendix A). A copy of the inspection report accompanies the shipment. (T-2)

5.5. Rotation. Air Force Food and Beverage Operation Division develops and monitors rotation of all pre-positioned war reserve material assets to include those stored by food service. Meals, ready-to-eat are rotated as required to ensure serviceability of rations. Contact Air Force Food and Beverage Operation Division by April/May each year to identify and coordinate ration rotation replacement requirements. (T-2)

5.5.1. Air Force Food and Beverage Operation Division will identify rations that are not used in local exercises and coordinate redistribution to other installations. (T-2)

5.5.2. Rotate new rations into war reserve material upon receipt of replacement rations. Record rations under quantity (QTY) Purchase on the Air Force Form 28. (T-2)

5.5.3. Use Air Force Form 28 to report each type of ration (meals ready to eat and unitized group rations) in storage by lot number. Refer to Attachment 7 for additional guidance on reporting procedures. (T-2)

5.6. Inventory. Conduct a physical monthly inventory to determine and certify on-hand quantity and monetary value of rations. On hand quantities are inventoried and recorded by lot numbers. Perform a physical inventory on the last workday of each month. (T-2)

5.6.1. Self-sustaining units will inventory issued rations monthly and report results (lot numbers and quantities) to food service personnel. (T-2)
5.7. **Revaluation.** Food Service personnel will conduct an end of fiscal year inventory on 30 September for the cost (not sell price) using that current year’s case price. *(T-2)* The end of year quantity is transferred to a new Air Force Form 28 that reflects the new fiscal year case purchase price.
Chapter 6

ESSENTIAL STATION MESSING (ESM) PROGRAM

6.1. Essential Station Messing

6.1.1. Air Force members placed in ESM status for subsistence will be provided rations, at government expense, through the installations Department of Defense Food Service Program. Commanders may place enlisted members in grades E1-E6 who permanently reside in dorms to Essential Station Messing. Members on Essential Station Messing receive meals at the dining facility at no additional charge.

6.1.2. Anyone who is placed on essential station messng must show their military identification card and/or a copy of their orders as validation of the ESM status in the Aloha Loyalty Database. Individuals who are not enrolled or are showing as invalid for essential station messng will pay for meals until the essential station messng status is validated by their Unit Commander. (T-1)

6.1.3. Essential station messng personnel of other Services assigned or attached to Air Force installations are authorized essential station messng privileges in accordance with Department of Defense Instruction (DoDI) 1338.10, Department of Defense Food Service Program.

6.1.4. Air Force Reserve Officers Training Corps cadets in paid training status who are on essential station messng status can use the meal card as identification.

6.1.5. Proper control will be maintained by the installation commander who approved the schedule for the recall and reissue of essential station messng. (T-2) Refer to Attachment 7, for additional guidance on Air Force Food Service Essential Station Messing (ESM).

6.1.6. The unit commander or designee will verify the roster monthly and return a signed copy to Force Support Food Service Officer. (T-1) Air National Guard (ANG) Full time Services representative will verify roster from Military Personnel Data System (MILPDS) quarterly. (T-1)

6.2. Starting, stopping and verifying essential station messng:

6.2.1. Members will request to start or stop essential station messng privileges through their unit commander. Essential station messng control officers will initiate an Air Force Form 220, Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS), to start or stop essential station messng. Unit Commanders determine member’s eligibility, sign Air Force Form 220 and within three days forward the original to the base finance office, a copy to the food service office, a copy to the member and maintain a copy. Member will then submit request to the Force Support Squadron Food Service Office within 3 duty days of the member’s change of status. Members will provide accurate information regarding eligibility; such as residence location and duty hours. (T-2)

6.2.2. The Unit essential station messng control officer prepares essential station messng addition/deletion request letter. It will include the member’s rank, name, Electronic Data Interchange Personal Identifier (EDIPI) number and the start or stop date for essential station messng. (T-2)
6.2.3. The Unit Essential Station Messing Control Officer’s will forward addition/deletion requests to Food Service Officer/Food Service Section Chief and maintain a copy for future validation. Air Force reserve Command and Air National Guard Full time Services representatives will control addition and deletion requests. (T-2)

6.2.4. Force Support Squadron/Food Service Officer/Food Service Section Chief will update the Aloha Loyalty database. (T-2)

6.2.5. Food Service Officer/Food Service Section Chief will provide the Unit Essential Station Messing Control Officer a monthly essential station messing validation list. The Unit Essential Station Messing Control Officer will review the list and indicate on the essential station messing listing the rank, name, and Electronic Data Interchange Personal Identifier (EDIPI) number of individuals that need to be added or removed from the listing. (T-2)

6.2.6. The Unit Essential Station Messing Control Officer will sign essential station messing listing. Food Service Officer reviews and signs the monthly essential station messing listing. (T-2)

6.2.7. File a copy and forward the original to Food Service Officer/Food Service Section Chief whom also maintains the original copy of the essential station messing listing. Air National Guard Full time Services representative will maintain the file copy and original essential station messing listing. (T-2)

6.3. **Personnel not placed on essential station messing status:** Members living in temporary quarters and authorized Temporary Lodging Allowance or Temporary Lodging Expense are entitled to the basic allowance for subsistence and are not authorized essential station messing. Members placed on essential station messing are not authorized to use the Dining Facility or Mission Essential Feeding Facilities at government expense while on leave and on temporary duty status. Furthermore, these members are not authorized to purchase meals at government expense for another member or person.

6.4. **Joint Basing Installations.** Members assigned to a Joint Base and not an Air Force organization will follow the instruction or regulation of receiving essential station messing privileges from their respective service. However, while dining in an Air Force Dining Facility or Mission Essential Feeding Facility, sister service members not assigned to an Air Force organization will present to the cashier a Department of Defense Form 714, Meal Card. The cashier will have them sign the essential station messing Invalid Entitlement Log. (T-2)

6.5. **Members assigned to a Food 2.0 installation will** follow the instructions or regulations of receiving essential station messing privileges from their respective service. Refer to **Attachment 7**, for additional guidance on Air Force Food Service Essential Station Messing (ESM). (T-1)

SHON J. MANASCO  
Assistant Secretary (Manpower and Reserve Affairs)
Attachment 1

GLOSSARY OF REFERENCES, AND SUPPORTING INFORMATION

References


Air Force Manual 65-604, *Appropriation Symbols and Budget Codes (Fiscal Year 2013)*, 1 October 2017


Adopted Forms

Air Force Form 27, *Food Service Customer Survey*


Air Force Form 79, *Head Count Record*

Air Force Form 1254, *Register for Cash Collection Sheets*

Air Force Form 1119-1, *Manual Monthly Monetary Report*
Air Force Form 220, Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS)

Air Force Form 282, Unannounced Spot-Check of Cashier

Air Force Form 1305, Receipt for Transfer of Cash and Vouchers

Air Force Form 3516, Food Service Inventory Transfer Receipt

Air Force Form 3514, Inventory Count Worksheet

Department of Defense Form 1131, Cash Collection Voucher

Department of Defense Form 1149, Requisition and Invoice/Shipping Document

Department of Defense Form 2973, Food Operation Inspection Report

Standard Form 1080, Voucher for Transfer between Appropriation and/or Funds

Terms

AFSVA/SVOF—Air Force Services Activity, Air Force Food and Beverage Operations Division. Implements policy and is responsible for procedures, management and oversight of Air Force food service operations.

Automated location—Food Service operations using front and back of house inventory software systems.

Basic Allowance for Subsistence (BAS)—A monetary allowance prescribed by law, paid to military personnel for subsistence.

Campus Dining—A program offered at Food 2.0 food service operations allowing personnel to use Essential Station Messing entitlements at participating Force Support Squadron Non-Appropriated Funded food operations.

Defense Logistics Agency Troop Support (DLA TS)—The center designated by Defense Logistics Agency to provide subsistence support to all services worldwide.

Dining facility Manager—The person directly responsible for dining facility operations.

Discount Government Meal Rate—The meal rate that includes only the cost of food.

Earned Income—The monetary credit obtained based on the cost of the food items selected minus the surcharge.

Enhancements—Food items used to enhance the Meal Cooked, frozen and Meals Ready to Eat i.e milk, bread, salad, fruit

Essential Station Messing (ESM)—ESM is declared by the installation, base, or station commander responsible for the single government quarters that is essential to operate the government mess efficiently and economically, or that are necessary for the health and safety of enlisted personnel permanently assigned to single quarters.

Field Feeding—Food service operations conducted away from the dining facility in field environment.

Finished (Recipe) Waste—Product with one or more added ingredients that has been discarded due to over preparation, excessive holding times, mishandling, or is dropped or spilled.
Managers must ensure this type of waste is minimal. It is an adjustment entry within automated system.

**Food Service Manager**—Personnel responsible for the Food Service Program; Food Service Officer, Food Service Section Chief, and Dining Facility Manager.

**Food 2.0**—Air Force Centrally Managed Corporate Food Service Operations.

**Food Service Officer /Food Service Section Chief**—An officer, noncommissioned officer, or civilian responsible to the squadron military support flight chief for the management of appropriated food service operations.

**Gain or Loss**—The profit or loss in the food service operation during the financial period.

**Head Count**—The number of personnel who eat meals in the dining facilities.

**Inventory**—The physical count of subsistence items on hand at any given time.

**Inventory Control**—A phase of military logistics that includes managing, cataloging, requirements determinations, procurement, distribution, overhaul, and disposal of materiel. Also called inventory management; materiel control; materiel management; supply management.

**Night Meal**—The midnight meal is served between the dinner and breakfast meals and is considered the first meal of the day.

**Non-automated location**—Food Service operations operating using manual forms.

**Operational Rations**—Packaged, processed, or prepared food for operational or emergency conditions, as identified in Food Service Catalog 8900 Stock Listing (FSC 8900 SL). Packaged operational rations are designed for individual use in the field, and may be enhanced with beverages and other food items (not mandated).

**Perishable Item**—A subsistence item which normally requires some type of refrigeration to prevent spoilage during transportation and storage.

**Physical Count**—The physical amount of inventory on hand counted on a weekly or monthly basis. This includes items stored in storage locations, kitchen and production area.

**Prime Vendor (PV)**—A contracting process that provides commercial products to regionally grouped military and federal customers from commercial distributors using electronic commerce. Also called PV.

**Ration**—A quantity of three nutritionally adequate meals required to subsist one person for 1 day.

**Raw (Inventory) Waste**—Inventory items consisting of original ingredient(s) that is not mixed with other ingredients. Items have been discarded due to over ordering, spoilage or mishandling. Managers must ensure this type of waste is minimal. It is an adjustment entry in the automated system.

**Semi perishable Item**—A subsistence item not requiring refrigeration during transportation and storage.

**Shipment**—The movement of merchandise from point of origin to destination.
Statement of Work (SOW)—A document that accurately describes the essential and technical requirements for contracted services, including the standards used to determine if requirements have been met.

Subsistence Total Order and Receipt Electronic System (STORES)—Defense Logistics Agency Troop Support Subsistence’s web-based ordering system that enables the Military Service to order and receipt subsistence products from their Prime Vendors via electronic data interchange (EDI).

Transfers—The movement of subsistence supplies from one location to another within the overall food service division.

Unitized Group Rations (UGRs)—Heat and serve rations used to sustain military personnel during worldwide operations.

War Consumable Distribution Objective (WCDO)—A document that lists installations and war consumable items, including rations that must be on hand to support current Air Force war reserve plans.

War Reserve Materiel (WRM)—Materiel required to augment peacetime assets to support wartime activities reflected in Headquarters Air Force war and mobilization plans until industrial installations meet wartime demands.
Attachment 2

AUTHORIZED USE OF AIR FORCE APPROPRIATED FUND DINING FACILITIES

A2.1. The Air Force operates dining facilities to meet the mission feeding requirements of the installation. These dining operations provides subsistence entitlements to enlisted members who reside in dormitories. They also provide on-the-job training for food service personnel to meet our war-fighting missions, and daily installation operations. Use of the dining facility is limited to meetings which support military customs (i.e. First Sergeant, Chief Group, DV Visits); other non-heritage and catered events are not authorized. Attachment 3 lists the meal rates. The installation commander may authorize personnel to eat in the facility in writing when it is determined to be in the best interest of the Air Force and does not affect the essential station messing customers. Personnel with base access are authorized to eat at Food 2.0 installations. Meal charges are determined by the Office of the Secretary of Defense, Comptroller (OSD/C), and are published annually. All waivers to meal charges must be approved by Office of the Secretary of Defense, Comptroller. \(T-0\).

A2.2. Enlisted Members:

A2.2.1. Enlisted members who are essential station messing are authorized to use the dining facility at no charge.

A2.2.2. Enlisted members who receive basic allowance for subsistence are authorized to use the dining facility as a cash-paying customer.

A2.2.3. Enlisted members receiving the meal portion of per diem are authorized to use the dining facility as a cash-paying customer.

A2.3. Officers:

A2.3.1. The installation commander may authorize officers to eat meals in the dining facility after determining other facilities, including nonappropriated fund food activities, installation exchange cafeterias, and installation restaurants are not available, adequate, or readily accessible to the duty station and that sufficient capability to provide this meal service is available within the dining facility operation.

A2.3.2. Officers receiving a meal portion of per diem are authorized to use dining facilities when the authorization is included in temporary duty orders by the orders authorizing official. Officers may only be authorized to use dining facilities at locations where the installation commander has determined government meals are available for Department of Defense temporary duty travelers.

A2.4. Civilians:

A2.4.1. The installation commander may authorize Department of Defense civilians to eat meals in dining facilities after determining other facilities, including nonappropriated fund food activities, installation exchange cafeterias, and installation restaurants are not available, adequate, or readily accessible to the duty location, and that sufficient capability to provide this meal service is available within the dining facility operation.
A2.4.2. Department of Defense civilians receiving a meal portion of per diem are authorized to use dining facilities upon presentation of their temporary duty orders. Civilians may only use dining facilities at locations where the installation commander has determined government meals to be available to Department of Defense temporary duty travelers.

A2.4.3. Dependent family members of military personnel. Generally, dependent family members of military personnel are not authorized to use the enlisted dining facility. When family members of military personnel E1-E4 are authorized to eat in the enlisted dining facility, they are charged the discount meal rate (food cost only). The installation commander may authorize family members of military members and family members of Department of Defense civilians assigned overseas to eat meals in the dining facility after determining other facilities, including nonappropriated fund food activities, installation exchange cafeterias, and installation restaurants are not available or adequate and that sufficient capability to provide this meal service is available within the dining facility operation.

A2.4.4. Retirees. Installation commanders have the authority to allow retirees to use the enlisted dining facility. When making such a decision, the installation commander should consider the capability of the dining facility, the service impact on delivering the subsistence entitlement to Regular Air Force enlisted members, and the service impact on temporary duty travelers. Where such permission does not degrade our ability to serve our primary customers, use of the enlisted dining facility may be granted.
Attachment 3

WHAT ELIGIBLE CUSTOMERS IN APPROPRIATED FUND (APF) FACILITIES ARE CHARGED

Table A3.1. What Eligible Customers in Appropriated Fund Facilities are charged.

<table>
<thead>
<tr>
<th>THESE CUSTOMERS</th>
<th>PAY THIS AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Charge</td>
</tr>
<tr>
<td>Enlisted personnel not receiving either an allowance for subsistence or the meal portion of per diem</td>
<td>X</td>
</tr>
<tr>
<td>Enlisted members not entitled to the meal portion of per diem, nor a monetary allowance for subsistence, when on field duty, sea duty, group travel, or Essential Station Messing. Therefore, meals are at no charge.</td>
<td>X</td>
</tr>
<tr>
<td>Enlisted personnel on a U.S. government aircraft on official duty either as a passenger or as a crew member engaged in flight operations or on Joint Task Force operations other than training at temporary U.S. installations, or using temporary appropriated fund dining facilities engaged in flight operations or on Joint Task Force operations other than training at temporary U.S. installations, or using temporary appropriated fund facilities</td>
<td></td>
</tr>
<tr>
<td>Enlisted personnel receiving the meal portion of per diem or when they are receiving an allowance for subsistence</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>1st Block</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Officers and Federal Civilian Employees</td>
<td>performing duty on a U.S. Government vessel, on field duty, in a group status, included in Essential Station Messing as defined in the Joint Travel Regulation, Volume I, on a U.S. Government aircraft on official duty either as a passenger or as a crew member engaged in flight operations or on Joint Task Force operations other than training at temporary U.S. installations, or using temporary appropriated fund dining facilities</td>
</tr>
<tr>
<td>Officers, Federal Civilian Employees</td>
<td>on any status other than that set forth in above block</td>
</tr>
<tr>
<td>Members of Youth Groups</td>
<td>extended the privilege of visiting a military installation, or when residing at a military installation and permitted to eat in an appropriated fund dining facility</td>
</tr>
<tr>
<td>Members of Civil Air Patrol (CAP), Junior ROTC and Scouting units</td>
<td>X</td>
</tr>
<tr>
<td>Military Dependents of enlisted member in pay grades E-1 through E-4</td>
<td>X</td>
</tr>
<tr>
<td>Military Dependents of enlisted members in pay grades other that E-1 through E-4</td>
<td>X</td>
</tr>
<tr>
<td>Military retirees and their dependents, government contractors in overseas contingency operations, and all other individuals not included in table</td>
<td>X</td>
</tr>
<tr>
<td>Personnel with base access are authorized to eat at Food 2.0 installations</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

The installation commander may authorize Department of Defense personnel to eat in the facility in writing when it is determined to be in the best interest of the Air Force and does not affect the Essential Station Messing customers or contract costs.

The installation commander can authorize guests (Non Department of Defense) to eat in the facility in writing when it is determined to be in the best interest of the Air Force.

Youth groups consist of nonprofit youth groups sponsored at the national or local level and ad hoc groups of youths. The distinction between the two groups is that an organized youth group has continuity over time and a structure (such as officers, advisors, organization rules), while an ad hoc group does not. For example: A local high school Key Club, which may be sponsored by the Kiwanis Club, would qualify as an organized nonprofit youth group. On the other hand, if the children of a local Kiwanis Club’s members visited an installation, they would be considered to be an ad hoc group because they are not a formally organized and structured youth group.
Attachment 4

TYPES OF FLIGHT MEALS AND CREDIT ALLOWANCES

Table A4.1. Types of Flight Meals and Credit Allowances.

<table>
<thead>
<tr>
<th>FLIGHT MEALS</th>
<th>CREDIT ALLOWANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Menu</td>
<td>Limited to 65 percent of the meal cost allowance.</td>
</tr>
<tr>
<td>Meal Cooked, Frozen</td>
<td>Limited to the cost of the meal, plus the cost of the enhancement. Cost of enhancements is limited to 20 percent of the cost of the meal.</td>
</tr>
<tr>
<td>Bite Size Meal</td>
<td>Limited to 75 percent of the meal cost allowance.</td>
</tr>
<tr>
<td>Meals, Ready-to-Eat</td>
<td>Limited to the price of the meal plus the cost of the enhancements. The cost of the enhancements is limited to 15 percent of the meal cost.</td>
</tr>
<tr>
<td>Bulk Subsistence for Preparation Aloft</td>
<td>Limited to 65 percent of the meal cost allowance.</td>
</tr>
<tr>
<td>Hospital Patient Large Menu</td>
<td>Limited to 80 percent of the meal cost allowance.</td>
</tr>
<tr>
<td>High-Protein, Low-Residue</td>
<td>Limited to 65 percent of the meal cost allowance.</td>
</tr>
<tr>
<td>A La Carte Menu</td>
<td>Limited to actual cost of ingredients, up to 65 percent of the meal cost allowance.</td>
</tr>
</tbody>
</table>
Attachment 5

MONTHLY FOOD SERVICE REPORTS TO BE SUBMITTED TO AFSVA

A5.1. APF Food Operations
   A5.1.1. Air Force Form 1119, Monthly Monetary Record
   A5.1.2. Air Force Form 1119-1, Manual Monthly Monetary Report
   A5.1.4. Standard Form 1080, Voucher for Transfers between Appropriation and/or Funds
   A5.1.5. Monthly Commissary Government Purchase Card (GPC) Invoices

A5.2. Food 2.0.
   A5.2.1. Food 2.0 installations will submit consolidated data for monthly uploads to AFSVA SharePoint site.
   A5.2.2. Air Force Form 1119. This report is for each dining facility and Provisions on Demand operations.
   A5.2.3. Food 2.0 Labor Validation Letter.
   A5.2.4. Food 2.0 Labor Variance Sheet.
   A5.2.7. Food 2.0 Contract Operations Representative Inspection Checklist.
   A5.2.9. Signed Mid and End-of-Month Inventory in PDF form.
   A5.2.10. Department of Defense Form 2973, Food Operation Inspection Report.
   A5.2.11. Non-Defense Logistics Agency Purchase Invoices. NOTE: Additional information on these reports can be found on the Air Force Services Activity Portal.
MEMORANDUM OF UNDERSTANDING (MOU)

This document establishes a Memorandum of Agreement between the (unit) and the food service activity.

A6.1. PURPOSE. This Memorandum of Agreement establishes the conditions and responsibilities of the signatories to the agreement under which the food service activity will provide operational rations for (unit/MAJCOM) in support of the self-sustaining unit tasked under Operations Plan (OPLAN) (number).

A6.2. SCOPE AND CONDITIONS. The scope and conditions under which support will be rendered are contained in this memorandum.

A6.3. GENERAL AGREEMENT. The (unit) and food service activity agree, that in the event a dispute or disagreement arising out of the support covered by this agreement which cannot be resolved at the operational level, the matter will be referred from the Force Support Commander or Civilian Leader to Air Force Services Activity Installation Support Directorate. Should further resolution of the matter be required, refer the matter to Air Force Services Activity.

A6.4. DURATION, CANCELLATION, AND AMENDMENT. This memorandum is effective on the date the memorandum is signed by the last signatory. It stays in effect for a period of three years unless formally ended in writing. This memorandum may be modified at any time by formal amendment signed by the signatories.

A6.5. INSPECTION OF RATIONS. All operational rations under the terms of this memorandum are subject to inspection by Military Public Health before pickup by (unit). Food service personnel are responsible for ensuring rations are re-inspected as determined by Military Public Health inspection reports prior to the Inspection Test Date, which is three years from date-of-pack, to determine whether the shelf life remains satisfactory or can be extended by inspection and certification by the Military Public Health.

A6.6. SCOPE OF SERVICE AND RESPONSIBILITIES. The (installation name) food service activity agrees to provide (quantity in cases) of operational rations (type of rations, date-of-pack, and lot number) from the warehouse, for storage by (unit) in building number (number).

A6.6.1. Units are responsible for:
A6.6.1.1. Ensuring adequate funding is available to support reimbursement to food service activities for any shortages (lost, missing, or stolen) of operational rations stored by units.

A6.6.1.2. Arranging any required banding/netting needs with installation transportation.

A6.6.1.3. Appointing responsible officers for controlling rations.

A6.6.1.4. Notifying food service managers, in writing, when responsible officer changes occur due to change of command, transfers, permanent change of station, etc.

A6.6.1.5. Picking up and signing for rations from food service on Air Force Form 3516.

A6.6.1.6. Providing food service managers with an Air Force Form 79 for essential station messing or cash for basic allowance for subsistence meals at any time rations are issued to customers.

A6.6.1.7. Notifying food service managers when operational rations need replenishment due to consumption or losses.

A6.6.1.8. Performing and reporting monthly physical inventory counts of rations to food service.

A6.6.1.9. Control and reimbursement for rations used in accordance with Air Force Manual 65-604, Appropriation Symbols and Budget Codes (Fiscal Year 2013).

A6.6.1.10. Ensuring the oldest rations on hand are used or rotated first-in-first out (FIFO).

A6.6.1.11. Returning rations to a food service activity when required (rotation), and picking up replacement rations.

A6.6.1.12. Ensuring operational rations stored by units are re-inspected by Military Public Health in accordance with Defense Logistics Agency Troop Support Handbook 4155.2, at least 180 days before the Inspection Test Date (ITD) (stamped on each case or placard). NOTE: expected shelf life is 3 years unrefrigerated; however, shelf life may be extended or shortened by certification from Military Public Health per applicable directives.

A6.6.1.13. Perform report of survey for any lost, stolen, or missing rations stored by units that were issued on Air Force Form 3516 by food service. Refer to Air Force Manual 23-220, Reports of Survey for Air Force Property, for guidance.

A6.6.2. Food Service personnel are responsible for:

A6.6.2.1. Requisitioning operational rations (Meals Ready to Eat).

A6.6.2.2. Maintaining accountability for operational rations until issued to units for use during emergencies, contingencies, local alerts, exercise, disasters, etc.
A6.6.2.3. Issuing Air Force Form 3516 and Air Force Form 79, to charge installations/units or food service essential station messing funds at any time when war reserve material rations stored by units are short or consumed. Air Force Form 79 is returned to food service once meals are consumed.

A6.6.2.4. Replacing operational rations when notified by the unit’s responsible custodian that the rations are short or have been consumed.

A6.6.2.5. Receiving and issuing operational rations (Meals Ready to Eat).

A6.6.2.6. Having Military Public Health inspect operational rations prior to pickup by units.

A6.6.2.7. Ensuring the Department of Defense food inspection stamp is on the back of all copies of Air Force Form 3516, to identify that rations were inspected.

A6.6.2.8. Ensuring the operational rations are palletized on standard (40” X 48”) wooden pallets.

A6.6.2.9. Keeping a signed copy of the original Air Force Form 3516 and Memorandum of Understanding on file for auditing and inspection purposes.

A6.6.2.10. Ensuring rations issued on Air Force Form 3516 are added to the inventory.

A6.6.2.11. Ensuring Air Force Forms 3516 are revalidated annually.

A6.6.2.12. Ensuring operational rations are loaded onto installation vehicles sent by units or installation activities.

A6.6.2.13. Monitoring rations to ensure they are rotated 180 days prior to their expiration date.

Note: Additional guidance on establishing MOUs can be found in AFI 25-201, Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures.
Attachment 7

ESSENTIAL STATION MESSING (ESM) AND CAMPUS DINING GUIDANCE

A7.1. Program Overview

A7.1.1. DoDI 1338.10 states Enlisted Service members are entitled to a ration for each day on active duty, except when they are entitled to a basic allowance for subsistence (BAS) or per diem.

A7.2. A military member receiving rations in lieu of BAS is considered assigned to ESM. IAW DoDI 1338.10 and Air Force Food & Beverage (F&B) policies, a “ration” is the quantity of nutritionally adequate food required to subsist one person for one day (a ration equates to 3 meals per day).

A7.3. Essential station messing customers are authorized 3 meals per day at the Dining Facility (DFAC), dine-in or carry-out or Campus Dining; a meal is considered a reasonable amount of food that can typically be consumed in one sitting/meal (sit down or grab-n-go). Members may return to the serving line area for additional portions (seconds) within the same meal period and transactions are rung-up within the point of sale system, but are considered as 1 meal of 3 meals per day. (T-1)

A7.4. Airmen may eat a meal in any designated activity within the Food program to include the Dining Facility (DFAC) and Flight Kitchen at both Food 2.0 and legacy locations as well as designated NAF Food & Beverage activities and kiosks at Food 2.0 locations.

A7.5. Program Prohibitions:

A7.6. Essential station messing members may not use ESM privileges to:

A7.6.1. Purchase alcoholic beverages, energy drinks (Red Bull, Monster, etc.), or dietary supplements (Muscle Milk, protein shakes, etc.).

A7.6.2. Procure meal/snack items to “stock” an individuals’ dorm room or work center.

A7.6.3. Pay for special functions or catered events (Quarterly Awards events, Air Force Ball, etc.).

A7.6.4. Purchase items in the Army & Air Force Exchange Service (AAFES).

A7.6.5. Provide meals/snacks/beverages to others.

A7.6.6. Obtain meals through Campus Dining if they are not entered in the Aloha Loyalty database.

A7.6.7. Receive more than one Entrée or one Snack Line items, two sides and two beverages per meal period (ESM members are authorized seconds as an additional point of sale (POS) transaction for dine in only).

A7.6.8. Receive more than 2 servings of eggs per transaction through cashier (ESM members are authorized seconds as an additional point of sale (POS) transaction for dine in only).

A7.6.9. Exceed more than 3 meals per day.
A7.7. Program Management:

A7.7.1. All essential station messing members must be entered into the Aloha Loyalty database to participate in the program. (T-2)

A7.7.2. Validation of an essential station messing member’s eligibility must be tracked and monitored through the Common Access Card (CAC) at each point of sale system by Food Service Accountants and Air Force Program Managers. (T-2)

A7.7.3. Non-enrolled and invalid essential station messing customers will pay cash for all meals until their unit commander certifies the individual members essential station messing entitlement with DFAS and provides validation to the Food Service Officer (FSO). (T-2)

A7.7.4. Violations are reported to the member’s Commander and First Sergeant for review.

A7.8. Campus Dining Essential Station Messing Guidance

A7.8.1. Essential Station Messing Campus Dining - At installations under Food 2.0, the NAF Food & Beverage operations may be authorized to participate in Campus Dining, allowing validated and enrolled permanent party essential station messing customers to use their entitlement in nonappropriated fund operations. Non-enrolled and invalid essential station messing customers will pay cash for all meals until their unit commander certifies the individual members essential station messing entitlement with DFAS and provides validation to the Food Service Officer (FSO). (T-1)

A7.8.2. Active duty Army/Navy/Marine members, Air Force/Army/Naval Academy Cadets, College ROTC Cadets on temporary duty (TDY) in essential messing station status and pipeline students are not eligible at this time for the Campus Dining program. TDY personnel must utilize the Dining Facility for all government furnished meals. (T-1)

A7.8.3. Air National Guard and Air Force Reserve Airmen are considered essential station messing customers while in performance of their Unit Training Assembly (UTA) when performing 8 hours of duty per day. They are authorized three (3) meals per day at the appropriated fund Dining Facilities. Air National Guard and Air Force Reserve Airmen are not authorized to utilize Campus Dining unless an installation agreement has been coordinated with AFSVA/SVOF and incorporated within a Host Tennant Support Agreement. The reimbursement process for expenses associated with providing the Campus Dining service must be clearly defined. The installation is responsible for all costs associated with campus dining and will provide funding in full to AFSVA/FM. (T-1)

A7.8.4. Violations are reported to the squadron First Sergeant and Commander for review and potential recommendation that Campus Dining privileges be revoked.

A7.8.5. Reinstatement of Campus Dining privileges requires Installation Commander (or designee) written approval, confirming no fraud, waste and abuse of privileges was discovered and member has been counseled on proper use of Campus Dining program.

A7.8.6. ESM Campus Dining Enterprise authorizes limited and approved food & beverage items centrally authorized and controlled by AFSVA.

A7.8.7. Participating Force Support Food & Beverage operations are only reimbursed for valid and authorized items.