

**BY ORDER OF THE COMMANDER  
HEADQUARTERS 81ST TRAINING WING  
(AETC)**

**KEESLER AIR FORCE BASE  
INSTRUCTION 34-401**

**23 JUNE 2005**

**CERTIFIED CURRENT 17 AUGUST 2016**

**Services**

**DINING FACILITY OPERATION**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 34-4, *Food Service*, and establishes policy and procedures for the operation of enlisted appropriated fund (APF) dining facilities. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. This directive applies to personnel authorized to subsist in these facilities. This directive does not apply to the Medical Center dining facility. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Attachment 1 is a glossary of references and supporting information. Attachment 1 is a glossary of references and supporting information.

**SUMMARY OF CHANGES**

Changes were made to clarify the policy of authorized personnel eating in Keesler AFB Appropriated Fund Dining Facilities. Keesler IMT 39, *Commander's Meal Pass*, prescribed. An asterisk (\*) indicates changes from the last revision.

**1. Personnel Authorized to Subsist:**

**1.1.** Permanent party enlisted personnel receiving BAS are authorized to subsist in enlisted APF dining facilities. They will pay standard rate (basic rate plus surcharge).

\*1.1.1. Commanders or their representatives, Chaplains, Combat Support Flight Chief, Food Service Officers, Social Action Officers, Military Public Health Representatives, The Contract Officer, and The Food Service Contract Administrator are authorized to subsist in all base-dining facilities to determine the quality and quantity of food served when they are in duty status. 81 MSG/SVMF will issue Keesler IMT 39, *Commander's Meal Pass*. Each organization is responsible for reporting changes and requesting Keesler IMT 39. Commander's representatives are only authorized to subsist in the absence of the commander, and must possess a Keesler IMT 39 and complete an AF Form 27, *Food Service Customer Survey* for each meal eaten. They will pay standard meal rate (basic rate plus surcharge).

1.1.2. Fire Department Personnel on duty (military and civilian) are permitted to subsist in crash kitchen facility. They will pay standard meal rate (basic rate plus surcharge).

\*1.1.3. Military personnel working night shifts may eat the midnight meal when served (Monday-Friday).

\*1.1.4. Enlisted members of other services (Navy, Army, Marine Corps, and Coast Guard) visiting Keesler may subsist in APF dining facilities. They will pay standard meal rate (basic rate plus surcharge) unless proper documentation is provided stating member is on a meal card.

\*1.1.5. Security Force personnel and augmentees on duty have head of the line privileges.

\*1.2. Officers and civilians on Temporary Duty (TDY) are authorized to subsist in APF dining facilities. They will show a copy of their orders to the cashier and pay standard meal rate (basic rate plus surcharge).

1.2.1. Other officers and civilians are not authorized to subsist in APF dining facilities.

### 1.3. Dependents, Relatives, and Guests:

1.3.1. Dependents, relatives and guests of enlisted personnel are only authorized to subsist in the dining facilities for the lunch meal on Sundays and special holiday meals when accompanied by their sponsor. Exceptions are directed to the Base Food Service Officer at extension 72946 or 73787. They will pay standard meal rate (basic rate plus surcharge). Spouse and dependent children of E-1 through E-4 will pay discount rate (cost of food).

\*1.3.2. Other guests, including groups sponsored by base agencies require specific approval through base Public Affairs. Submit requests to the Food Service Officer, 81 MSG/SVMF, with the following information: group (or individual) identification, total number of persons, meal period desired, and sponsor.

1.3.3. Military retirees and family members may eat the APF dining facilities at Thanksgiving, Christmas, and Air Force Birthday. They will pay standard rate (basic rate plus surcharge).

## 2. Policy on Dress and Conduct in Dining Facilities:

\*2.1. All customers are responsible to enforce the standards of dress and conduct in dining facilities. Customers will be in accordance with AFI 36-2903, *Dress and Personal*

*Appearance of Air Force Personnel*, as supplemented when in uniform, or the standards of personal appearance and dress (civilian attire) posted in dining facilities when not in uniform. Cell phone use is not authorized while in the serving line. Radios/tape players are not authorized.

\*2.2. Reserve seating is not authorized. Individuals will not place hats, coats, or other personal items on the tables to reserve seats.

2.3. All personnel in civilian attire will show identification cards.

2.4. Individuals in line when facility closes will be served.

DOUGLAS C. HAYNER, Colonel, USAF  
Vice Commander, 81st Training Wing

### **Attachment 1**

## **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

### ***References***

AFPD 34-4, *Food Service*, 27 December 1993

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

Air Force Records Disposition Schedule (RDS)

### ***Prescribed Forms***

Keesler IMT 39, *Commander's Meal Pass (Air Force Records Disposition Schedule, Table 37-15, Rule 19)*.

### ***Adopted Forms***

AF Form 27, *Food Service Customer Survey*

### ***Abbreviations and Acronyms***

**APF**—Appropriated Fund

**TDY**—Temporary Duty