

**BY ORDER OF THE COMMANDER
SHAW AFB**

**SHAW AIR FORCE BASE INSTRUCTION 34-
239**



18 NOVEMBER 2014

Services

**FOOD SERVICE MANAGEMENT
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 34-239, *Food Service Management Program, Attachment 3, Use of Air Force APF Dining Facilities*, dated 20 February 2004. This publication applies to all military and civilian personnel that may be authorized to dine in the military dining facilities on Shaw AFB, SC. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. 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 to 20 FSS/FSV, 504 Shaw Drive Suite, 2125, Shaw AFB, SC 29152; route through your appropriate functional chain of command.

1. The Air Force operates Appropriated Fund (APF) enlisted dining facilities in order to provide the subsistence entitlement to enlisted members who reside in dormitories, to provide a training environment for food service personnel to meet our war-fighting mission, and to provide flight meal service in support of daily operations. Generally, use of dining facilities is restricted to enlisted members and those individuals authorized by the installation commander to meet mission requirements. AFI 34-239, Attachment 9 lists the meal rates for the following customers and other situations where it is appropriate for the installation commander to authorize other customers to eat meals in the dining facility. Meal rate charges are determined by the Under Secretary of Defense, Comptroller (USD/C) and are published annually. All waivers to meal charges must be approved by USD/C.

2. Enlisted Members:

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

2.2. Enlisted members who receive Basic Allowance for Subsistence (BAS) are authorized to use the dining facility as a cash-paying customer.

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

3. Officers:

3.1. Permanent party officers are not authorized to use the enlisted dining facility except as provided below. The installation commander may authorize officers to eat meals in the dining facility after determining other facilities, including non-appropriated funds (NAF) food activities, base exchange cafeteria and base restaurant, are not available, adequate, or readily accessible to the duty station.

3.2. Officers receiving a meal portion of per diem are authorized to use the dining facility when the authorization is included in the TDY orders by the orders authorizing official. Officers may only be authorized to use the dining facility at locations where the installation commander has determined government meals are available for Department of Defense (DoD) TDY travelers. Locations where government meals are available to TDY travelers are listed in AFMAN 34-102, *Directory of Government Quarters and Dining Facilities*.

3.3. Individuals that fall into the group known as "Rebound Echo" are permitted to eat in the dining facility while TDY to Shaw Air Force Base.

4. Civilians:

4.1. Generally, permanent party DoD civilians are not authorized to use the enlisted dining facility. The installation commander may authorize DoD civilians to eat meals in the dining facility after determining other facilities, including NAF food activities, The Exchange food court, and base restaurant, are not available, adequate, or readily accessible to the duty location.

4.2. DoD civilians receiving a meal portion of per diem are authorized to use the dining facility upon presentation of their TDY orders. Civilians may only use the dining facility at

locations where the installation commander has determined government meals to be available to DoD TDY travelers.

5. 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 DoD civilians assigned overseas to eat meals in the dining facility after determining other facilities, including NAF food activities, base exchange cafeteria and base restaurant, are not available or adequate.

6. Retirees. The installation commander has 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 active duty enlisted members, and the service impact on Temporary Duty (TDY) travelers. Where such permission does not degrade our ability to serve our primary customers, use of the enlisted dining facility may be granted.

7. Exceptions. The installation commander has the authorized the following individuals to eat in the dining facility:

7.1. Alert crews and DoD civilian aircrew members are authorized to eat in the dining facility while on TDY orders.

7.2. Active duty and retired military members of all US Armed Forces and their families are authorized to eat in the dining facility during federal holidays and September 18, the Air Force birthday.

7.3. Reserve Officer Training Corps, Junior Reserve Officer Training Corps cadets and the Boy Scouts of America are authorized to eat at the dining facility during official base tours.

7.4. Commanders and officers are authorized to eat in the dining facility to determine the quality and quantity of food served.

8. Dining attire. The goal of our food service professionals is to provide superior, nutritious meals to all guests in a pleasing and healthy environment.

8.1. All civilian attire will be of good taste, free of obscenities, and of an inoffensive nature.

8.2. The use of cell phones, head phones, Bluetooth, or any other electronic devices while waiting in line is prohibited with the exception of use for official business.

8.3. Shirts/blouses must cover the mid-section and may not be sleeveless.

8.4. Sleeping attire to include pajama pants and bedroom slippers are not authorized.

8.5. Sweaty work out attire will not to be worn.

8.6. All hats, scarves, and bandannas must be removed before entering the facility.

9. Carry-out Containers: Carry-out containers provided by the dining facility are authorized only for ESM personnel and on-duty first responders. Cash-paying customers are authorized to bring in their own containers. The containers must be clean and sanitized.

9.1. Patrons will go through the serving line as normal to obtain their meal.

- 9.2. The transfer of food from the serving trays to personal containers will take place in the dining area.
- 9.3. At no point will the line server be allowed to handle any outside container.

STEPHEN F. JOST, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-239, *Food Service Management Program*, 20 February 2004

AFMAN 34-102, *Directory of Government Quarters and Dining Facilities*, 14 March 2012

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

Prescribed Forms

No prescribed forms are implemented by this publication.

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFB—Air Force Base

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

APF—Appropriated Fund

BAS—Basic Allowance for Subsistence

ESM—Essential Station Messing

FSS—Force Support Squadron

NAF—Non-appropriated Funds

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TDY—Temporary Duty