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OF THE AIR FORCE**

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Services

**APPROPRIATED FUND (APF) FOOD
SERVICE PROGRAM MANAGEMENT**

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This manual implements Department of the Air Force Policy Directive (DAFPD) 34-1, *Air Force Services*. It has been developed in collaboration between the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1), the Chief of the Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Human Capital (SF/S1). It provides directive guidance and procedures on requisition, ordering, accounting, preparation, and inventory of food in APF food facilities including dining facilities (DFACs), flight kitchens, missile feeding, field feeding and on the essential station messing (ESM) program. This publication applies to all civilian employees and uniformed members of the Regular Air Force (RegAF), the United States Space Force (USSF), as well as the Air Force Reserve (AFR), and the Air National Guard (ANG). It does not apply to Military Treatment Facility dining facilities. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the OPR for coordination, and all Major Command/Field Command (MAJCOM/FLDCOM)-level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 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 Department of

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SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. This document has been re-organized to include codified language around Campus Dining and Food 2.0, updated guidance regarding uniform wear and expands on guidance for Missile Alert Field Feeding Operations (MAFFO). It also directs the Air Force Services Center (AFSVC) to develop a food management and operations guide for operational instructions related to program execution. Several DAF level forms have been rescinded and or updated to reflect current procedures. This summary is not all inclusive of changes. A complete review of the entire document is recommended.

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Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Headquarters Air Force Services Directorate (AF/A1S):

- 1.1.1. Provides oversight and issues policy for conducting the DAF Food Service program.
- 1.1.2. Advocates for Food Service budgets and funding.
- 1.1.3. Coordinates Food Service policy with the other military departments and the DoD.
- 1.1.4. Maintains contact with other government agencies and industrial associations.
- 1.1.5. Ensures combat support (CS), sustainment, and readiness through planning, programming, budgeting, and execution (PPB&E) and developing written policy and guidance related to the Air Force APF Food Service management program.

1.2. Air Force Installation and Mission Support Center (AFIMSC):

- 1.2.1. Is responsible for Program Objective Memorandum submissions and advocates on behalf of the installations to ensure sufficient APF support for the DAF Food Service program.
- 1.2.2. Tracks quarterly execution of APF food resourcing requirements and provide updates to AFIMSC and AF/A1S leadership.
- 1.2.3. Develops APF resourcing strategy and consolidate, validates, and distributes Food Service APF support to installations and AFSVC.
- 1.2.4. Track program costs and utilization rates in coordination with key stakeholders at AFSVC and AF/A1S.
- 1.2.5. Manages the Food Service resourcing standard levels of service to project operational capabilities during year of execution.
- 1.2.6. Ensures Food Service personnel are resourced to attend developmental and mission essential training to support local missions.
- 1.2.7. Tracks program costs and utilization rates in coordination with key stakeholders at AF/A1S and AFSVC.

1.3. Air Force Services Center (AFSVC):

- 1.3.1. Provides command, control, and oversight of the Food Service program.
- 1.3.2. Advocates on behalf of the installations to ensure sufficient APF support for the DAF Food Service program.
- 1.3.3. Works with AFIMSC to determine installation War Reserve Materiel (WRM) ration levels and reporting requirements.
- 1.3.4. Is the Global Management Office for DAF War Reserve Materiel (WRM) Meal, Ready-to-Eat (MRE) requirements.

1.4. AFSVC, Food and Beverage Operations Division (AFSVC/VMF):

- 1.4.1. Manages the DAF Food Service program.

1.4.2. Serves as program manager for MILPERS 3500 Appropriation for Subsistence-in-Kind (SIK) funds (military subsistence account) and WRM subsistence requirements using this account.

1.4.3. Administers, publishes, distributes, provides technical assistance, guidance, training, and F&B duty position handbooks to major commands, executive advisors, and installations on Food Service operations.

1.4.4. Oversees DAF-level John L. Hennessy Trophy and Arthur J. Myers Food Service Excellence Award programs to promote excellence in DAF Food Service operations.

1.4.5. Develops operational and customer service standards.

1.4.6. Coordinates Food Service program with the other military departments and DoD. Maintains contact with other government agencies and industrial associations.

1.4.7. In coordination with other entities within AFSVC, AFIMSC/Airman and Family Services Division (IZA), and AF/AIS develops and maintains a food management program and operations guide.

1.4.8. Oversees programs to ensure compliance with applicable policies and guidance.

1.4.9. Coordinates and approves food specifications and resolves problems involving food quality and service.

1.4.10. Manages, coordinates, approves and/or disapproves DAF Type of Activity Code "FT" for APF food and beverage operations for Department of Defense Activity Address Directory(s) (DoDAAD) and Department of Defense Activity Accounting Code(s) (DoDAAC).

1.4.10.1. FSS resource managers submit DoDAAD and/or DoDAAC creation and deletion requests through AFSVC/VMF.

1.4.10.2. If approved, AFSVC/VMF coordinates any DoDAAD or DoDAAC adjustments with AFSVC/Logistics and Vehicle Management Branch (VFBL), and 437th Supply Chain Operations Squadron (SCOS).

1.4.11. Develops and updates the preface to the DAF Corporate Food Service Menu, Worldwide Menu, and DAF Buyers Guide (DAFBG) requirements. Sets requirements for and approve menus used for Food 2.0.

1.4.12. Coordinates DAF specific requirements, in conjunction with the representatives and guidance from the United States Department of Agriculture (USDA) and the United States Department of Commerce (USDC), to ensure vendors are providing DAF customers with only quality-approved products in accordance with (IAW) the DAFBG product specifications and contractual requirements.

1.4.12.1. Coordinates with military department headquarters level dietitians and AFSVC staff to evaluate food items for compliance with approved DoD and DAF menu standards and suitability for the various subsistence catalogs for each area of responsibility (i.e., missile feeding, Food 2.0 operations, legacy feeding operations, etc.).

- 1.4.12.2. Coordinates contract requirements for vendors to ensure compliance with DAFBG requirements to comply with industry, armed services and DAF standards for quality control and food protection.
- 1.4.12.3. Ensures vendors are providing customers with only quality-approved products IAW product specifications and contractual requirements.
- 1.4.12.4. Provides guidance and technical assistance to document poor or unacceptable prime vendor performance with the FSO or FSSC, where applicable, DFAC manager and storeroom personnel (i.e., submission of Contract Discrepancy Report to Defense Logistics Agency (DLA) regional manager and AFSVC food and beverage manager).
- 1.4.12.5. Coordinates subsistence, troop support, operating system, and prime vendor requirements with the FSO, FSSC, where applicable, DFAC manager, storeroom personnel, DLA regional manager and AFSVC food and beverage manager.
- 1.4.12.6. Coordinates DLA and prime vendor operational and subsistence shortfalls and/or limiting factors with tactical level units to utilize Defense Commissary Agency (DeCA) or industry organizations to meet product specifications to eliminate mission support gaps.
- 1.4.12.7. Coordinates not in stock and new item requests with FSOs, FSSCs, where applicable and DFAC managers to evaluate products for DoD and DAF menu standards, quality and nutritional standards, cost, and applicable regulatory and industry compliance standards.
- 1.4.13. Develops and implements Food Service training workshops for DFAC managers.
- 1.4.14. Reviews plans for Food Service modification, renovation, and construction projects for functional adequacy and sizing.
- 1.4.15. Establishes and monitors new food item tests and acceptability studies.
- 1.4.16. Provides functional expertise for developing and using state-of-the-art automated Food Service systems.
- 1.4.17. Performs installation Food Management Assistance Team (FMAT) and staff assistance visits. Trains Food Service personnel during FMAT and staff assistance visits at installation Food Service operations.
- 1.4.18. Prepares statements of work, quality assurance plans and other guidelines for Food Service contracts.
- 1.4.19. Serves as the DAF subject matter expert for coordination and maintenance of Air Force Joint Manual (AFJMAN) 34-606, *Armed Forces Recipe Service*.
- 1.4.20. Maintains centrally managed database of Food Service operational and financial data.
- 1.4.21. Coordinates supply of subsistence with DLA Troop Support and deployed units.
- 1.4.22. Monitors installations inventory to sales ratios, inventory levels and gain or loss tolerances.
- 1.4.23. Coordinates nutritional awareness programs.
- 1.4.24. Manages the DAF Food Service WRM program.
 - 1.4.24.1. Conducts adaptive and crisis planning regarding operational ration requirements.

1.4.24.2. Manages WRM ration levels based on operational planning in coordination with the Major Command/Field Command (MAJCOM/FLDCOM) logistics office (A4L) and Space Force equivalent (S4L).

1.4.24.3. Obtains WRM and Food Service ration reports from assigned Food Service activities and produces consolidated report of Food Service WRM assets.

1.4.25. Oversees Intercontinental Ballistic Missile (ICBM) Chef Working Group; determines dates and location of the annual working group.

1.4.26. Analyzes and validates command problems and gain or loss tolerances.

1.4.27. Acts as the AFSVC focal point on subsistence matters with deployed units during wartime, contingencies, exercises and emergencies.

1.4.28. Advises AFSVC/VM of significant financial and subsistence problems.

1.4.29. Provides support to OSD, DoD, and DAF steering and working groups; as well as the DoD Combat Feeding Research and Engineering Program, DAF voting member and Joint Technical Staff (JTS) advisor to the DoD Combat Research and Engineering Board (CFREB), and DoD Nutrition Committee.

1.5. AFSVC, Financial Management and Comptroller (AFSVC/VFB):

1.5.1. Submits and advocates requirements for the Food Service Essential Station Messing Military Subsistence Account (3500) budget, to include WRM requirements.

1.5.2. Submits and advocates for Second Destination Transportation funding for overseas shipment and excess subsistence and WRM rations rotation.

1.5.3. Updates and maintains 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.

1.6. AFSVC, Installation Support Division (AFSVC/VI): Maintains liaison with installation commanders.

1.7. MAJCOM/FLDCOM and A1/Directorate of Logistics, Engineering and Force Protection (S4) (Includes Component MAJCOM/FLDCOMS and NAFs):

1.7.1. Conducts adaptive and crisis planning regarding operational ration requirements.

1.7.2. Determines WRM ration levels based on operational planning.

1.7.3. Reports requirements for WRM and Wartime Consumable Distribution Objective (WCDO) to Air Force Food and Beverage Operations Division annually.

1.8. Installation Commander:

1.8.1. Provides adequate facilities for storage of food (perishable, semi-perishable and operational, Food Service equipment, and supplies) to include WRM funded rations.

1.8.2. Provides funding for Food Service equipment and supplies.

1.8.3. Identifies authorized customers in writing.

1.8.4. Responsible for quality of MAFFO, Food Service management and training within the missile complexes at Malmstrom, F.E. Warren and Minot Air Force Bases.

1.9. Force Support Squadron Commander (FSS/CC) or Director (FSS/CL):

- 1.9.1. Serves as the accountable officer for all Food Service subsistence and WRM stocks.
- 1.9.2. Oversees operation of Food Service activities.
- 1.9.3. Advises AFSVC/VMF of significant subsistence problems.
- 1.9.4. Will submit a budget for all Food Service personnel training, equipment, and supplies IAW installation and AFIMSC procedures.
- 1.9.5. Will ensure the accuracy of meals availability data on the Defense Travel Management Office home page and report any change in the installation's data. Reports any changes or updates via email to AFSVC/VMF. Reports as soon as a firm closure or opening date are known.

1.10. Food Service Officer/Food Service Section Chief (FSO/FSSC):

- 1.10.1. Oversees the installation APF Food Service program.
- 1.10.2. Develops a program for replacing equipment (five-year plan) and upgrading facilities. Reviews and approves new or replacement equipment budget requests using the 5 Year Plan and submits annually (ExPlan) to AFIMSC/IZA.
- 1.10.3. Ensures non-automated procedures are available for continued operations if the POS system or back of house computer system is inoperative.
- 1.10.4. Provides DFAC cashiers written instructions and training on safeguarding cash and forms, customer identification and meal charges.
- 1.10.5. Trains Food Service personnel IAW Career Field Education and Training Plan (CFETP), and AFMAN 48-147, *Tri-Service Food Code*, F&B duty position handbooks, and all other governing guidance.
- 1.10.6. Performs and submits results of quarterly inspections IAW AFSVC Food Service Evaluation Guide, to rate the Food Service operation.
- 1.10.7. Certifies, signs, and is accountable for the Monthly Monetary Record IAW F&B duty position handbook.
- 1.10.8. Reviews and approves Food Service requisitions before submission to DLA Troop Support or other sources of subsistence supply.
- 1.10.9. Ensures WRM and ration reports are uploaded and forwarded to the AFSVC/VMF by the Food Service Accountant.
- 1.10.10. Provides instructions with the appropriate forms to organizations requesting Meal, Ready-to-Eat (MREs).
- 1.10.11. Ensures Hazard Analysis Critical Control Point procedures are used for subsistence to include storage, food preparation, cooking, serving and holding food products.
- 1.10.12. Develops manning schematics for military and APF civilian personnel.
- 1.10.13. Ensures the ESM roster is updated daily.
- 1.10.14. Ensures quality assurance evaluations are conducted on all Food Service contract requirements.

1.10.15. Ensures required monthly reports are accomplished and forwarded to the AFSVC/VMF.

1.10.16. Inspects WRM storage, security, and initiates orders to ensure the approved WRM Funded Level Ration Requirement (FLRR) is maintained at all times.

1.10.17. Updates, uploads, and forwards monthly WRM and ration reports to AFSVC/VMF.

1.10.18. Validates submitted forms from organization requesting MREs and executes distributions of approved WRM assets.

1.11. Food Service Personnel:

1.11.1. Prepare and serve meals IAW approved recipe guidelines in the automated food enterprise system.

1.11.2. Clean workstation after every meal period or IAW established operational instructions.

1.11.3. Order, receive, store, transfer, and issue subsistence to authorized activities.

1.11.4. Establish controls for issue of subsistence to APF customers.

1.11.5. Maintain inventories within approved variances to support current and projected needs.

1.11.6. Input all requisition, receipt, transfer, issue, and other documents affecting inventory into the management information system by close of business daily.

1.11.7. Forward requisitions to the DFAC manager for review and approval before submitting to DLA Troop Support.

1.11.8. Report all supply chain issues to AFSVC/VMF.

1.11.9. Establish a schedule for submission of food orders.

1.11.10. Comply with procedures contained in AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Material Handling*.

1.11.11. Monitor inventory balances, date-of-pack, rotation, and expiration dates of all subsistence.

1.11.12. Follow the Preface to the Worldwide Menu, AFMAN 48-147, *Tri-Service Food Code*, F&B duty position handbooks and all other governing guidance.

Chapter 2

AUTHORIZED USE OF DAF APF DFACS

2.1. The DAF operates DFACs to meet the mission feeding requirements of the installation. Dining operations provide subsistence entitlements to enlisted members who reside in dormitories. They also provide on-the-job training for Food Service personnel to meet daily operations and war-fighting missions. Use of the DFAC for meeting space is limited and should not interfere with food operations. Installation commanders may hold or authorize official functions (e.g., town hall meeting, commander's call, unit dining in) to be held in the DFAC when no other space is sufficient and available. Installations will not host non-official functions (e.g., dining-outs, military balls, private organization meetings and events) at the DFAC. **(T-2)**

2.2. Authorized Personnel. At Food 2.0 installations, all personnel with base access are authorized to eat at the DFAC. At installations that have not converted to Food 2.0, the installation commander may authorize personnel to eat meals in the DFAC after determining other facilities, including nonappropriated fund (NAF) 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 DFAC operation.

2.3. Emergency Situations. Installation commanders may allow community civilian members, noncombatant evacuees, and family members evacuated from other DoD installations to eat in base DFACs during emergencies. **Paragraph 5.20** details accounting procedures during natural disaster (e.g., hurricane, tornado, earthquake, flooding, etc.) or emergency conditions.

2.4. Meal Rates. Charges for meals at APF DFACs and flight kitchens are determined by the Office of the Secretary of Defense, Comptroller (OSD/C), and published annually. All waivers to meal charges must be approved by OSD/C. **(T-0) See Table 2.1.**

Table 2.1. What Eligible Customers in APF Facilities are Charged.

THESE CUSTOMERS	PAY THIS AMOUNT		
	No Charge	Discount Rate (cost of food)	Standard Rate (cost of food plus surcharge)
Officers and Federal Civilian Employees performing duty on a U.S. Government vessel, on field duty, in a group status, included in ESM, as defined in the Joint Travel Regulation, on a U.S. Government aircraft on official duty either as a passenger or as a crew member engaged in flight operations or on JTF operations other than training at temporary U.S. installations, or using temporary APF facilities		X	
Officers, Federal Civilian Employees on any status other than that set forth in above block			X
Enlisted personnel not receiving either an allowance for subsistence or the meal portion of per diem	X		

THESE CUSTOMERS	PAY THIS AMOUNT		
	No Charge	Discount Rate (cost of food)	Standard Rate (cost of food plus surcharge)
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 JTF operations other than training at temporary U.S. installations, or using temporary APF DFACs		X	
Enlisted personnel receiving the meal portion of per diem or when they are receiving an allowance for subsistence			X
Note: Enlisted members are not entitled to the meal portion of per diem, nor a monetary allowance for subsistence, when on field duty, sea duty, group travel, or ESM. Therefore, meals are at no charge.			
Members of Youth Groups extended the privilege of visiting a military installation, or when residing at a military installation and permitted to eat in an APF DFAC. (See note).		X	
Members of ad hoc youth groups (See note).			X
Military Dependents of enlisted member in pay grades E-1 through E-4		X	

THESE CUSTOMERS	PAY THIS AMOUNT		
	No Charge	Discount Rate (cost of food)	Standard Rate (cost of food plus surcharge)
Military Dependents of enlisted members in pay grades other than E-1 through E-4			X
Military retirees and their dependents, government contractors in overseas contingency operations, and all other individuals not included in table			X
<p>Notes: 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 Lock Club, which may be sponsored by the Kiwianna Club, would qualify as an organized nonprofit youth group. On the other hand, if the children of a local Kiwianna 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.</p>			

Chapter 3

FOOD SERVICE PROGRAM MANAGEMENT

3.1. Objective. The Food Service program provides APF feeding operations to improve resiliency and readiness, optimize performance, and ensure Airmen and Guardians are fit to fight.

3.2. Guidance on Uses of Food Service, DFACs and ESM Entitlements.

3.2.1. 37 USC § 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.

3.2.2. Department of Defense (DoD) Directive 1418.05, *Basic Allowance for Subsistence (BAS) Policy*, and AFMAN 65-116V2, *Defense Joint Military Pay System (DJMS-AC) Unit Procedures Excluding Financial Management Flights*, establishes policy and assigns responsibilities for military personnel subsistence.

3.2.3. DoD 7000.14-R, *Financial Management Regulation (FMR)*, Volume 7A: *Military Pay Policy – Active Duty and Reserve Pay*, **Chapter 25: Subsistence Allowances**, provides subsistence entitlement, eligibility, restrictions, and special provisions to include meal collections and rates.

3.2.3.1. A military member receiving 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). This is a personal obligation of the individual. **(T-0)**

3.2.3.2. With the exception of basic trainees and certain categories of personnel, all military members draw BAS. 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.

3.2.4. APF procured food from any Food Service activity will not be used for social activities. **(T-0)**

3.2.5. Flight Meal Types and Allowances. Refer to **Chapter 9** authorized meals to support flight operations.

3.3. Support for Medical Facilities. Follow the guidance in AFMAN 44-144, *Nutritional Medicine*, for procedures on supporting medical facilities and dietetic sharing agreements.

3.4. Essential Station Messing (ESM).

3.4.1. DoDM 1338.10, *DoD Food Service Program*, 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.

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

3.4.3. ESM customers are authorized dine-in or carry-out at the DFAC or meal via the Campus Dining System (CDS); 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. These transactions are rung-up within the POS system.

3.4.4. Airmen and Guardians may eat a meal in any designated activity within the food program. To include the DFAC and Flight Kitchen at both Food 2.0 and legacy locations as well as preapproved NAF Food & Beverage activities via CDS and kiosks at Food 2.0 locations. ALL CDS locations are centrally managed by AFSVC and only use standard CDS hardware and software suite.

3.4.5. Service members placed in ESM status for subsistence are provided rations, at government expense, through the installation's DoD Food Service program. Members on ESM receive meals at the DFAC or a participating nonappropriated fund (NAF) food and beverage activity, where applicable, at no additional charge.

3.4.6. Service members placed on ESM must show their military identification card and/or a copy of their orders as validation of the ESM status in the DAF approved database. **(T-2)** Members who are not enrolled or who are showing as invalid for ESM will pay for meals until the ESM status is validated by their unit commander. **(T-2)**

3.4.7. ESM members of the other military departments who are assigned or attached to DAF installations are authorized ESM privileges IAW Department of Defense Manual (DoDM) 1338.10, *Department of Defense Food Service Program*, once enrolled in the DAF approved database and the entitlement validated.

3.4.8. Air Force Reserve Officers Training Corps (ROTC) cadets in paid training status who are on ESM status will be annotated on AF Form 79. **(T-1)**

3.4.9. Air Force Junior Reserve Officer Training Corps cadets must pay for all meals procured from the DFAC. **(T-0)**

3.4.10. Proper control is maintained by the installation commander who approved the schedule for the recall and reissue of ESM.

3.4.11. The unit commander or designated unit ESM control monitor will verify the roster monthly and return a signed copy to Force Support Food Service Officer. **(T-3)** The National Guard Bureau (NGB) or AFRC Food Service representative will verify roster from Military Personnel Data System monthly. **(T-3)**

3.4.12. Starting, stopping, and verifying the ESM entitlement.

3.4.12.1. Members request to start or stop ESM privileges through their unit commander. ESM control monitors initiate a DAF Form 220, *Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS)*, to start or stop ESM. Unit commanders determine member's eligibility, sign the DAF Form 220 and, within three days, forward the original to the base finance office. One copy is provided to the Food Service office, one to the member, and one is maintained by the member's squadron. The member then submits request to the Force Support Squadron (FSS) Food Service office within three duty days of the change of status. Commanders will require members to provide accurate information regarding eligibility such as residence location and duty hours. **(T-3)**

3.4.12.2. Unit ESM control monitors prepare ESM addition/removal requests with the following information: member's rank, name, Electronic Data Interchange Personal Identifier (EDIPI) number and the start or stop date for ESM and forwards addition/removal requests to the Food Service Officer (FSO) or Food Service Section Chief (FSSC), when applicable, and maintains a copy for future validation. Air Force Reserve Command and NGB Food Service Accountants control addition and removal requests.

3.4.12.3. FSOs, FSSCs or designees update the DAF approved database and provide unit ESM control monitors an ESM validation roster monthly.

3.4.12.4. Unit ESM control monitors review, validate, sign, and return the validated ESM roster to the FSO, FSSC or designee within five duty days after receipt.

3.4.12.4.1. When rosters require additions, unit ESM control monitors updates the roster by providing rank, name, and EDIPI number of members added to the roster.

3.4.12.4.2. When rosters require removal, unit ESM control monitors identify personnel on the roster who are not authorized ESM entitlements by lining out the information and adding a removal date.

3.4.13. FSOs, FSSCs or designees ensure Food Service Accountants review and sign the monthly ESM roster. Once signed, the original roster is maintained by the Food Service office, and a copy filed by the Food Service Accountant. NGB Food Service Accountants maintain the file copy and original ESM roster.

3.4.14. Personnel not placed on ESM status include members living in temporary quarters and authorized Temporary Lodging Allowance or Temporary Lodging Expense are entitled to BAS and are not authorized ESM. Members placed on ESM are not authorized to use the DFAC or Mission Essential Feeding Facilities (MEFF) 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 individual.

3.4.15. Joint Basing Installations. DAF members assigned to a non-DAF joint base follow the instruction or regulation for receiving ESM privileges from the lead military department. At DAF led joint bases, ESM members of other military departments who are not assigned or attached to a DAF organization, but are assigned to the joint base, are authorized ESM privileges once enrolled in the DAF approved database and the entitlement validated.

3.4.16. Members assigned to a Food 2.0 installation follow the instructions or regulations of receiving ESM privileges from their respective service.

3.5. ESM members may not use ESM privileges to:

3.5.1. Purchase alcoholic beverages, energy drinks or dietary supplements.

3.5.2. Procure meal/snack items to "stock" an individual's dorm room or work center.

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

3.5.4. Purchase items in the Army & Air Force Exchange Service.

3.5.5. Provide meals/snacks/beverages to others.

3.5.6. Obtain meals through Campus Dining if they are not entered in the DAF approved database.

3.6. Program Management.

3.6.1. Food Service Accountant at each base enrolls all ESM members into the DAF approved database by entering EDIPI number.

3.6.2. Validation of an ESM member's eligibility must be tracked and monitored through the Common Access Card at each POS system by Food Service Accountants and Air Force Program Managers. (T-2)

3.6.3. Non-enrolled and invalid ESM customers must pay cash for all meals until their unit commander certifies the individual member's ESM entitlement with the Defense Finance Accounting Service and provides validation to the Food Service Officer (FSO) / Food Service Section Chief (FSSC). (T-2)

3.6.4. Violations are reported to the member's commander and first sergeant for review.

3.7. Mission Essential Beverages. Operation and Maintenance (O&M) funds may not be used to provide free beverages (coffee, tea or hot chocolate) to military or civilian employees. (T-1) DAFMAN 65-605V1, *Budget Guidance and Technical Procedures*, [Chapter 5, paragraph 5.41](#), provides guidance for the use of organization APFs for food and drink to include containerized beverages, such as water and sports beverages. Sports beverages and bottled water used as mission essential beverages for ESM cannot be purchased with 3500 Appropriation for Subsistence in Kind funds. (T-1)

3.8. Nutritional Standards. DFACs will use the enhanced joint-service performance color-coding program, Go for Green®, to aid menu planners and diners in selecting nutritionally balanced meals based on color-coding menu items IAW DoDM 1338.10 and AFI 44-141, *Nutritional Medicine*. Refer to AFI 48-103, *Health Promotion*, for specific information on meeting recommended nutritional standards.

3.9. Evaluating Food Service. The FSO, FSSC or designated representative uses one copy of the AFSVC established Food Service Evaluation Document to rate Food Service operations quarterly, at a minimum. Refer to AFSVC Food Service Evaluation Guide for further guidance.

3.10. Customer Feedback. Use installation or AFSVC-approved system to solicit feedback from customers in all APF DFACs. The DFAC manager should respond to guests' concerns within 48 hours and annotate notes from the conversation for future reference.

3.11. Revisions to the DAF Force Menu. Menu revisions should be made to satisfy validated guest preferences. Menu revisions should consider religious and national observances or holidays, cultural diversity, specialty meals, and menu variety. Menu revisions must be approved by the AFSVC Food and Beverage Division (AFSVC/VMF). (T-1) FSOs or FSSCs use quarterly menu board meetings and customer feedback as supporting documents for menu revisions.

3.12. Posting Menus. Post menus and prices in locations where guests can see them when entering the food service area.

3.13. Menu Item Pricing.

3.13.1. The recipe cost and selling price is calculated for individual portions of each menu item. Pricing is centrally managed at AFSVC/VMF.

3.13.2. Pricing for legacy DFACs is set 20% above the basic cost per portion for all items served across the enterprise.

3.13.3. Pricing for Food 2.0 DFACs is set as an aggregate 45% of Cost of Goods within each portfolio (e.g., Port 1a, Port 1b, etc.). This covers the cost of condiments, shortening and food preparation losses (e.g., spillage, burning, discarding, etc.). Do not charge for sauces, gravies, or condiments.

3.14. Computer Malfunction. DFAC managers and cashiers must develop contingency plans for times computers or point of sale (POS) systems become inoperable. **(T-3)** Keep a complete set of non-automated forms and current “Sales Item Listing” report on-hand to support continued operations. In cases where internet connectivity is lost, the POS can operate in redundancy mode for a period of up to 21 days. Contact AFSVC/VMF for additional guidance.

3.15. Unannounced Spot-Check of Cashier. Use DAF Form 282, *Unannounced Spot-Check of Cashier*, at least monthly to spot-check each cashier function to make sure cashiers are using proper procedures in cash collection and forms control. Ensure one copy is available for the FSO or FSSC, where applicable, for review and corrective action.

3.16. Five-year Facility and Equipment Improvement Plan. The FSO or FSSC, where applicable, is required to develop a five-year plan. **(T-3)** The purpose of the five-year plan is to provide a comprehensive, phased improvement program that serves as a management tool. The objective is to achieve comparability with generally accepted commercial food service standards. Achievement of the objective is dependent on a well-planned program of identifying facility deficiencies and efficient use of limited funds in implementing the program. Installation commanders must obtain respective Major Command/ Field Command (MAJCOM/FLDCOM) and AFSVC approval of new facilities or upgrade projects. **(T-2)**

3.17. DFAC Closures. Commanders have a responsibility to ensure their service members have access to affordable, nutritious meals. Commanders should perform due diligence before deciding to close a primary DFAC, which includes implementing a viable plan for maintaining an installation feeding capability that provides adequate meal service for Airmen and Guardians. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) approval is required prior to permanently closing DFACs. **(T-1)** Commanders must coordinate with AFSVC for guidance on relocation or temporary closures for renovation. **(T-1)** Installation leadership will include, at a minimum, an appropriate feeding capability plan that meets mission requirements and provides adequate consideration for the needs of service members in any closure requests. **(T-1)** DFAC closures may drive changes in pay, entitlements, and per diem and must be coordinated with AFSVC/VMF in advance. **(T-1)**

3.18. Food Service Contracts. DFACs with Food Service contracts (i.e., mess attendant, full food service, etc.) must have a contingency service plan in the event the contractor fails to meet the conditions of the contract (i.e., union strike, labor shortages, refuses to honor the contract, etc.). **(T-2)** A template for an installation-level contingency service plan is available from AFSVC/VMF and can be tailored or adapted to address unique needs for each installation. Contingency service plan will be coordinated at the installation level, validated, and maintained IAW the Base Support Plan (BSP).

3.18.1. AFSVC/VMF maintains copies of all Food Service contracts. The FSO or FSSC, where applicable, provides a copy of each Food Service contract and any amendment to the contract to AFSVC/VMF upon issuance.

3.18.2. AFSVC/VMF develops and maintains a standard statement of work for DAF Food Service contracts. Food Service managers request and utilize the standard statement of work for new or replacement contract solicitations. AFSVC/VM is approval authority for the standard statement of work.

3.18.3. Force Support Squadron Commanders/Directors should request guidance from AFSVC/VMF for contingency operations to support installation deployments.

3.19. Food Service Uniforms: Food Service personnel engaged in preparation and serving of food shall be attired in Food Service uniforms as prescribed in [Chapter 12](#) of this manual. (T-2)

Chapter 4

CAMPUS DINING SYSTEM (CDS)

4.1. CDS ESM Guidance.

4.1.1. CDS is an extension of the APF F&B system and requires an operational DFAC that has the capability to provide meals that meet DoD nutritional requirements as outlined in DoDM 1338.10 and capacity to provide meals to authorized installation ESM members. CDS does not replace a primary or secondary APF F&B operation.

4.1.2. Centrally managed NAF F&B operations at Food 2.0 locations may be authorized to participate in CDS. AFSFC/VMF manages authorized ESM CDS menu items in participating NAF F&B operations. Not all items available in NAFs are authorized under CDS. Participating NAF F&B operations are required to offer at least 25 percent “healthier” items.

4.1.3. Valid and enrolled active duty permanent party DAF members are allowed expanded access as part of their ESM entitlements in participating NAF CDS operations. Technical training students are not permanent party and are considered pipeline students.

4.1.4. Active duty Army/Navy/Marine members, Air Force/Army/Naval Academy Cadets, College Reserve Officer Training Corps (ROTC) Cadets and members on temporary duty (TDY) in essential messing station status and pipeline students are not eligible for the Campus Dining program. Temporary Duty (TDY) personnel must utilize the DFAC for all government furnished meals. **(T-0)** DAF Cadets are enrolled in the same active duty DAF ESM program and may be authorized ESM meals when in a travel status. Typically, senior upper-class Cadets are in a cash paying TDY status. Refer any questions or issues to AFSVC/VMF.

4.1.5. National Guard Bureau and Air Force Reserve Airmen and Guardians are considered ESM customers while in performance of their Unit Training Assembly (UTA) when performing 8 hours of duty per day. They may be authorized three meals per day at the APF DFAC. NGB and Air Force Reserve Airmen and Guardians are not authorized to utilize CDS unless an installation agreement has been coordinated with AFSVC/VMF and incorporated within a Host Tennant Support Agreement. The reimbursement process for expenses associated with providing the CDS service must be clearly defined. **(T-1)** The installation is responsible for all costs associated with CDS and will provide funding in full to AFSVC/VFB. **(T-1)**

4.1.6. Violations are reported to the squadron first sergeant and commander for review and potential recommendation that Campus Dining privileges be revoked.

4.1.7. 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 CDS.

4.1.8. AFSVC/VMF monitors both the customer and the operator/cashiers providing CDS privileges. All internal controls associated with standard cash paying customers and standard NAF accounting procedures apply. CDS is an auditable Public Account Contract Audit monitored program. The dollar threshold of the entitlement (by day part) as well as the menu items eligible to be procured using the ESM entitlement at NAF operations is controlled centrally by AFSVC.

4.1.9. Participating FSS F&B operations are only reimbursed for valid and authorized items determined in advance with AFSVC/VMF. Reconciliation and reimbursement are accomplished on a monthly basis with AFSVC and the participating FSS/FSR, upon validation by AFSVC/VMF.

4.1.10. ESM entitlements are for the member's personal consumption, not to be used for other than the authorized member presenting their CAC entitlement. AFSVC manages the system through automating reporting from activity to activity and uses this data to budget, audit and manage the program.

4.1.11. This program cannot be used for installation special functions, does not include alcohol, energy drinks, bottled water, smoothie bars, specialty coffee, juice bars, vending programs or any third-party concessionaire agreements unless prior approval is granted by AFSVC/VMF, and the third-party vendor uses the DAF approved POS system.

4.1.12. The critical components of CDS are a highly reliable Internet Service Provider (ISP) and an accurately maintained CDS ESM member database. This is an installation FSS expense to obtain and maintain the needed ISP. When CDS ESM members cannot be validated due to ISP or ESM database problems, CDS is not authorized for that time period. There is no manual work-around. Highly recommend local FSS invest in a strong business quality ISP.

Chapter 5

FOOD SERVICE ACCOUNTING

5.1. Overview. Food Service accounting involves careful and accurate documentation of the number of meals served and the handling of cash receipts. The FSO/FSSC and DFAC managers have important roles and responsibilities in accountability including control of signature forms and cash.

5.1.1. At NAF activities participating in the Food 2.0 or Campus Dining System programs will ensure the protection of NAF assets IAW AFMAN 34-202, *Procedures for Protecting Nonappropriated Fund Assets*.

5.1.2. The following paragraphs describe the required accounting actions, forms, and standards with the DFAC. Complete all forms in blue or black ink or stamp.

5.2. FSO/FSSC.

5.2.1. Safeguards the DAF Form 79, *Head Count Record*, and cash receipts.

5.2.2. Ensures AF Form 1254, *Register for Cash Collection Sheets*, is used to control the receipt and issue of the DAF Form 79.

5.2.3. Investigates and reports to squadron leadership when controlled forms are missing.

5.2.4. Daily, verifies amount of cash collected and deposited into the appropriate financial institute.

5.2.5. DFACs: Prepares a Monthly Monetary Record for all meals, to include field feeding operations IAW F&B duty position handbook. The monthly record is submitted no later than the 10th day of every month via the AFSVC Food and Beverage Portal.

5.2.6. Reviews and signs monthly reports before submitting to AFSVC Food and Beverage.

5.2.7. **Exception:** ANG completes and sends the Monthly Monetary Record to National Guard Bureau, Plans and Integration Division (NGB/A1X).

5.2.8. Uses DAF Form 282, each month to spot check cashier functions for accurate customer headcount along with cash control procedures.

5.3. DFAC Manager.

5.3.1. Ensures forms and cash are issued to cashiers; accounts for forms and cash on DAF Form 1305, *Receipt for Transfer of Cash and Vouchers*.

5.3.2. Reports cash overages or shortages on DD Form 1131, *Cash Collection Voucher*.

5.3.3. Ensures Food Service Accountant accomplishes cash deposits daily or weekly based on local finance guidance. Credit card deposits will be emailed digitally to the installations Deputy Dispensing Officer (DDO) daily. **(T-3)**

5.3.4. Annotates number of meals served and subsistence purchases for all DFAC operations on field feeding Monthly Monetary Record IAW F&B duty position handbook.

5.3.5. Accounts for flight meals and record cash collected on DAF Form 79 or POS system.

5.3.6. Uses production log to record all instructions for subsistence ordering and production management.

5.3.7. Records raw (inventory) and finished (recipe) waste on adjustments.

5.3.8. Refers to [Attachment 2](#) for monthly reporting requirements. Reviews and signs monthly reports before submission to the AFSVC Food and Beverage representative.

5.4. The Food Service Accountant.

5.4.1. Prints the DAF Form 1254, assigns serial numbers in numerical order, and stores the form in a locked area.

5.4.2. Enters the DAF Form 79 serial numbers in numerical order on the first column of the applicable DAF Form 1254.

5.4.3. Ensures receiver signs and dates the DAF Form 1254 on the opposite side of the assigned number when issuing a single form.

5.4.4. Draws a line through the signature column from the top line of the first number issued diagonally to the bottom line of the last number issued when issuing a block of numbered forms.

5.4.5. Accounts for returned/completed forms by entering the return date on the DAF Form 1254 across from the applicable serial numbers and the amount of cash collected in the “cash received by” column.

5.4.6. Investigates any missing serial numbers.

5.5. Control of Funds and Signature Forms. The Food Service Accountant records the transfer of responsibility of funds and controlled forms using DAF Form 1305, *Receipt for Transfer of Cash and Vouchers*. The Food Service Accountant consolidates the collection, prepares the DD Form 1131, *Cash Collection Voucher*, along with the consolidated cash and credit sales (if applicable) and provides to the DDO at local finance office. Uses the Collection Information Repository (CIR), Connected Payment, POS system to validate sales (cash, ESM, credit cards) and surcharge. Deposit amounts into the appropriate line of accounting. The DDO assigns a voucher number to the DD Form 1131 and closes out the transaction. The Food Service Accountant records the voucher number in the last column of DAF Form 1254 opposite the number of each DAF Form 79 supporting the turn in within two workdays after receiving it from the accounting and finance officer.

5.5.1. Legacy operations enters voucher number from the Bureau of Fiscal Service’s OTCnet or local finance office on Deposit Transactions Tracker. Ensure totals on tracker match voucher and DD Form 1131 or local finance office procedures.

5.6. Headcount Record. The DAF Form 79 is the record used for collecting and accounting for cash received from the sale of meals by cash paying and ESM customers when automated systems are unavailable. In addition, it is used to identify number of personnel served and support headcount. All non-automated operations use this form regardless of the type of facility.

5.6.1. The cashier obtains one signature from each individual for each meal consumed.

5.6.1.1. ESM customers assigned to the installation enter payroll signature, grade, and last four digits of their Electronic Data Interchange Personal Identifier (EDIPI) number. Cashier verifies the ESM status against the ESM roster provided by the accountant.

5.6.1.2. Enlisted members of other services or cross-service status sign the DAF Form 79 marked for their branch of service or category and enter short abbreviations of their unit organization (such as 41NFBN) instead of meal card numbers. The cashier changes the "social security number" column to read "Org" (for organization) when the form is used for transient diners.

5.6.2. Generally, a separate DAF Form 79 is used for each meal; however, where the number of ESM meals served averages less than 100 meals per day, use one form for the whole day. Separate the signatures that apply to each meal with either a dividing line between each meal or by a margin notation. Use a separate DAF Form 79 for each day since the form provides supporting headcount data for daily sales. For small units or instances where the number of guests who pay cash is small, use divide the DAF Form 79 with lines reflecting each meal use. Use a separate form for each of the special categories of personnel served as outlined in the annual meal rate letter.

5.6.3. The cashier requires the entry of each guest's signature, grade, meal charge, and operating charge in the appropriate columns. At the end of the meal, day, or duty shift, the cashier totals the columns, brings forward the balances, and determines the total collections due, as specified on the DAF Form 79. Block out unsigned lines on the forms and give all funds collected to the DFAC manager who verifies the totals, records any cash overage or shortage, and explains any differences on the form in the explanation block. The cashier signs their name and grade as the individual making collections. The DFAC manager signs to certify the collection and to relieve the cashier of responsibility for the cash and forms.

5.6.4. Generally, members sign and pay for their own meals. A member may sign and pay for other members under the following circumstances:

5.6.4.1. While feeding a group within a specified period such as at training centers and schools.

5.6.4.2. Under emergency conditions.

5.7. Receipt for Transfer of Cash and Vouchers. DFAC managers, shift leaders, and cashiers ensure DAF Form 1305, showing breakdown of cash by denominations, is accurately completed and filed in the funds storage container whenever cash or controlled forms are removed. DFAC manager or a designee completes the DAF Form 1305 in duplicate to transfer daily receipts collected by cashiers after each meal to the funds storage container; each party retains a copy of the DAF Form 1305 – the individual turning in the cash and the individual accepting.

5.8. Cash Turn In from Non-automated DFACs.

5.8.1. Daily, the Food Service Accountant:

5.8.1.1. Collects the previous day's DAF Form 79s and total cash collected from the DFAC manager(s).

5.8.1.2. Documents the transfer of forms and cash on the DAF Form 1305.

5.8.2. The FSO/FSSC or a designated representative:

- 5.8.2.1. Verifies and reconciles the DAF Form 79 and DD Form 1131 entries against cash on hand.
- 5.8.2.2. Determines whether reported cash overages or shortages are reasonable.
- 5.8.2.3. Annotates the DAF Form 1254 to indicate the date each DAF Form 79 was returned, and the amount collected.
- 5.8.2.4. Certifies the completed DAF Form 1254 with their signature.
- 5.8.2.5. Verifies missing forms and prepares a report of survey, if necessary. Assesses the value of the loss using the current DoD lunch meal rate for each line on the form. This type of loss by a contractor is processed according to contract provisions.

5.9. Cash Turn In from Automated DFACs. The Food Service Accountant, or FSO/FSSC-appointed designee, travels to DFAC(s) to collect cash, POS system receipts, sales summary reports and all controlled forms. The Food Service Accountant records the transfer of cash, receipts, and forms on the DAF Form 1305.

5.10. Form Preparation for Cash Turn In.

- 5.10.1. The Food Service Accountant or contractor manually keys data into the DD Form 1131 to produce the form to submit to the Accounting and Finance Office. Produce the form in triplicate. The original remains with the accounting and finance officer. File a copy in the FSO/FSSC office with supporting documentation. In contract operations, contractors keep a third copy for their records. **Exception:** Campus dining operations use the AF Form 1876, *Consolidated Cost Center Report*, to deposit funds at the NAF accounting office located in the FSS. See contract guidelines for accounting guidance on full food service and food service attendant contracts.
- 5.10.2. The FSO/FSSC enters the accounting classification obtained from SAF FM; published annually and posted on the AFSVC Food and Beverage portal. **Exception:** Operating charge funds require a separate accounting classification provided by the installation finance office.
- 5.10.3. FSO/FSSC ensures collected operating charge funds (surcharge) are credited to the appropriate financing appropriation. Deposit funds into the Food Service O&M account used to purchase expendables, equipment, and uniforms to support DFAC operations.
- 5.10.4. Cash Overages and Shortages. For control and information purposes, enter the consolidation of cash overages or shortages in the lower part of the "detailed description of purpose for which collections were received" column. Use the following accounting classifications for overages: 57R 1060. Asterisks will appear; obtain numbers for the asterisks from the base Accounting & Finance office. The FSO/FSSC or contractor will ensure all shortages have the essential station messing (ESM) accounting classification published by AFSVC/VMF. **(T-2)** Add all amounts at the bottom of DD Form 1131.

5.11. The Turn In Copy. The "turn in" copy of DD Form 1131 serves as the voucher. Use the DD Form 1131 as a cover sheet for the DAF Forms 79 (as applicable), POS system receipts, and for multiple automated operations, the Cash Reconciliation Report from the automated system. The Food Service Accountant enters the voucher number in the last column of DAF Form 1254 opposite each DAF Form 79 as applicable.

5.12. Verifying the Cash Collection. The FSO verifies the cash collected on each DD Form 1131 using supporting documentation such as the DAF Form 79 and POS register tapes. In addition, the FSO/FSSC:

- 5.12.1. Verifies the number of collection sheets used to make up the voucher.
- 5.12.2. Totals the amounts collected and ensures the correct funds are turned in on DD Form 1131.
- 5.12.3. Verifies the accounting and finance office has the stamped DD Form 1131 with the time, date, and amount deposited. Ensures the finance cashier has signed or initialed the cash collection voucher IAW DoD 7000.14-R, *FMR*, Volume 5: *Dispersing Policy*, **Chapter 8: Collections**.
- 5.12.4. After verifying, initials the DD Form 1131 in the "total" item.
- 5.12.5. Checks totals once a month on DD Form 1131 with finance to ensure proper amounts are turned in.

5.13. Gains and Losses. DFAC managers will maintain each food account within three percent of the monthly-earned income. **(T-2)** Food 2.0 locations will maintain Air Force cost of goods standards. **(T-2)**

5.13.1. NGB gains and losses tolerances are 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, NGB units are authorized 10% gain or loss as reported IAW F&B duty position handbook. During Annual Training periods or feeding operations of 3 to 17 days, the units are authorized 5% gain or loss on the monthly report. If feeding operations exceed 17 days, units are required to maintain a 3% gain or loss. on the Monthly Monetary Record. **(T-2)**

5.13.2. If a Food Service operation fails to maintain the required standards for three consecutive months, the following actions are taken: **(T-2)**

5.13.2.1. First month: The DFAC manager submits a MFR providing justification of deficiencies, corrective and preventive measures implemented to eliminate future occurrences to AFSVC/VMF.

5.13.2.2. Second consecutive month: An MFR will need to be signed by the FSS/CC prior to AFSVC/VMF submission.

5.13.2.3. Third consecutive month: The FSS/CC or FSS/CL investigates the account and takes appropriate action to include a report of survey. The commander or director informs the Mission Support Group Commander (MSG/CC) and provides a summary of the deficiencies and the corrective actions taken to bring the food account back within authorized gain or loss tolerance.

5.13.2.4. The MSG/CC informs AFSVC/VM of actions taken to correct the problem.

5.14. Accounting for Funds Collected Overseas from Local National Personnel.

5.14.1. FSO/FSSC and Food Service Accountant collects standard meal reimbursement charges from direct hire local nationals at overseas APF Food Service facilities. Installations with existing Memorandum of Understanding (MOU) agreements that establish local national employee meal rates require AFSVC/VMF coordination and approval. **(T-2)**

5.14.2. The difference between the amounts paid by local national employee and the meal charges specified is paid from the appropriation from which local national personnel salaries are paid. Commanders establish internal accounting controls and budget for funds to provide the difference so that full reimbursement is made to the subsistence fund.

5.14.3. At non-automated activities, all local national personnel paying cash for meals sign a separate, shared DAF Form 79 (see [paragraph 3.6](#) above). When collections are not in U.S. currency, the accountant prepares a separate DD Form 1131.

5.14.4. The next revision of the MOU should indicate that cross-service reimbursement be discontinued and require all members and local nationals to pay cash when eating in the DFAC.

5.15. Issuing MREs from Food Service.

5.15.1. If MRE rations are requested by a unit for DAF active duty mission requirements, the unit coordinates with the Food Service Accountant who coordinates with AFSVC/VMF for guidance/support. AFSVC/VMF coordinates transfers, replenishment and program management between the supporting unit and supported unit.

5.15.2. Operations transfer MREs from the monthly WRM Ration Report to the Monthly Monetary Record and complete all other field accounting IAW [Chapter 10](#).

5.15.3. When MREs are used in local exercises the FSO/FSSC and Food Service Accountant does the following:

5.15.3.1. Verify it is a DAF authorized exercise, numbers of participants, exercise dates, amount of rations needed to support, members meal entitlements (on field conditions or paying cash) and how payment will be rendered for cash reimbursement.

5.15.3.2. MREs will be sold at case price and only transferred off the WRM Ration Report. The Food Service Accountant will turn in a DAF Form 79 and DD Form 1131 to finance. This process is for Reserve Officer Training Corps (ROTC), Junior Reserve Officer Corps (JROTC), Civil Air Patrol (CAP) and foreign forces or as specified in a Statues of Forces Agreement (SOFA) or Acquisition and Cross Service Agreements (ACSA). **(T-2)**

5.15.3.3. When the DFAC receives any purchased MREs for exercise coordination, they will inspect, and count received stocks against the Commercial Bill of Lading (CBL) to ensure there are no discrepancies between requested/received stocks. All discrepancies will immediately be reported to AFSVC/VMF (within 24 hours). **(T-2)** Received stocks will be added to the WRM Ration Report.

5.15.3.4. They will provide the supported organization with DAF Forms 79 and current meal rates. Prior to issuing MRE rations, the supported organization will provide the accomplished DAF Form 79s with applicable cash payment. The Food Service Accountant will update the WRM Ration Report for rations transferred to the supported organization. Supported unit points of contacts must include any cash collected and ESM signatures on their respective DAF Form 79. **(T-2)**

5.16. Accounting for Flight Meals and MREs Positioned on Aircraft for Overpacked or Emergency Purposes.

5.16.1. Meals are accounted for on the DAF Form 79 or automated POS system. Prices for flight meals are established annually by Office of the Secretary of Defense Comptroller with guidance issued by AFSVC/VMF.

5.16.2. In the event crews are required to place flight meals or MREs on Air Mobility Command (AMC) aircraft for emergency consumption (i.e., aircraft diverted to a location without access to subsistence) use the following guidance.

5.16.2.1. DFAC manager or designated Food Service Accountant issues a DAF Form 79 and transfers the required MREs to the aircraft via AF Form 1297, *Temporary Issue Receipt*. If the flight meal or MREs is consumed on the aircraft, members sign for them directly on the DAF Form 79. Individuals who consume MREs must claim them as government-furnished meals on their travel voucher IAW Joint Travel Regulation. **(T-0)**

5.16.2.2. Upon return to home station or arrival at another DAF installation with a DFAC, the designated representative from the aircraft returns unused MREs, the DAF Form(s) 79, AF Form 1297 and collected cash to the DFAC manager or designee. DFAC manager or designee collects all documentation and updates the WRM Ration Report.

5.17. MREs in Processing Lines. Do not purchase MREs with O&M funds IAW Section 11P of DAFMAN65-605V1. **(T-1)** Members must pay for flight meals/MREs or claim them on their travel vouchers as meals provided at no cost IAW the Joint Travel Regulations. **(T-0)** Unless travel orders read "Meals Provided at Government Expense or no cost to the member." **Note:** Members in Group Travel Status--enlisted members are provided meals at government expense while officers and civilians pay the discount rate. Any entitlement questions can be referred to the finance representative.

5.18. Field Feeding. Field feeding operations use allowances determined annually by AFSVC/VMF.

5.18.1. Procedures for local base exercises.

5.18.1.1. During the exercise, collect signatures for ESM and cash on separate DAF Form 79s. This information is used to complete an AF Form 1650B and the feeding Monthly Monetary Record.

5.18.1.2. At the conclusion of the exercise, the field feeding NCOIC conducts a complete physical inventory and posts final inventory values on the Monthly Monetary Record. The NCOIC signs all supporting documentation. The DFAC manager or field feeding NCOIC transfers unused inventory to the DFAC.

5.18.1.3. Unopened boxes of MREs or Unitized Group Rations (UGR) are transferred to an WRM rations report. Individual MREs are accounted for as inventory on the Monthly Monetary Record.

5.18.2. Procedures for Silver Flag and field/contingency operations.

5.18.2.1. The DFAC manager uses a single copy of DAF Form 1650B each day to recap the meals served. The DFAC manager posts accounting data weekly and the last day of each month (Meals Served, Purchases, Transfers, Issues to the Kitchen) on the Monthly Monetary Record.

5.18.2.2. The DFAC conducting field feeding (whether part of a large-scale exercise or contingency) does not carry forward gains/losses each month throughout the fiscal year.

5.18.2.3. The unit responsible for providing the subsistence and making purchases submits the Monthly Monetary Record for the exercise/contingency.

5.18.2.4. If no feeding occurs on subsequent months, only report the inventory on the Monthly Monetary Record.

5.18.2.5. Investigate any gains/losses exceeding five percent of the total income versus purchases. Forward the results with the Monthly Monetary Record and submits to FSO/FSCC.

5.18.3. Each installation is required to obtain AFSVC/VMF approval prior to purchasing operational rations. **(T-2)**

5.18.3.1. Units will submit a request 30 days from the exercise to AFSVC/VMF. AFSVC/VMF will review and upon approval submit request to DLA. Units must notify AFSVC/VMF on emergency requests to support no notice missions or environmental emergencies (tornados, typhoons, hurricanes, earthquakes, etc.). **(T-1)**

5.18.3.2. O&M funds are not authorized to purchase operational rations. **(T-0)**

5.18.3.3. Use DFAC Production Log to develop feeding plan.

5.18.4. Use AFSVC Inventory Count Worksheet as referenced in Food Service Operations Guide to record weekly and monthly inventories. Keep a weekly record of all types of meals served and account for them on the Monthly Monetary Record. Refer to [Attachment 2](#) for monthly reporting requirements.

5.18.5. Perform physical inventory weekly to determine food expenses.

5.18.6. DFAC managers will maintain Food Service accounts at three percent of the total earned income during installation exercises or short-term contingencies lasting more than one consecutive month. **(T-2)** If the Food Service operation records greater losses for three consecutive months, the actions specified in [paragraph 5.13.2](#) are followed.

5.19. Meals for Off-Premises Consumption. When the FSO/FSSC determines it is not practical for individuals to pick up their own meals for consumption away from the DFAC, use the following procedures:

5.19.1. The FSO/FSSC provides written procedures to the requesting activity specifying advance notice required, menus available, and time and location for pickup.

5.19.2. The selling price follows current DoD meal rate memorandum.

5.19.3. The NCOIC of the activity requesting meals:

5.19.3.1. Notifies Food Service personnel of menu choices at least two hours before the beginning of the serving period. **(T-3)**

5.19.3.2. Prepares DAF Form 79, indicating name, grade, and Electronic Data Interchange Personal Identifier (EDIPI) of each authorized individual requesting a meal. Indicates the specific section and squadron requesting the meals in the organization block. In lieu of the last four digits of the social security number, annotates the last four digits of the EDIPI located on the back of the individual's Common Access Card.

5.19.3.3. Sends completed forms and money collected to the DFAC.

5.19.4. The DFAC manager:

5.19.4.1. Reviews forms for accuracy to support the DAF Form 79 entries.

5.19.4.2. Instructs individual who picks up meals to sign DAF Form 79 certifying receipt of meals.

5.19.4.3. Uses type of meals ordered to determine cash collection rates and meal credit allowances.

5.20. Emergency Situations. Installation commanders should coordinate with AFSVC/VMF to determine if off-base civilians, noncombatant evacuees, and family members evacuated from other DoD installations are authorized to eat in base DFACs during emergencies. During disaster or emergency conditions the following instructions apply to all Food Service activities:

5.20.1. The Installation commander provides the MSG/CC a written statement describing the emergency, listing the individual's authorized food for a limited time, and an end date.

5.20.2. Use DAF Form 79 to record signatures and collect cash.

5.20.3. Collect cash from individuals able and required to pay for meals and/or reference local support agreement(s). If feasible, ask those individuals unable to pay for meals to sign DAF Form 79 to verify the receipt of the meal without charge. The FSO provides the installation finance office the names and EDIPI of officers and enlisted personnel unable to pay for meals initiating possible payroll deduction through the installation comptroller for the meals provided.

5.20.4. If it is not feasible to obtain signatures, the FSS/CC or FSS/CL certifies the number of meals furnished and accounts for the meals served. Provides written justification for meals served without charge and without signature. Keeps documentation supporting the entries on the Monthly Monetary Record. The FSO forwards all documentation to AFSVC/VMF for approval. This procedure applies only in disasters or emergencies.

5.20.5. The DFAC manager manually inputs the ESM and cash data into the system for that day. The exact procedures are detailed in the food automated system guide available from AFSVC/VMF.

5.20.6. Operational Rations for Emergencies. Food Service operations are authorized to purchase MREs in support of emergency situations. FSS place their orders through AFSVC/VMF. FSS are not authorized to store MREs for emergencies. MREs purchased with 3500 subsistence funds are not authorized to feed non-DoD personnel. **(T-0)**

5.21. National Guard Bureau Cost Index. NGB/A1X provides an annual ANG-specific Food Cost Index for ANG DFACs and field feeding operations prior to the beginning of the calendar year.

Chapter 6

FOOD AUTOMATED AND NON-AUTOMATED SYSTEM ACCOUNTING

6.1. Collection of Headcount. In automated operations, the cashier rings each customer through the POS. Sales are calculated based on food cost for each item purchased.

6.2. Cash Reconciliation.

6.2.1. Compare dollar amount collected with deposit slips and POS system receipts. Enter sales and validate totals in the automated system to ensure sales match between the automated system and POS daily receipts.

6.2.2. After validating cashier check out receipts and credit card transactions, prepare and attach to DD Form 1131, *Cash Collection Voucher(s)*. The FSO/FSSC verifies the amounts on DD Form 1131 IAW [paragraph 3.2](#) above.

6.3. Menu Item Prices Report. This report lists item names, how item is sold through the POS system, and selling price for each. An item is sold by a recipe or directly out of the inventory. The DFAC manager is required to print the report when updates are made by AFSVC/VMF to ensure a copy is on-hand in the event of computer malfunctions. **(T-3)**

6.4. Sale prices and POS. System updates are completed through AFSVC/VMF, and revisions are incorporated system wide.

6.5. Corporate Reporting. The FSO/FSSC uses the Monthly Monetary Record to determine the financial status of the Food Service operation. If the automated system is not operable, the DFAC manager accomplishes non-automated accounting procedures until the system is back on-line.

6.6. Financial Summary. The DFAC manager must keep the gain or loss for each CAFÉ facility within five percent (5%) tolerance of their total earned income; Food 2.0 operations are required to maintain a forty-five percent cost of goods. **(T-2)** ANG DFAC managers must keep the gain or loss for each facility within ten percent (10%) tolerance of their total earned income. **(T-2)**

6.7. Field Feeding Automated Accounting Procedures. The following procedures apply to local base exercises only. They do not apply to field/contingency operations. Automated operations transfer food to an “DAF Exercise” in the automated system. Input the exercise name in the remark section of the Transfer in/out entry. Annotate the amount transferred out on the Monthly Monetary Record in the transfer in column. The completed transfer in, is the inventory for the exercise.

6.8. Manual Sales Form. The DFAC manager maintains the DAF Form 1650B, *Field Feeding Summary*, for each DFAC utilizing non-automated accounting operations. The DFAC manager uses one copy of this form to recap the number of meals served to each category of personnel authorized subsistence. Satellite facilities furnish DAF Form 1650B, manual sales (with backup data of the DAF Forms 79, DD Forms 1131 and cash) to the parent DFAC. Once the day is closed, the DFAC manager sends the form to the Food Service Accounting office along with the DAF Form(s) 79.

6.9. Satellite Food Service. Guests at satellite Food Service operations sign the DAF Form 79. BAS customers pay for their meal at time of receipt. ESM customers sign and are not required to pay. Since these locations order food from priced menus provided by the supporting DFAC, the DFAC manager completes the DAF Form 79 in its entirety. The Food Service Accountant certifies signatures, ESM, and BAS status.

6.10. Non-automated operations input the supporting data on the Monthly Monetary Record. The parent facility adds the DAF Form 79 data on the consolidated DD Form 1131. Automated operations input manual sales at the parent facility. Manual sales entry procedures can be found in the automated system handbook located on the Services Installation Support Portal located at <https://usaf.dps.mil/sites/10042>.

Chapter 7

ORDERING AND INVENTORY FOR ALL FOOD SERVICE OPERATIONS (DFAC, FLIGHT KITCHEN, CENTRAL PREP AND FIELD FEEDING)

7.1. General Procedures. The FSO/FSSC gives the DLA Troop Support account manager the forecast for food 30 days in advance at CONUS locations and 120 days at OCONUS locations. Proper forecasting allows tailorable contracts that meet customer requirements and allow maximum flexibility.

7.2. Ordering.

7.2.1. Non-automated operations with internet capability use the DLA Subsistence Total Order and Receipt Electronic System (STORES) hosted web solution to order and receipt authorized subsistence items.

7.2.2. Automated operations order food from Prime Vendor (PV) using the automated system.

7.2.3. Full Food Service contract operations follow procedures in the Performance Work Statement (PWS).

7.3. Reconciliation. The DFAC manager turns in all delivery receipts to the Food Service Accountant within 24 hours of receipt of food items except when items are delivered on weekends.

7.3.1. Food Service Accountants record and reconcile all purchases and charges on the *Purchases Reconciliation Worksheet*. Charges to the subsistence account are billed on the Standard Form (SF) 1080, *Voucher for Transfer between Appropriation and/or Funds*. Purchases are reconciled daily, and validation of SF 1080 completed monthly, when received from Defense Finance and Accounting Service.

7.3.2. Non-automated Operations use Sent Receipt Report to reconcile the SF 1080 with the Purchase Reconciliation Worksheet. Keep reconciliation documents on file, to include all supporting documentation IAW the records disposition schedule, which is in AFRIMS.

7.3.3. Automated Operations provide a copy of the Government Purchase Card (GPC) purchase receipt to DAF Food and Beverage Operations representative to create products links and conversions into the automated inventory system. The storeroom manager processes the order, receives items, and provides copies of the order, credit card purchase receipt and reconciled order with the accountant for validation and filing IAW the records disposition schedule, which is in the AFRIMS.

7.3.4. The Food Service Accountant works with DLA account managers on any discrepancies. Defense Finance and Accounting Service sends the credited SF 1080 and adjustment documents directly to the DFAC for verification and reconciliation.

7.3.5. STORES does not allow an activity to place another order until all previous orders are reconciled and processed.

7.4. Storeroom. Storeroom personnel secure and control subsistence until issued to the production manager on shift.

7.4.1. The FSO/FSSC designates in writing, by name and duty title, individuals responsible for the security of food in each facility.

7.4.2. Storeroom personnel will 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)**

7.4.3. Storeroom personnel weigh and count all food received, thawed, issued, or returned to the storeroom.

7.4.4. Storeroom managers post vendor item use by dates and check deliveries for freshness and contract compliance. Storeroom manager requests assistance from the Military Public Health inspector when necessary and advises the DLA Troop Support account manager when requirements of contract requirements are not met.

7.4.5. Non-automated Operations use DAF Form 3516 to transfer subsistence to other facilities.

7.4.6. Automated Operations use the automated inventory system "Location Transfers." instructions are located in the automated system handbook.

7.4.7. ESM funds are not authorized to purchase items other than food. Use O&M funds (3400 funds) to purchase non-food items such as ice, paper products, plastic ware, charcoal, lighter fluid, and to fund beverage dispensing equipment leasing and service. If contractor is obligated to supply these items, do not purchase with O&M funds.

7.5. Subsistence Evaluation. The DFAC manager documents and reports unsatisfactory subsistence to the DLA Troop Support account region manager. If the problem is not resolved in a reasonable amount of time, contact AFSVC/VMF.

7.6. Production Log. The production log dictates food service production. Using the menu cycle, the DFAC manager or designee completes and signs production log for each meal by listing each item to be served for a particular meal. The DFAC manager annotates who the food preparer is for each menu item and when to conduct temperature checks and taste tests. The production log also lists recipe numbers, price look up numbers, serving sizes, serving line utensils, leftover tracking, progressive cooking times, and number of servings to prepare. The DFAC manager uses a separate production log for each meal that includes separate short order, salad and pastry production logs. Accurate information is vital for future ordering and forecasting.

7.7. Automated Ordering Procedures. Vendors, DLA Troop Support account manager, and the DFAC or storeroom manager schedule frequency of subsistence ordering and delivery. Normal ordering timeframes range between 48-72 hours prior to delivery date. The storeroom manager prepares a separate order for each vendor. The DFAC manager ensures the accuracy of projected headcount and quantities to prepare for the ordering period and verify all order quantities prior to transmitting orders to DLA Troop Support. Storeroom personnel use the purchase order as the back dock receipt when receiving the subsistence. Items not available through the vendor, will be purchased from the Defense Commissary Agency (DeCA) using the GPC; see [paragraph 5.17](#) for GPC procedures.

7.8. Vendor and Inventory Items.

7.8.1. AFSVC/VMF maintains vendor and inventory management system data. Linking of products between the vendor and automated inventory management system, conversions, and any requests for changes in products are completed by AFSVC/VMF personnel.

7.8.2. The storeroom manager coordinates any changes for linking of products through their respective AFSVC/VMF representative. The DLA catalog change report needs to be reviewed weekly for changes in products.

7.9. DLA Order Processing. STORES web assigns a purchase order to all orders processed through STORES. Food Service personnel use the purchase order to track subsistence expenditures from the time the food is ordered until the SF 1080, *Voucher for Transfers between Appropriations and/or Funds*, is paid and verified.

7.9.1. STORES web sends Order Confirmation showing processed order through DLA Troop Support automated system. The storeroom manager compares the order confirmation with purchase order and verify quantities ordered and prices. The storeroom clerk prints purchase receipt before processing the invoice. STORES web sends a receipt confirmation once the DFAC manager verifies and sends invoice. Storeroom managers ensure the dollar amounts and quantity of each line-item match between the receipt confirmation and the processed receipt. The storeroom manager combines the purchase order, sent order report, vendor invoice, order reconciliation and sent receipt report and forwards to the Food Service Accountant within 24 hours of receipt of delivery.

7.9.2. Contact AFSVC/VMF for any inventory item cost discrepancies, menu pricing concerns, or any invoice entry errors.

7.10. Adjustment Entries. DFAC manager is responsible for entry of recipe and inventory adjustments (raw and finished waste) in the automated inventory management system after each meal. The DFAC manager ensures this type of waste is minimal.

7.11. Non-automated Ordering Procedures.

7.11.1. Order subsistence using STORES web for non-automated sites with internet capability. Find exact ordering procedures in the food automated guide.

7.11.2. AFSVC/VMF is the liaison between DLA Troop Support and the Prime Vendor. DLA Troop Support is responsible for providing Prime Vendor Catalogs to all sites.

7.11.3. Sites without access to STORES, contact their DLA Troop Support point of contact for further guidance.

7.11.4. The FSO/FSSC ensures a separation of duty (the individual requesting the food is not the same individual who receives/signs for the food). Storeroom personnel sign and retain a copy of the vendor invoice when the food is delivered. The Food Service Accountant enters the total dollar value of all purchases in the respective day tab in the vendor purchases column the Monthly Monetary Record

7.11.5. The Food Service Accountant reconciles, makes required changes and verifies totals against SF 1080.

7.12. Food Service Inventory Transfer Receipt.

7.12.1. Non-automated Operations: Transfers of inventory between Food Service facilities are recorded on DAF Form 3516 which is used to record all inter-APF activity transfers of inventory as well as the transfer of inventory outside of Food Service (such as to a field exercise) or return (transfer in) food to the Food Service system. It is essential that food transferred outside of the Food Service system be adequately explained and annotated. For example, if food is transferred to a deploying unit, provide the name and location of the unit and the quantity transferred. The receiving unit is responsible for accounting for the food. Provide the name of the unit to AFSVC/VMF to track the expenditures.

7.12.2. Automated Operations follow procedures outlined in the Automated Management Handbook.

7.13. Physical Inventory. The DFAC manager or designee will conduct physical inventories on the 15th and last day of every month. **(T-2)** NGB managers will conduct inventories the 15th and either the last day of the month or on the last day of Regularly Scheduled Drill (RSD). **(T-2)** 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. DFAC managers will post the financial period within 5 days of the 15th and last day of the month. **(T-2)**

7.13.1. Non-automated Inventory.

7.13.1.1. Use the AFSVC approved inventory count worksheet to record physical inventory. Physical inventory includes all food items located in the storerooms, refrigerators, and freezers inside and outside of the DFACs (including items stored in front of the house) and central preparation facilities.

7.13.1.2. The individual performing the count enters their name and the date on the inventory count worksheet.

7.13.1.3. On the last page of the worksheet, the individual performing the count adds the statement “the inventory is true and correct” and signs the form.

7.13.1.4. The FSO/FSSC certifies the inventory.

7.13.2. Automated Inventory.

7.13.2.1. Print physical count sheets from the automated inventory system; physical counts are recorded on the count sheets.

7.13.2.2. Enter data into inventory system for review prior to posting financial period.

7.13.2.3. The individual performing the count signs the count sheet certifying inventory is correct.

7.13.2.4. The DFAC manager signs the count sheet and forwards it to the Food Service Accountant.

7.13.2.5. The Food Service Accountant files count sheet IAW the records disposition schedule, which is in the AFRIMS.

7.14. End of Fiscal Year Physical Inventory. The FSO/FSSC will assign, in writing, an Inventory Officer from outside Food Service. **(T-2)** On the last day of the fiscal year, the Inventory Officer conducts a physical inventory using the following procedures:

7.14.1. The DFAC manager provides printed count sheets.

7.14.2. Storeroom personnel, under observation of the inventory officers, physically count inventory items in storage locations, kitchens, and production areas.

7.14.3. Storeroom personnel enter inventory counts into the automated system. The inventory officer verifies counts were entered accurately. Storeroom personnel save the inventory count and reconcile overages and shortages by utilizing the financial period review process. Inventory officers, DFAC managers, and storeroom managers sign the count sheet, certifying the inventory is correct.

7.14.4. Once inventory is completed, the DFAC manager saves the completed inventory in the automated system, closes out and posts financial period within 5 days of the last day of the fiscal year.

7.14.5. The DFAC manager prepares a “disinterested party memorandum” that identifies inventory officers, outlines inventory, and includes physical value. The FSO/FSSC signs the memorandum. The DFAC manager will forward a copy to the Food Service Accountant (to be filed IAW the associated records disposition schedule) and provide a copy of the last page of the inventory to AFSVC/VMF. **(T-1)** ANG DFAC managers will provide a copy of the last page of the inventory to NGB/A1X. **(T-1)**.

7.15. Inventory/Menu Price Adjustments. Contact AFSVC/VMF for inventory item cost discrepancies or menu pricing concerns.

7.16. Inventory Levels. Peacetime inventory levels for main DFACs are recommended to be no more than 25 percent of earned income. AFSVC/VMF approves contingency and wartime inventory levels.

7.17. Government Purchase Card (GPC). The subsistence GPC is a credit card used to make purchases from the commissary or other AFSVC/VMF approved sources. The use of the GPC is mandatory when the normal subsistence provider cannot supply a required menu item. Local contracting offices provide the card and procedures.

7.17.1. The FSO and FSS Commander or Director determines the individuals who are authorized/required to be issued the GPC for subsistence (i.e., DFAC manager, assistant DFAC manager, storeroom manager, storeroom clerk, Food Service accountant, etc.). FSO and FSS commander or director ensures there are enough trained GPC subsistence cardholders to meet mission requirements.

7.17.2. Contract personnel are not authorized to use the GPC for subsistence. **(T-2)** In contract-managed operations, the Food Service contracting officer representative (COR) is the authorized card holder.

7.18. Purchase Reconciliation.

7.18.1. The FSO, or a designated representative, such as the COR in full Food Service contract operations, must verify the total food purchases monthly with the SF 1080. **(T-2)** The accountant in all operations will use the Purchase Reconciliation Worksheet, or AFSVC/VMF approved equivalent, to record all purchases and any reconciliation. **(T-2)**

7.18.2. Non-automated Operations: Use the Sent Receipt Report to reconcile SF 1080 with the SF 1080 spreadsheet. Keep reconciliation documents on file with all supporting documentation.

7.18.3. Automated Operations: The storeroom manager is responsible for reconciling all purchases within the automated system to include purchases made directly through STORES or GPC. The accountant will forward GPC purchases to AFSVC/VMF for linking in the automated food system. **(T-2)**

7.18.4. The Food Service Accountant will work with DLA account managers on any discrepancies. **(T-2)** Defense Finance and Accounting Services sends the credited SF 1080 and adjustment documents directly to the DFAC for verification and reconciliation.

7.18.5. STORES does not allow orders to be processed if receipts are not processed by the fifth day after the required delivery date.

Chapter 8

PREPARATION KITCHENS

8.1. Central Preparation Kitchen. A central preparation kitchen is physically separated from the DFAC and maintains its own accounting records. Use Production Logs for menu items and quantities to prepare.

8.2. Co-located Preparation Kitchens. A co-located preparation kitchen operates as part of the DFACs accounting procedures. Finished products are transported to other DFACs utilizing proper transfer procedures. The co-located preparation kitchen does not maintain separate accounting records.

8.3. Subsistence and Monetary Controls.

8.3.1. At automated DFACs, recipe costs and selling prices are centrally managed by AFSVC/VMF.

8.3.2. Physical Inventory. The FSO/FSSC ensures inventories are conducted IAW [paragraph 7.13](#).

8.3.3. Food Service Inventory Transfer Receipt. Non-automated Operations use DAF Form 3516, *Food Service Inventory Transfer Receipt*, to transfer subsistence to other facilities. Automated Operations utilize the automated system. Instructions are located in the automated system handbook.

8.3.4. Waste Logs. Automated facilities use a waste log to document all discarded servings. Use the automated system for raw or finished waste. Procedures for these functions are in the automated system handbook. DFAC managers ensure this type of waste is minimal.

8.3.5. Prime Vendor/Local Pastry Products. Approval authority for the purchase of Prime Vendor/local pastry products for use during manning shortfalls is AFSVC/VMF.

Chapter 9

FLIGHT MEAL SERVICE

9.1. Authorized Meal Service.

9.1.1. Crewmembers. Crewmembers are authorized to receive a meal when working on flights that exceed three hours including pre- and post-flight activity.

9.1.2. Passengers. Passengers may be furnished a meal if the flight exceeds three hours.

9.1.3. Patients. DAF flight kitchen facilities prepare and issue regular flight meals for hospital patients aboard aeromedical evacuation aircraft. The aeromedical evacuation control officer from the installation medical facility provides the modified diet items and special meals.

9.2. Flight Kitchens.

9.2.1. Flight kitchens are designed to provide sustenance to authorized personnel working on the flight line. Menu items can range from short order to snack items. Flight meals may be prepared in the flight kitchen or main DFAC. Food Service personnel will not deliver meals to the aircraft or any other facility on the installation.

9.2.2. Flight kitchens will use POS system to sell menu items. **(T-2)** Use cashier receipts to reconcile cash turn ins to account for all transactions (voids, surcharge, ESM, and cash sales).

9.2.3. Items removed from the galley and/or ATGL will be sanitized by Food Service personnel and placed in plastic bags or cover spouts with plastic to maintain a sanitary condition, as outlined in AFI 24-605v2, *Air Transportation Operations*, para 2.148.3.. Functional leads will establish support priority precedence based on local airlift and DFAC mission needs. A minimum of a four-hour turnaround time is required, urgent support under four hours will require fleet personnel to assist to ensure mission needs are met.

9.3. Menu Standards. AFSVC/VMF provides expanded flight kitchen menus to meet mission/customer demand. The FSO/FSSC will request any menu changes to AFSVC/VMF DFAC managers follow the flight meal standards listed in the Preface to the Worldwide Menu.

9.4. Flight Meals and Allowances. Refer to **Table 9.1** for flight meal types and allowances. To ensure freshness of products and food safety a minimum of two hours' notice is needed for flight meal preparation.

Table 9.1. Types of Flight Meals and Allowances.

FLIGHT MEALS	
TYPE	ALLOWANCE
Large Menu	Limited to 65 percent of the meal cost allowance.
Meal Cooked, Frozen	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.
Bite Size Meal	Limited to 75 percent of the meal cost allowance.
Meals, Ready-to-Eat	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.
Small Menu	Limited to 30 percent of the meal cost allowance.
Bulk Subsistence for Preparation Aloft	Limited to 65 percent of the meal cost allowance.
Hospital Patient Large Menu	Limited to 80 percent of the meal cost allowance.
High-Protein, Low-Residue	Limited to 65 percent of the meal cost allowance.
A La Carte Menu	Limited to actual cost of ingredients, up to 65 percent of the meal cost allowance.

9.5. Reimbursements for Meals. Crewmembers and passengers pay cash unless official orders state “meals provided at government expense.”

9.6. Inventory Controls. Flight kitchen operations follow guidance as referenced in [Chapter 5](#).

9.6.1. Monitor item quantities used to prepare meals and adjust menus as required to prevent excessive gain or loss.

9.6.2. The FSO/FSSC will conduct weekly random sample checks of prepared meals to prevent excessive variance between meal cost and inventory allowance. **(T-2)**

9.7. Request for Flight Meals. Installations are authorized to use a locally developed flight meal requisition form to order meals. The traffic officer, operations officer, combat alert officer, or aircraft commander (or designated representative) collects funds and ESM signatures as appropriate and notifies the flight kitchen of required meals.

9.8. Issuing Flight Meals.

9.8.1. Passengers and crewmembers must sign the DAF Form 79 when receiving a meal. **(T-2)**

9.8.2. For meals issued to fleet or passenger service for delivery to aircraft, record the number and type of meals on DAF Form 3516 and the aircraft tail number. Keep one copy as a supporting document and give a copy to fleet service personnel.

9.8.3. Air Mobility Command (AMC) Cold Banner and Special Assignment Airlift Missions (SAAM): flight kitchens will issue flight meals or bulk issue items and MREs for preparation aloft without reimbursement. **(T-2)** Cold Banner refers to any mission that supports or is directed by the President or Vice President of the United States. SAAM refers to AMC missions directed as a special assignment airlift mission.

9.8.3.1. The flight kitchen takes full credit on the DAF Form 79. Aircraft tail number and home base are indicated on the DAF Form 3516 and the DAF Form 79. The loadmaster acknowledges receipt of the meals by signing the DAF Form 3516. The support base Food Service office sends one copy of the DAF Form 3516 to the FSO/FSSC at the home base where the flight originated.

9.8.3.2. Cash collections for meals are made when the meals are served. The loadmaster turns in cash collected and unused meals to the home base Food Service location. The home base flight kitchen supervisor verifies the number of meals issued and used. Accountability is maintained for all meals during the entire mission.

9.9. Cash Controls.

9.9.1. The Flight Kitchen Manager must ensure current reimbursement rates are collected IAW the annual DoD meal rate policy letter located on the AFSVC Food and Beverage Portal. **(T-2)**

9.9.2. The Flight Kitchen Manager provides safeguards for the change fund and cash collected.

9.9.3. At passenger terminals where fleet service collects cash or credit from the sale of flight meals, cash and credit transaction documents are turned in to the flight kitchen. The Food Service Accountant will reconcile cash and credit card transactions at daily turn in. **(T-2)**

9.10. Cash Refund Procedures for Flight Meals. Passengers and crewmembers receive refunds for meals purchased but not consumed due to circumstances beyond their control. For example, flights may be delayed or canceled, meals may not be served because of equipment failure, or meals may not be delivered to the aircraft.

9.10.1. The aircraft commander or loadmaster certifies that meals were not served.

9.10.2. The passenger service officer or designated representative:

9.10.2.1. Completes the refund certificate on the passenger's boarding pass or ticket receipt.

9.10.2.2. Provides reason for refund to include any pertinent information (for example: flight canceled, second meal not placed in aircraft at originating station, passenger bumped off flight, etc.).

9.10.2.3. Signs the certificate.

9.10.3. The passenger completes the refund data on the reverse side of the DAF Form 79. Annotate the reason for the refund in the explanation for refunds. Refunds of the amount paid may be made at the originating or terminating passenger terminal facility or flight kitchen. One crewmember can sign for refunds of the entire crew meal order. To support cash refunds to passengers and crewmembers, the Food Service Accountant attaches the DAF Form 79 to the file copy of DD Form 1131 submitted to accounting and finance. The above procedures allow refunds for flight meals at a different base, other than where the collection was made.

9.11. Unsafe Food Items. Military Public Health inspect items that are suspected to be unsafe for human consumption. For condemned items, the DFAC manager completes the DAF Form 3516, in duplicate, as follows:

9.11.1. In block 1 of the form, "Transfer To", enter the word "Condemned." In the body of the form, add the following certification: "I certify the food items listed above are unsafe for human consumption."

9.11.2. The Military Public Health inspector signs DAF Form 3516 certifying the food is condemned. The flight kitchen certifies the final disposition of all condemned items on DAF Form 3516. Flight kitchen personnel keep a copy as supporting documentation and the Military Public Health inspector will keep the second copy.

9.11.3. At automated locations, to remove items from the inventory, the Flight Kitchen manager makes the necessary adjustment entries IAW the automated system handbook. Non-automated operations annotate the transfer-out amount on the Monthly Monetary Record. Contact AFSVC/VMF for further guidance.

9.12. Excess or Extended Surplus Flight Meals Aboard Military Aircraft. Fleet service must return any meals not consumed due to an emergency or cancelled aircraft missions to the flight kitchen within a four-hour period. **(T-2)** In the absence of a flight kitchen, return the meals to a DFAC. The flight kitchen, or DFAC, makes disposition as indicated below:

9.12.1. The FSO/FSSC prepares an DAF Form 3516 (in duplicate) to account for all meals received (frozen, spoiled, or thawed) and requests inspection by the Military Public Health inspector. The FSO/FSSC who receives the meals signs both copies of DAF Form 3516. The loadmaster or flight traffic specialist keeps the original DAF Form 3516 and the FSO/FSSC keeps the duplicate as a supporting document.

9.12.2. The Military Public Health inspector annotates the DAF Form 3516 with a recommendation for disposal or approval for human consumption after the inspector determines whether the food is fit for human consumption. **(T-3)**

9.12.3. The Military Public Health inspector determines the suitability and use of precooked frozen meals as well as any other questionable food item.

9.12.4. The flight kitchen manager ensures turn-ins or waste of excess meals are accompanied by the original DAF Form 3516 issued to the loadmaster or flight traffic specialist. The flight kitchen manager uses current prices for Meals Cooked, Frozen, or flight meal components available at the receiving flight kitchen. If prices are unavailable, the DFAC manager uses prices from the originating base's DAF Form 3516.

9.13. Flight Meal Questionnaire. Use installation or AFSVC approved system to solicit customer feedback in conjunction with all meals available in the flight kitchen. The flight kitchen manager should respond to guest concerns within 48 hours. The flight kitchen managers should make notes of actions taken on the backside of the form used and file for future reference.

9.14. Co-located Flight Kitchens. Flight kitchens operating as a part of the DFAC record food issued from the facility storeroom to the flight kitchen using manual sales entry. Non-automated operations record flight meals the Monthly Monetary Record. Procedures for automated co-located facilities are outlined in the automated system handbook.

9.15. Transportation Working Capital Fund (TWCF). IAW AFI 24-605V2, *Air Transportation Operations*, [para 2.44.4.](#), Passenger Service Representatives (PSA) provide complimentary snacks and beverages (paid for by the TWCF), which enhance passenger comfort during flight. Complimentary snacks are not intended to be provided in lieu of a meal. TWCF snacks and beverages are authorized on TWCF scheduled mission or NGB/AFR aircraft flying missions. They however are not authorized on flights within CONUS, 89th AW flights and Special Airlift Missions (SAM).

9.15.1. Purchasing Food for Beverages and Snacks. Passenger service representatives may use TWCF to purchase subsistence items for beverages and snacks from flight kitchens on a reimbursable basis. The Air Terminal Manager (ATM) determines the types and quantities of beverages and snacks needed. The ATM coordinates with the local FSO/FSSC and the accounting and finance office to establish procedures to receive bulk purchased beverages and snacks. Passenger service representatives request bulk beverage and snack items through the flight kitchen via phone, email, or locally created form. The ATM certifies the bulk item receipt by signing the Customer Order Ticket generated from the automated system.

9.15.2. Non-AMC Terminal Activities. At installations where there is no AMC terminal activity, the aircrew identifies to the local flight kitchen the proper billing address for beverages and snacks needed to support the TWCF passenger mission. The billing address is the accounting and finance office of the aircraft's home station.

9.15.3. Billing Instructions. Each flight kitchen must maintain a monthly record of all issued and creditable returned items using DAF Form 3516. **(T-2)** Each month the FSO/FSSC will provide a SF 1080 billing form to the accounting and finance officer at Passenger Terminal showing total cost of purchases. **(T-2)** The Passenger Terminal will ensure the 3500 Appropriation for Subsistence in Kind funds fund is reimbursed utilizing their line of accounting. **(T-2)**

9.15.4. Authorized Monetary Allowance. The cost of complimentary snacks is limited to a maximum per passenger as outlined in the CY Meal Rate memo. The memo can be found on the Services Installation Support Portal at <https://usaf.dps.mil/sites/10042>. Do not include complimentary beverages (coffee or tea) in this limit. List unused snack and individually containerized beverage items on DAF Form 3516 and turn in the items to the flight kitchen. Flight kitchens originating TWCF complimentary snacks and beverage service provide the loadmaster with two DAF Forms 3516, to aid turn in at the terminating station. Receiving flight kitchens use current prices available at their installation when adding TWCF complimentary snacks and beverages to their inventory. If prices are unavailable locally, use the prices from the originating base's DAF Form 3516.

9.15.5. Ensured customer orders are entered into automated system as both the mission and tail number referenced customer orders.

9.15.6. Determining Requirements. Normally the ATM determines requirements for complimentary snacks and beverage requirements on the period of flight (morning, afternoon, evening), duration of flight, meal service availability, food item availability, and other local controlling factors. Flights of less than 90 minutes are authorized TWCF complimentary beverages only. Flights over 90 minutes are authorized TWCF complimentary snacks and beverages. The ATM bases complimentary snacks and beverages on food items normally stocked by the local flight kitchen. The flight kitchen will not include major meal items, such as sandwiches, soups, or entrees, as complimentary snack items. **(T-2)** Sample selections of snacks are listed in the preface to the DAF worldwide menu located at <https://usaf.dps.mil/sites/10042>.

9.16. Fleet and Passenger Services. If flight kitchen personnel issue meals to fleet or passenger service for delivery to aircraft, record the number and type of meals on the DAF Form 3516. Keep one copy as a supporting document and give a copy to fleet or passenger service. Fleet/Passenger Service representative and flight kitchen personnel sign the DAF Form 3516.

9.16.1. Flight kitchen personnel maintain a copy of the DAF Form 79 provided by fleet and passenger service, once all transactions are complete. Food Service personnel turn in cash to Accounting and Finance along with the completed DD Form 1131.

9.16.2. Fleet and passenger service representatives are responsible for cash turn in to the Food Service Office daily or prior to the 15th and last day of the month.

9.16.3. Flight kitchen personnel manually enter sales into the POS system. This action reduces the flight kitchen inventory.

9.16.4. Once the DD Form 1131 is received, the dollar amount is processed into the automated system under "Enter Sales Transaction" for current day's transactions.

Chapter 10

WAR RESERVE MATERIEL (WRM)

10.1. General. This chapter expands on FSO/FSSC and the appointed Food Service Accountants' responsibilities regarding the Department of Defense Instruction (DoDI) 3110.06, *War Reserve Materiel Policy*, and AFI 25-101, *Air Force War Reserve Materiel (WRM)*. *The War Consumable Distribution Objective (WCDO)*, USAF War, and Mobilization Plan and MAJCOM/FLDCOM ration requirements summary specify the number of days, quantities, and types of rations to be maintained as WRM Funded Level Ration Requirements (FLRR) by the principal MAJCOM/FLDCOM for storage and use at the operational level. Contact AFSVC/VMF for additional information on ration requirements.

10.2. WRM Subsistence Authorizations. The following references are used for the WRM program within Air Force Services.

10.2.1. AFI 25-101, details requirements for WRM, including WRM rations, which are determined by and reported to AFSVC/VMF by AFIMSC, Expeditionary Support Branch (XZRR). MAJCOM/A1 or FLDCOM/S4 supplements to AFI 25-101 are used in conjunction with other WRM directives such as MAJCOM/FLDCOM Operational Plans (OPLAN), MAJCOM/FLDCOM WRM storage plans, and other documentation levied at the wing and base level. MAJCOMs/FLDCOMs or A1/S4 specify the number of days, quantities, and types of rations to be maintained as WRM funded levels. Only requirements identified for each MAJCOM/FLDCOM, as defined in [Paragraph 8.1](#), are programmed and funded as WRM. Installations must coordinate all Operational Plan (OPLAN) requirements with their MAJCOM/FLDCOM. **(T-2)**

10.2.1.1. Wing and base level supplements to AFI 25-101 outline plans for WRM requirements, including rations to be stocked in support of wartime contingencies.

10.2.2. The WCDO document specifies MAJCOM/FLDCOM requirements for war consumable rations for aircrews and missile crews. This document is computed and published by AFIMSC/XZRR.

10.2.3. Air Force Food and Beverage Operations Division budgets WRM rations UGR and MRE storage at Regular DAF installations and coordinates storage of CONUS/OCONUS DLA maintained rations for DAF WRM operations. Due to the short life cycle, UGRs must be stored at DLA warehouses; installation food operations are not authorized to store WRM UGRs. **(T-2)**

10.3. WRM Requirements. The WCDO specifies the types and quantities of rations to maintain as WRM at each installation. DAF WRM rations are MREs.

10.3.1. AFSVC/VMF requests AFIMSC/XZRR, MAJCOM/FLDCOM A1/S4 to identify new or updated ration requirements and forward to AFSVC/VMF annually for budgeting and requisitioning.

10.3.2. WRM rations are only approved for storage at regular DAF installations that have a DAF Food Service activity. Requirements identified for locations that do not have a DAF Food Service activity assigned are stored at the nearest DAF installation that has an APF Food Service operation. **Exception:** MAJCOM/FLDCOM A1/S4 identifies and approves all Self-Sustaining Unit (SSU) ration requirements in their annual ration requirements summary. These units may store their rations in lieu of using Food Service activities. Rations and accountable forms are issued on hand receipts to receiving units.

10.3.3. Installations do not exceed or drop below WRM funded levels without authorization from DAF Food and Beverage Operation Division. (T-3) AFSVC/VMF provides the authorization of WRM MRE stock levels being above or below the FLRR.

10.4. Responsibilities. Responsibility for implementing procedures for the authorization, acquisition, storage, use, and replacement of WRM operational rations falls upon the FSO/FSSC and will be executed by the Food Service Accountant. The FSO/FSSC is directed to comply with applicable requirements levied by DoD and DAF instruction and base supplements relating to WRM subsistence requirements at the operational level. The FSO/FSSC:

10.4.1. Participates in planning and programming by personally visiting the base plans office at least annually with the FSS/CC to jointly review the type and quantity of WRM rations to be stocked per WCDO and Operational Plans (OPLAN). The FSO/FSSC must have a security clearance equivalent to the security rating of the OPLANs. **(T-0)**

10.4.2. Complies with installation WRM policies and participates in policy planning with the base WRM Officer (WRMO) and base WRM Non-Commissioned Officer (WRMNCO)

10.4.3. Maintains accountability for WRM assets by:

10.4.3.1. Maintaining a copy of the MAJCOM/FLDCOM WRM FLRR specifying the quantities of WRM operational rations funded by AFSVC/VMF.

10.4.3.2. Ensuring the approved WRM funded level is maintained at all times or an order has been submitted through AFSVC/VMF to bring stocks to the required level.

10.4.3.3. Ensuring the Food Service Accountant is maintaining accurate records for WRM and peacetime operational rations. Reporting all MREs and UGRs on the same WRM Ration Report monthly.

10.4.3.4. Approving the accuracy of the monthly WRM Ration Report by reviewing and signing the form. The Food Service Accountant provides a copy of the completed form to AFSVC/VMF and the base WRM monitor.

10.4.3.5. Ensuring proper storage, adequate security, and replacement of WRM assets. The Food Service Accountant will conduct storage inspections and initiate needed replacement of WRM assets.

10.4.3.6. Storing under refrigeration where feasible and by Lot Number unless not operationally where feasible.

10.4.3.7. Making sure rations stored by SSUs are replaced one year prior to their Inspection Test Date (ITD) and coordinated with Food Service Accountant.

10.4.3.8. Ensures Food Service Accountant follows prescribed procedures for issues, transfers, and other dispositions of WRM subsistence.

10.4.3.9. Using storage facilities, which provide adequate security and proper storage conditions for WRM subsistence.

10.4.4. Ensuring that WRM subsistence assets are inspected by Military Public Health by:

10.4.4.1. Identifying to the Military Public Health office the lot number, and ITD of all rations on hand in the warehouse and new acquisitions upon receipt.

10.4.4.2. Direct Food Service Accountant to notify Military Public Health when follow-up inspections are due based on inspection documents provided by inspectors from each inspection performed.

10.4.4.3. Any SSU with 3FIX1 Services enlisted members within the organization and maintains a separate “FT” DoDAAC (i.e., RED HORSE, USSOCOM Deployment-Cell, Silver Flag training sites, etc.) has program management responsibility. A MOU should still be coordinated with stakeholders and approved by MSG/CC.

10.5. Issues and Transfers. The FSS/CC or FSS/CL or designated representative, in coordination with AFSVC/VMF, must approve WRM rations used to support emergencies or exercise operations. **(T-2)** The Food Service Accountant will submit an MRE purchase request to replace WRM stocks. **(T-2)**

10.5.1. Active duty DAF units must obtain MREs and UGRs through Food Service. **(T-2)** Food Service Accountant orders and issue rations to units using DAF Form 3516. Units are then issued accountable forms, such as DAF Form 79, for control of ESM and BAS funds when rations are consumed. Guidance is provided by Food Service to units.

10.5.2. Active duty DAF 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.

10.5.3. Operational rations are issued in full case lots only. If an open case is found, issue it to a facility that issues them out individually to authorized personnel.

10.5.4. Include lot number and quantity of rations issued on DAF Form 3516.

10.5.5. Commanders will ensure expired or expiring MREs and UGRs are inspected by Military Public Health. **(T-0)** DLA – Troop Support Handbook 4155.2 provides guidance to inspectors of operational rations; Handbook also stipulates that inspection services shall be provided by either USAF Public Health Services or the U.S. Army Veterinary Service. **(T-0)** Military Public Health determines whether rations are fit for consumption or need to be condemned. Military Public Health inspectors provide 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. Contact AFSVC/VMF for further guidance on how to destroy and dispose of MRE heater packs.

10.5.6. Return rations to Food Service activities if there is not a recurring demand for them. Accept full cases only; Food Service operations require Military Public Health to inspect rations for serviceability before accepting them into APF food operations. **(T-2)**

10.5.7. Transfer rations from one installation to another using DD Form 1149, *Requisition and Invoice/Shipping Document*. A document number is obtained from AFSVC/VMF, and rations must be inspected by Military Public Health prior to shipment IAW DLA Troop Support Handbook 4155.2, *Inspection of Meal, Ready-To-Eat (MRE) Rations (Appendix A)*. **(T-0)** A copy of the inspection report accompanies the shipment.

10.6. Rotation. AFSVC/VMF develops and monitors rotation of all pre-positioned WRM assets to include those stored by Food Service. MREs are rotated as required to ensure serviceability of rations. FSO/FSSC contacts AFSVC/VMF by April/May each year to identify and coordinate ration rotation replacement requirements.

10.6.1. AFSVC/VMF identifies rations that are not used in local exercises and coordinates redistribution to other installations.

10.6.2. Rotate new rations into WRM upon receipt of replacement rations. Record rations under Purchase on the WRM Ration Report.

10.6.3. AFSVC will determine requirements and MRE rotation in coordination with tactical units, as needed.

10.6.4. Use WRM Ration Report to report each type of ration (MRE/UGR) in storage by lot number.

10.7. Inventory. Food Service Accountant conducts 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. A physical inventory will be performed on the last workday of each month. **(T-2)** SSUs will inventory issued rations monthly and report results (lot numbers and quantities) to Food Service personnel. **(T-2)**

10.8. Revaluation. The FSO/FSSC, Food Service Accountant, and WRMO/WRMNCO 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)** These duties are not authorized to be delegated. The end of year quantity is transferred to a new WRM Ration Report that reflects the new fiscal year case purchase price.

10.9. Replacement of WRM Rations. AFSVC/VMF will requisition WRM rations to replace older stocks and fund new requirements that are to be maintained as base level WRM stocks. **(T-1)**

10.9.1. The manufacturer date stamps each case of MREs and UGRs reflecting an appropriate date of pack, lot number and suggested ITD.

10.9.2. Periodic inspections and evaluations by the local Military Public Health inspector determine the proper ITD.

10.9.3. Under normal conditions, MREs have an estimated shelf-life of 36 months in unrefrigerated conditions (35F-50F degrees). Under refrigerated conditions, the shelf-life may be extended to a maximum of 5 years. The latter will be used where feasible. AFSVC/VMF will plan replacement and rotation of WRM rations as required based upon the ITD. **(T-2)**

10.9.4. Within 10 days, the FSO/FSSC will replace any shortages in the WRM account below current funded levels. **(T-2)** This is usually caused by release of WRM stocks by the FSS/CC for exercises.

10.9.5. The FSO/FSSC ensures all requisitions for WRM replacements contain project code 121 and advice code 2G.

10.9.6. The FSO/FSSC ensures the Food Service Accountant updates MREs on the WRM Ration Report upon receipt. They are monitored closely to ensure they do not exceed their shelf life. Oldest stocks should be issued first. The disposition of rations should be coordinated with AFSVC/VMF and CE for local refuse/disposal requirements.

10.9.7. Food Service operations will always have their funded level of WRM MREs on hand. **(T-1)**

10.9.7.1. Depot stocked MREs are older dates of pack and were previously held in refrigerated storage. They normally expire within 12-18 months after removal from cold storage.

10.9.7.2. Units or organizations requiring rations for exercises, etc., should provide their requirements to the FSO/FSSC and Food Service Accountant allowing sufficient lead time for requisitioning depot stocked MREs, preferably 30 days for CONUS and 45-60 days for OCONUS.

10.9.7.3. Food Service activities requisition rations for all active duty units or organizations. AFSVC/VMF forwards all requisitions to DLA with an information copy to each base unit. NGB units requisition rations through their respective headquarters.

10.9.7.4. The FSS/CC, or appointed (in writing) designated representative, must approve by signing DAF Form 3516 for issuing rations that impact WRM stock levels prior to issue. **(T-2)** WRM stocks used during disasters, deployments, or emergencies not otherwise covered by MAJCOM/FLDCOM OPLAN must be replaced within 10 days. **(T-2)** Contact AFSVC/VMF to replace with current date of pack rations.

10.9.7.5. Food Service activities ensure all requisitions for depot stocked MREs bear project code 384 (identifies the items as other than WRM). Food Service activities ensure advice code 2J is used on these requisitions.

10.9.8. Rations issued by Food Service for unit use during exercises, alerts, etc., may be returned to Food Service within 72 hours after termination of the exercise or alert providing the following conditions are met.

10.9.8.1. Military Public Health must inspect rations and certify the rations as still fit for their intended purpose before returning to Food Service. **(T-1)** Units ensure certification accompanies the rations returned to Food Service.

10.9.8.2. The Food Service facility has a valid demand or future need for the rations.

10.10. Stock Replacement. Maintain a WRM Ration Report for each type of ration. These records provide information for stock replacement before the shelf-life date. In addition, record the quantity of each issue of rations on the WRM Ration Report (include unit issued to). Food Service Accountant ensures all postings to the WRM Ration Report such as transfers, receipts, etc., are made when the transaction occurs. Check the WRM Ration Report balances against the actual inventory balances monthly to ensure that accurate reporting is being made to higher headquarters. The entire balance from the previous month is the beginning balance for the new month (current).

10.10.1. Ensure FSO/FSSC and Food Service Accountant consults with Military Public Health to determine the proper or extended ITD. This may require a change due to local climatic conditions and storage facilities used. If Military Public Health evaluation requires a change to ITDs, Military Public Health marks at least four boxes per pallet or insert at least one placard per pallet reflecting the shortened or extended ITDs. Food Service personnel ensure Military Public Health places a placard or stamps the required number of cases to indicate the rations were inspected. Military Public Health marks shortened or extended ITDs on the cases or placard. Military Public Health provides a letter to the FSO/FSSC certifying the shortened or extended ITDs by lot numbers. This also applies to pre-positioned WRM rations that are stored elsewhere on the base or by SSUs.

10.10.2. The Food Service Accountant posts shortened or extended ITD on the appropriate WRM Ration Report.

10.10.3. Transfer rations to other bases at least one year prior to shelf-life date or the most recent ITD. The inspection reports accompany all shipments and are electronically sent to the receiving base and AFSVC/VMF before shipment. FSO/FSSC and Food Service Accountant will ensure the inspection is accomplished 30 days prior to shipment. **(T-2)**

10.10.4. Rotate rations by using at least one meal a day during training, field exercises, or base alerts before shelf-life date or most recent ITD. The plans officer coordinates with the installation commander, FSS/CC and other concerned officials, for use of operational rations during local exercises, alerts, Operational Readiness Inspections, etc.

10.10.5. Replace rations held by SSUs as required with newer dates of pack rations.

10.10.6. Contact AFSVC/VMF for disposition guidance.

10.11. Storage of WRM Rations. Ideally, WRM rations should be stored under refrigeration (35F-50F degrees) to extend ration shelf-life. In some situations, this may not be feasible and units store rations in unrefrigerated facilities. However, this decreases the shelf-life when storage is above 50F degrees. If current facilities are inadequate for storage of WRM rations, the installation commander must provide space elsewhere on the installation. **(T-2)** FSO/FSSC and the Food Service Accountant must control the facility. **(T-2)** The facility is kept under lock and key in order to provide adequate security so only those who control the rations have access to them. Installation leadership will ensure a physical barrier (floor to ceiling) is erected to prevent theft or pilferage should the facility be jointly used with another FSS or installation activity. **(T-1)**

10.11.1. MAJCOM/FLDCOMs are responsible for programming Military Construction Program projects for storage of WRM rations and should include refrigeration to prolong ration shelf life. If facilities are inadequate for storage of WRM rations, the FSO/FSSC works closely with the FSS/CC in identifying and getting adequate facilities programmed for storage of WRM rations. The same applies for required Materials Handling Equipment.

10.11.2. MAJCOM/FLDCOM/AFIMSC is responsible for funding, modernization, refrigeration, forklift(s), information technology, warehouse and infrastructure support, equipment, and other requirements to execute the JBSA-Lackland BMT MRE warehouse operation.

10.11.2.1. This includes modernization, innovation, POS, and inventory management technologies to meet CS and global management requirements of the WRM operational rations portfolio.

10.11.3. Store rations by lot number (First-in-First-Out) on standard 40" X 48" size pallets.

10.11.4. Rations should not be stacked more than three pallets high without warehouse rack shelving.

10.11.5. Food Service program will store the number of rations to meet the installation's WRM requirements. **(T-2)** Individual MREs are issued to DFACs and/or flight kitchens if the capability exists in support of authorized personnel.

10.11.6. Transfer medical sampling rations in full case lots. The Military Public Health provides the DD Form 1222, *Request for and Results of Tests*, to Food Service personnel.

10.11.7. OCONUS bases will report quantities that cannot be used locally to their respective MAJCOM/FLDCOM and A1/S4. **(T-2)** MAJCOM/FLDCOM and A1/S4 will coordinate redistribution of rations to other bases within their command and budget for transportation costs for second destination movement of those rations to where they will be used. **(T-2)**

10.11.8. The MAJCOM/FLDCOM and A1/S4 attempt, unless otherwise directed by AFSVC/VMF to other bases within the MAJCOM/FLDCOMs first. AFSVC/VMF approves transfer of rations between bases or MAJCOM/FLDCOMs. Military Public Health must inspect rations before shipment. **(T-2)** Contact AFSVC/VMF for disposition guidance.

10.11.9. FSO/FSSC and Food Service Accountant will transfer rations, upon AFSVC/VMF directed movement, from the shipping Food Service Account and receive in the Food Service Account at the receiving base. **(T-2)**

10.11.10. Rations stored by self-SSUs are issued on AF Form 3516, with a MOU signed out by the issuing service and SSU commanders. Refer to [Attachment 3](#) for the MOU template used by the SSU and the FSS Food Service program. The FSS Food Service Accountant must account for these rations in the WRM account and report monthly to AFSVC on a separate WRM rations report. **(T-2)**

10.11.11. 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. Reporting continues during minimize conditions.

10.11.12. Installations maintaining WRM rations prepare an automated WRM Ration Report at the end of each month. Installation level reports are prepared and submitted by the Food Service Accountant to AFSVC/VMF designated location by the 10th calendar day following the reporting period.

10.11.13. Negative reports, if applicable, are necessary.

10.12. Accountability for Pre-positioned Rations. Accountability for pre-positioned WRM rations remains with the FSO/FSSC until they are used, lost, stolen, etc. SSUs may be authorized to store WRM rations at certain locations. WRM rations in this category are issued on an AF Form 1297. Accountability for these rations remains with the FSO/FSSC and documented by the Food Service Accountant until the rations are consumed by the using activity.

10.13. Survival Food Packets. Survival food packets are not considered a WRM item. Food Service does not stock survival food packets required for inclusion in survival kits aboard aircraft. The using organizations (life support) obtain these packets by submitting a requisition directly to DLA.

10.14. Canned/Pouch Drinking Water. Canned/Pouch drinking water is not considered a WRM item. Units that require canned/pouch drinking water may submit a requisition to DLA for the quantity of canned/pouch water they desire. The unit is responsible for storage. The FSO/FSSC is not authorized to maintain or store canned/pouch drinking water.

10.15. Unitized Group Rations (UGR). UGRs are the primary DAF wartime menu and must be used during deployments and contingencies. **(T-3)** Limited deviations may be authorized for those items that are out of stock in DLA depots. Installation commanders should be made aware of this stipulation.

10.16. Purchase of Water. MILPER (3500) funds are not authorized to purchase bottled water. DAFMAN 65-605VI, provides direction for purchasing water.

10.17. Expeditionary Planning and General Wartime Requirements. Services forces and Prime Readiness in Base Services (RIBS) must be prepared to fulfill their mission requirements across the spectrum of conflicts across the range of military operations. **(T-1)**

10.17.1. AFSVC coordinates theater, adaptive planning requirements and mission essential training with components, MAJCOM/FLDCOMs, and numbered air forces (NAF) to meet CS and agile combat support requirements.

10.17.2. Feeding operations procure, receive, inspect, store, sanitize, prepare, serve and dispose of food items.

10.17.3. Services forces and Prime Readiness in Base Services (RIBS) teams must procure food items from USVETCOM per-approved sources through various means (i.e., WRM, US vendors or local contractors). **(T-0)**

10.17.4. Initial feeding capabilities for opening an airbase are provided through MREs, UGRs and utilizing prime vendor(s) establishing hot meals using fresh and frozen food items or A-rations (Class I Supplies).

10.17.5. Main operating base require a main DFAC and rations warehouse (i.e., large facility for dry storage, refers and freezers) operations to support a beddown populace; flight line kitchen and rations warehouse facility (i.e., facility for dry storage, refers and freezers) to support aircrew and maintenance operations.

10.17.6. Forward operating sites, forward operating locations or forward operating bases require a field feeding capability that minimizes pallet space to provide capability and lethality for a smaller operational populace.

10.17.7. Contingency and austere locations require a field feeding capability that minimizes pallet space to provide capability and lethality for a smaller operational populace (minimal ACS footprint).

10.17.8. Component Services requirements should be specified in appropriate OPLANs. These ACS requirements determine in-place and pre-positioned WRM Basic Expeditionary Airfield Resources (BEAR).

10.18. Information Technology. An information technology system should be programmed and funded; including operational and maintenance funds to support life-cycle requirements for global WRM MRE program management.

Chapter 11

NUCLEAR, BIOLOGICAL, CHEMICAL AND CONVENTIONAL DEFENSE OPERATION AND STANDARDS FOR FOOD SERVICE

11.1. Overview. This chapter expands on responsibility of Services personnel and the protection of food and water in the event of a manmade disaster. The primary focus of Services personnel is to ensure continuity of operations and to protect personnel from contamination. Procedures focus on the area of food service.

11.2. Food and Potable Water Considerations. In the event of a nuclear, biological, chemical, or conventional attack, personnel take appropriate actions to protect against contamination of food and water.

11.2.1. There is currently no acceptable means to decontaminate food packaging material. Force Support Squadron personnel take precautionary steps to safeguard and protect subsistence assets during the pre-attack period.

11.2.2. Force Support Squadron personnel should disperse subsistence assets into fixed or hardened shelters or sealed refrigeration units. Cover with plastic and seal with tape. Once the attack is over, request Civil Engineer readiness to test the protected food to identify the contamination and determine if the protected food is contamination free. Military Public Health will determine if the food is safe for consumption. **(T-1)**

11.2.3. Upon notification of hostilities, work the normal food supply chain to immediately restock and resupply sustaining forces with either in-theater or out-of-theater clean subsistence assets. To accomplish this AFSVC/VM and AFSVC/VMF staff work with in-theater personnel to determine salvageable and reusable assets and to reorder requirements for MREs and UGRs.

11.2.4. Do not use contaminated food service equipment. Instead, relocate new bare base assets from other sites within the theater or from stateside locations. Until that time, personnel eat clean operational rations.

11.2.5. If new advanced science and, or technology permit the safe decontamination of food packaging systems, revise decontamination procedures accordingly, once approved for use.

Chapter 12

FOOD SERVICE UNIFORM

12.1. Food Service Uniforms. Food Service uniforms are distinctive and functional clothing items that meet unique requirements for food service duties. Food service personnel engaged in preparation and serving food shall be attired neatly, and within requirements of the current AFMAN 48-147, *Tri-Service Food Code*, and in the appropriate Food Service uniform. **(T-0)**

12.2. Chef Coats. There are two versions of the chef coat: the Daily Use Coat and the Formal Chef Coat. Members are required to follow all other uniform guidance IAW DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*.

12.2.1. The Daily Use Chef Coat. This coat will be black, commercial style double-breasted, standard open collar not to exceed 1.25' with three quarter inch length sleeves (no cuff); TWILL 65% polyester and 35% cotton blend, .40 weight, free of any design or colored trim, black high performance breathable mesh material on the sides and under the arms is authorized, commercial grade, with matching buttons, pocket on the left chest, and two pen pockets on left upper arm. **(T-1)** The Air Force Food and Beverage logo will be centered and one inch above left chest pocket. An example of the authorized Air Force Food and Beverage logo can be found on the Services Installation Support Portal located at <https://usaf.dps.mil/sites/10042>. **(T-1)**

12.2.1.1. The chef coat will be worn in place of the OCP blouse. Members are required to follow all other uniform guidance IAW DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

12.2.1.2. The chef coat will not be worn over the OCP uniform outside of the DFAC (DFAC) except in emergency situations (i.e., fires, evacuations, etc.). **(T-3)** The exceptions to this guidance will include special training locations as predesignated by AF/A1S, NGB/A1X and/or AFSVC, National Restaurant Association Education Foundation (NRAEF), and Culinary Institute of America (CIA). **(T-1)**

12.2.1.3. The wear of the chef coat over the standard Air Force blue service uniform is not authorized.

12.2.1.4. The pocket on the wearer's left chest and the two small pockets on the wearer's left sleeve can only be used to store pens and/or thermometers.

12.2.1.5. On the chef coat, the OCP name tape will be worn on the wearer's right side, level with the top of the left side chest pocket; the OCP rank will be centered directly above the name tape. Name tape and rank will either be attached with a velcro-type material or sewn down. The name tape and rank will be IAW DAFI 36-2903, OCP wear.

12.2.1.6. The chef coat is not to be starched at any time. The chef coat is laundered by hand or machine washed at the direction of the manufactures label. Chef coats may be professionally cleaned.

12.2.1.7. Sleeves may be cuffed but no higher than the elbow and present a professional image.

12.2.1.8. With the approval of the squadron/unit commander, the unit or Prime RIBS patch may be worn on the left chest pocket, centered, and sewn down. An example of the authorized Prime RIBS Patch can be found on the Services Installation Support Portal.

12.2.1.9. With the approval of the squadron/CC, any higher-level certifications and Hennessy MAJCOM/FLDCOM or higher-level win tabs are allowed to be captured on the wearers left sleeve. Approved level of certification (i.e., Pro Chef level 1 or 2) must be Spice Brown embroidery on the OCP background velcroed 3-inches above the small pen pockets. **(T-1)** Additionally, Hennessy winners may wear a respective Spice Brown embroidery on the OCP background “AF or MAJCOM/FLDCOM HENNESSY AWARD ‘XX” (e.g., AMC HENNESSY AWARD ’22) velcroed 3-inches above the small pen pocket. No more than two tabs can be worn at a time and Hennessy Award will go above any certification tab. **(T-1)** Hennessy tab may only be worn the year it was captured.

12.2.2. Formal Chef Coat. This coat will be white, commercial style double-breasted, standard open collar not to exceed 1 ¼ -inch with ¾-inch length sleeves (no cuffs); TWILL 65% polyester and 35% cotton blend, .40 weight, free of any design or colored trim, commercial grade, with matching clear buttons, pocket on the left chest, and two pen pockets on left upper arm. **(T-1)** The Air Force Food and Beverage logo will be centered and one inch above left chest pocket. **(T-1)**

12.2.2.1. This coat will only be worn for events approved by FSS/CC, AFSVC or AF/A1S (i.e., Hennessy Awards Ceremony). **(T-1)**

12.2.2.2. Enlisted members will have rank sewn on the wearer’s sleeves. Rank insignia ⅝-inches from the end of the shoulder seam. **(T-1)** Enlisted personnel may wear 3 ½-inch or 4-inch chevron rank. Officers wear regular service dress rank insignia on the shoulders. **(T-1)**

12.2.2.3. This chef coat will utilize the Service Dress Coat nametag. The nametag is metal engraved, brushed satin silver finish with the last name engraved in blue lettering. **(T-1)** The nametag will be centered on the wearer’s right between the sleeve seam and center buttons and the bottom of the nametag will be parallel with the top of the pocket on the left. **(T-1)**

12.2.2.4. Members can choose to have their last name embroidered on right chest parallel to the left pocket. Letters will be ¾ inch high, block style, and consist of dark navy-blue color. **(T-1)**

12.3. Combat Boots. Coyote Brown Boots will be worn IAW DAFI 36-2903 for OCP requirements. Boots may be worn with or without safety toe, plain rounded toe, or rounded cap toe with or without perforated seam. Zipper or elastic inserts optional, smooth, or scotch-grained leather, or man-made material.

12.4. Apron. Aprons will be a commercial style, bib type in black color with the draw string tie closure back and a divided front pocket measuring 7.5 inches in height by 13 inches in wide at waist level **(T-1)**

12.4.1. The apron may be worn full or half style but should present a functional and professional image.

12.4.2. The apron is only to be worn while in the DFAC or in the immediate work area of a food operation when preparing, cooking, and serving food.

12.4.3. For safety and sanitation purposes, the apron is not to be worn in the restroom or designated smoking areas.

12.5. Headgear.

12.5.1. Chef's Hat: To be worn with chef coat only. Chef's hats are not authorized with normal OCP wear or outside the DFAC. The following are authorized chef hats:

12.5.1.1. 8-inch Chef's Hat: The red, white, blue or black commercial style 8-inch cloth chef hat with Velcro closure, with a 2 ½-inch black sweatband containing the Food and Beverage logo centered on the front of the band. Wear (squarely on the head, with no hair protruding in front of the hat) in food service preparation and serving areas as required IAW U.S. Department of Agriculture food code.

12.5.2. Ball Cap: Commercial style 100% brushed cotton, low profile black ball cap containing the Food and Beverage logo embroidered and centered on the front.

12.5.3. Baker's Hat: Baker's Hat: Commercial style black beanie hat will be black in color and made of a 65/35 Polycotton blend material, with an adjustable closure on the back, and containing the Food and Beverage logo embroidered and centered on the front. **(T-1)**

12.5.4. Chef Hats will be worn with chef coat and where the chef coat is authorized only. **(T-1)**

12.6. Personal Cleanliness (Clothing, hair restraints, jewelry). Observation of Food Service personnel should present clean outer clothing, effective hair restraints, prohibited jewelry, and condition or protection of fingernails must be made. **(T-0)** When operating in field settings, cooks and kitchen patrol must wear authorized uniforms that are free of heavy soil and residues acquired from handling fuel and other petroleum products. **(T-0)** When the situation permits, cooks should wear a clean uniform every day and should minimize wearing personal protective equipment (PPE) that may present a safety issue or potentially contaminate food during preparation or service.

12.7. Purchasing Uniform Requirements. Owning squadron commanders are responsible for providing and replacing all mandatory Food Service Uniform items. Food Service Managers are responsible for providing and replacing all mandatory Food Service uniform items. Food Service Managers are responsible for obtaining approval through local leadership to use the designated government purchase card. Units provide and replace the minimum required items: three chef coats, two aprons, and a minimum of one of the approved options for chef hats.

12.8. APF Civilian Wear of Chef Uniform. APF Civilian Food Service professionals wear white chef coats, blue non-pleated industrial "chef" pants and black boots. In lieu of OCP name tape, Civilian chef coats have their name and if applicable professional certification embroidered.

12.9. Standard Chef White Uniform. The Standard Chef White Uniform will be phased out over a two-year period for RegAF and AFR components and four-year period for ANG. **(T-1)** Phase out dates will be calculated from the publishing of this DAFMAN. **(T-1)**

Chapter 13

MISSION ESSENTIAL BEVERAGES

13.1. Mission Essential Beverages (Liquid Coffee/Tea or Hot Chocolate) for ESM personnel. Use of APFs is not authorized to provide free beverages to military or civilian employees. **Exception:** ESM 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 MILPERS 3500 Appropriation for SIK funds. Examples of personnel permitted such beverages include Security Forces personnel manning gates/guard posts and Civil Engineering personnel involved in snow removal. All other personnel are required to pay for beverages provided by DAF Food Service operations.

13.2. The following procedures apply when requesting mission essential beverages from the DFAC:

13.2.1. The Officer in Charge (OIC)/ NCOIC of the activity requiring the beverage prepares an DAF Form 79, indicating the name, grade, and the last 4-digits of the EDIPI of each individual who desires beverages. The OIC/NCOIC annotates their signature, rank, and duty phone in the remark section of the form and provides the completed form to the DFAC manager/representative. The actual individual who is picking up the beverage's signs in the block "Signature and Grade of Person Making Collection."

13.2.2. The unit requiring the beverages is responsible for providing the container to transport the beverage. DFACs will not use this procedure to provide beverages to command posts, unit work areas, sales of sports beverages, or field exercises to include search and recovery exercises. **(T-2)** AFSVC/VMF approves any other unique circumstances.

13.2.3. The DFAC/Flight Kitchen Manager/representative transfers the liquid beverage to containers provided by the requesting organization.

13.2.4. The DFAC/Flight Kitchen Manager can sell the beverage in 1/2-gallon (brewed) liquid increments (no coffee grounds or dry products are dispensed). Automated operations use the same procedures outlined in [para 9.16.1](#). The DFAC/Flight Kitchen Manager ensures the dollar amount does not exceed per individual authorized amount established by AFSVC/VMF. AFSVC/VMF reviews this weekly to ensure bases do not exceed the authorized amounts.

13.2.5. The DFAC/Flight Kitchen Manager turns in the completed customer order invoice to the Food Service Accountant.

13.3. Containerized beverages, such as sports drinks or bottled water, will not be purchased using MILPERS 3500 Appropriation for Subsistence-in-Kind funds. (T-0) Containerized beverages, such as sports drinks or bottled water may be purchased using Organizational O&M funds in accordance with [paragraph 3.7](#). Organizations comply with DAFMAN65-605V1, paragraph 5.41.

Chapter 14

MISSILE FEEDING

14.1. Overview. This chapter expands on responsibility of Services personnel assigned to MAFFO.

14.1.1. Military personnel assigned to or directly supporting Air Force Global Strike Command performing MAFFO duties and Intercontinental Ballistic Missile (ICBM) operational organizations containing ICBM Chefs must follow the guidance stipulated in the MAFFO Handbook. **(T-2)** Deviations must be coordinated with AFSVC. **(T-2)**

14.1.2. ICBM Chef Working Group. Responsible for Missile feeding operations issues, conduct training and program reviews with the overall goal of standardizing & improving MAF Food Service Management.

14.2. Force Support Commander Responsibilities.

14.2.1. Serve as the accountable officer for all Food Service subsistence and WRM stocks.

14.2.2. Oversee operation of Food Service activities.

14.2.3. Advise AFSVC/VMF of any significant subsistence problems.

14.2.4. Submit a MAFFO budget for all Food Service equipment and supplies.

14.2.5. Responsible for the management of MAFFO personnel and programs.

14.2.6. Ensure the FSO/MAFFO Section Chief signs the Monthly Monetary Record and the WRM Ration Report and verifies financials by the 10th day of each month for the previous month.

14.2.7. Responsible for assigning personnel to accomplish dispatch requirements and forms to support the mission.

14.2.8. Provides fully trained and functional Intercontinental Ballistic Missile (ICBM) chefs to maintain 100% coverage of Missile Alert Facilities.

14.2.8.1. Develop an ICBM Food Service training program implementing the requirements established in DAFI 36-2670, *Total Force Development*, DAF Force Training Program, AFJQS Intercontinental Ballistic Missile (ICBM) Food Service Specialist, and MAFFO Handbook. 14.2.8.2. Review and coordinate on all Food Service training programs.

14.2.9. Responsible for 24/7 manning coverage of the MAF kitchens by supplying fully trained ICBM Food Service Specialists for continuous utilization.

14.3. FSO/MAFFO Section Chief Responsibilities.

14.3.1. Oversee the MAFFO Program.

14.3.2. Ensure assigned personnel and resources are effectively utilized to maximize mission accomplishment.

- 14.3.3. Coordinate with Resource Advisor and submit a projected fiscal year budget for all food service equipment and supplies (i.e., cleaning supplies, paper good, aluminum, gloves etc.).
- 14.3.4. Review and approve new or replacement equipment budget requests.
- 14.3.5. Develop a program for replacing equipment (five-year plan) and upgrading facilities (**Note:** Submitted annually to AFSVC/VMF).
- 14.3.6. Ensure the full ICBM Food Service Menu is posted to include prices in location where guests can view them. ICBM Food Services Specialist are trained and proficient on preparing menu items (**Note:** Use of the Limited Menu is authorized during code change, emergencies, and non-routine in fluxes of personnel. Unless approved by AFSVC/VMF).
- 14.3.7. Incorporate G4G guidance into MAF food operations.
- 14.3.8. Create a schedule for submission of food orders.
- 14.3.9. Develop controls for issue of subsistence between MAFFO and the MAF kitchens.
- 14.3.10. Ensure manual procedures are available for continued operations if the POS system or digital system is inoperative.
- 14.3.11. Provide ICBM Food Service Specialists with written instructions and training on safeguarding cash and forms, customer identification, and meal charges.
- 14.3.12. Perform and submit quarterly inspections utilizing the IAW AFSVC Food Service Evaluation Guide.
- 14.3.13. Maintain the consolidated copy of all financial reports and customer surveys for 12 months active and 12 months inactive to include staging.
- 14.3.14. Review and approve Food Service requisitions before submission to the DLA Troop Support or other sources of subsistence supply.
- 14.3.15. Ensure updated ESM roster is provided to the ICBM Food Service Specialist at each site.
- 14.3.16. Review, certify, and sign all accountable Food Service financial forms before submitting AFSVC/VMF.
- 14.3.17. Ensure all required monthly monetary reports or records (e.g., SF 1080, vouchers for transfer between appropriation and/or funds, and monthly Commissary GPC invoices) are reviewed and sent to AFSVC/VMF. Use the WRM Ration Report to annotate all WRM usage.
- 14.3.18. Implements an ICBM Food Service training IAW DAFI 36-2670, DAF Training Program, AFJQS ICBM Food Service Specialist and MAFFO Handbook. Review and coordinate on all Food Service training programs.
- 14.3.19. Act as the single point of contact within the squadron concerning ICBM Food Service Specialists and review all reports pertaining to ICBM Food Service readiness and training.
- 14.3.20. Conduct and document MAFFO qualification training and Trainer's evaluation (**Note: Ensure reoccurring training proficiency training is documented**).
- 14.3.21. Coordinates and controls assigned personnel to include ICBM Food Service Specialists, ICBM Feeding Operations NCOIC, Accountants, and Storeroom personnel.

14.3.22. Ensures that group pre-departure briefings and post tour briefings are being conducted by ICBM Feeding Operations NCOIC on all travel days. Review courses of action taken for the consolidated After-Action Report (AAR).

14.3.23. Reviews and processes MAFFO inventories IAW the current automated inventory and sales system handbook. (**Note:** Financial reviews of MAFs kitchens Sales, Adjustments, Invoice, Inventory, and Transfers are accomplished prior posting of inventories).

14.3.24. Coordinates and executes Quarterly Menu Planning Boards with primary customer base.

14.3.25. Ensures Hazard Analysis Critical Control Point procedures are used for subsistence; to include storage, food preparation, cooking, serving, and holding of food products.

14.3.26. Identifies and documents authorized personnel granted access to food storage locations.

14.3.27. Manages MAFs WRM Rations program ensures monthly inspections are accomplished. Responsible for coordination between units to ensure all rations are accounted for and documented properly on DAF Form 79, the Monthly Monetary Record, and update the WRM Ration Report accordingly.

14.3.28. Ensures FY Physical Inventory is accomplished at MAF Kitchen to include a complete financial review prior to posting. Must coordinate inventory officers for all MAF kitchens and MAFFO Storeroom. (**T-3**) The appointed inventory officers, under observation of the Storeroom personnel or ICBM Food Service Specialists, physically count inventory items in storage locations, kitchens, and production areas.

14.3.29. Ensures Accountant validates credit card transactions and submits the required documentations to your local finance office.

14.4. ICBM Feeding Operations NCOIC.

14.4.1. Responsible for ICBM Food Service Specialist's performance.

14.4.2. Ensures assigned personnel maintain required proficiency by implementing training programs established by the squadron, DAFI 36-2670, Air Force Training Program, AFJQS ICBM Food Service Specialist, and MAFFO Handbook.

14.4.3. Ensures that the ICBM Feeding Operations NCOIC or designated representative conduct a minimum of two monthly inspections at all MAF's food operations.

14.4.4. Provides direct feedback to customer comments within 24 hours upon receipt by the NCOIC.

14.4.5. Responsible for labor scheduling.

14.4.6. Reviews and processes all end of tour, mid-month, and end of month site inventories IAW the current automated inventory and sales system handbook. Identify discrepancies and ensure that corrections are made.

14.4.7. Conducts daily reviews in the current automated inventory and sales system. Validate that site commissary orders, net sales, and adjustments (waste) are properly entered and reconciled daily.

14.4.8. Accomplishes financial reviews of MAFs kitchens Sales, Adjustments, Invoice, Inventory, and Transfers prior to posting of inventories).

14.4.9. Reviews, validates, and reconciles all forms, receipts, and monies turned in by ICBM Food Service Specialists on changeover and turn-in days against the automated inventory and sales system.

14.4.10. Ensures Food Service Specialists sign for controlled forms on DAF Form 1254.

14.4.11. Signs all DAF Form 79s in the DFAC Supervisor signature block. Turn in all forms and cash to MAFFO Accounting by close of business on changeover and turn-in days.

14.4.12. Conducts group pre departure and post tour briefings with all ICBM Food Service Specialists.

14.4.13. Ensures WRM Rations are maintained and accounted for monthly.

14.5. MAFFO Accountant Responsibilities.

14.5.1. Safeguard DAF Form 79, and cash receipts for both automated and manual operations.

14.5.2. Accounts for DAF Form 79s on DAF Form 1254.

14.5.3. Prepare the feeding Monthly Monetary Record, capturing inventory levels, all meals served (sales and headcounts), purchases, and transfers.

14.5.4. Accounts for forms and cash issued to cashiers on DAF Form 1305, Receipt for Transfer of Cash and Vouchers.

14.5.5. Provides a copy of the current ESM roster to each MAF.

14.5.6. Reports any cash overages or shortages on DD Form 1131, Cash Collection Voucher.

14.5.7. Audits all forms and cash/credit card transaction daily.

14.5.8. Controls cash/credit card receipts and deposits. All accounting documents, receipts, and cash for the entire accumulative sales day(s) are to be validated.

14.5.9. Coordinates deposits with local finance to ensure cash/credit card deposits are accomplished in timely manner.

14.5.10. Records and reconciles all purchases and charges. All storeroom purchases and charges are reconciled on the Purchases Reconciliation Worksheet. Charges to the subsistence account must be billed on the SIK SF Form 1080. Purchases will be reconciled daily, and a validation of SF Form 1080 will be completed monthly, when received from the Defense Finance and Accounting Service. **(T-0)**

14.5.11. Consolidates and completes all monthly financial reporting documentation. Forward required documents to AFSVC/VMF within 10 calendar days after the End of Month close-out date.

14.5.12. Validates all credit card receipts to daily sales totals from the automated inventory and sales system as well as daily reports pulled from the U.S. Treasury online system.

14.5.13. Ensures all rations are accounted for and documented properly on DAF Form 79, the Monthly Monetary Record and update the WRM Ration Report accordingly.

14.6. MAFFO Storeroom Operations Responsibilities.

14.6.1. Ordering and Receiving:

14.6.1.1. Establishes a schedule for submission of food orders.

14.6.1.2. Orders, receives, stores, transfers, or issue subsistence to authorized activities.

14.6.1.3. Uses the DLA hosted web solution, STORES, to order and receipt authorized subsistence items. Defense Commissary Agency (DeCA) Commissary purchases are authorized for items and ingredients that are not available from the vendor.

14.6.1.4. Forwards requisitions to the MAFFO Section Chief for review and approval before submitting to DLA.

14.6.1.5. Reconciliation: The MAFFO Section Chief will turn in all delivery receipts to the MAFFO Accountant within 24 hours of receipt of food items except when items are delivered on weekends. **(T-3)**

14.6.1.6. STORES will not allow an activity to place another order until all previous orders are reconciled and processed.

14.6.1.7. GPC Purchases: Provide a copy of the DeCA Commissary receipt along with the Commissary Worksheet to AFSVC/VMF representative to create product links and conversions into the automated inventory and sales system. The Storeroom Manager will create, submit, and receive the order. **(T-3)** Provide copies of the order, credit card purchase receipt and reconciled order prior to submitting to the accountant for validation and filing IAW the records disposition schedule, which is in the AFRIMS.

14.6.2. Inventory Controls:

14.6.2.1. Establishes procedures to transport food items and expendable supplies to the MAF kitchens. Fulfill all orders from each MAF in their entirety while maintaining minimum operating levels. Provide report of items that are not available along with expected restock date to MAFFO Section Chief.

14.6.2.2. Maintains security of all storage areas and issue out items to the MAF kitchens ensuring safety and accountability of subsistence items in the storeroom.

14.6.2.3. Food Service Inventory Transfer Receipt: Manual operations use DAF Form 3516 to transfer subsistence to other facilities. Automated operations utilize the automated inventory and sales system "Location Transfers." Instructions are located in the automated inventory and sales system handbook on the Services Installation Support Portal.

14.6.2.4. Physical Inventory: Inventories will be conducted on the 15th and last day of the month. **(T-3)** The physical inventory includes all food items located in the storerooms, refrigerators, and freezers. MAFFO Section Chief will post the financial period within five days of the 15th and last day of the month. Storeroom personnel will conduct all MAFFO inventories IAW the current automated inventory and sales system handbook.

14.6.2.5. Physical count sheets are printed from the automated inventory and sales system. Physical counts are recorded on the count sheets. The person performing the count signs and certifies the inventory is correct. The Food Service manager signs the count sheet and forwards to the MAFFO Accountant to be filed IAW the records disposition schedule, which is in the AFRIMS. The data from the physical count sheets are entered into the automated inventory and sales system and reviewed prior to posting.

14.6.2.6. Use the inventory count worksheet to record the physical inventory for manual operations. Enter the date and name of the person responsible for the MAFFO Food Service account on inventory. Add a statement that the inventory is true and correct on the last page of inventory. The person who recorded the inventory signs the statement.

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

14.7. ICBM Food Service Specialists Responsibilities.

14.7.1. Maintains training and proficiency.

14.7.2. Collects payment from all customers at the MAF.

14.7.3. Prepares and serves meals IAW approved recipe guidelines in the automated food enterprise system.

14.7.4. Orders, receives, stores, transfers, and issues subsistence to authorized activities.

14.7.5. Follows the ICBM Food Service Menu and recipes.

14.7.6. Maintains security of storage areas and control issue of items to from MAF kitchen ensuring safety and accountability of subsistence items.

14.7.7. Posts daily financials in automated sales system.

14.7.8. Accomplishes physical count of all inventory items and ensure data entered accurately into automated inventory system.

14.7.9. Accomplishes changeover IAW established procedures and document inspections using the appropriate report, or form approved by installation Public Health IAW current AFMAN 48-147, *Tri-Service Food Code*.

14.7.10. Signs for controlled forms on DAF Form 1254. Turn in all accounting documents and cash immediately after completed tour to NCOICs.

ALEX WAGNER
Assistant Secretary of the Air Force
Manpower and Reserve Affairs

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

10 USC § 9013, *Secretary of the Air Force*

37 USC § 402, *Basic Allowance for Subsistence*

DoDD 1418.05, *Basic Allowance for Subsistence (BAS) Policy*, 6 October 2003, certified current 23 April 2007

DoDI 3110.06, *War Reserve Materiel*, 7 January 2019

DoDM 1338.10, *Department of Defense Food Service Program*, 26 August 2022

DoD 7000.14-R, FMR, Volume 5: *Dispersing Policy*, Chapter 8: *Collections*, July 2021; Volume 7A: *Military Pay Policy – Active Duty and Reserve Pay*, Chapter 25: *Subsistence Allowances*, April 2022

DAFPD 34-1, *Air Force Services*, 30 May 2023

AFI 24-605V2, *Air Transportation Operations*, 2 July 2020

AFI 25-101, *War Reserve Materiel (WRM)*, 27 August 2019

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFI 36-2670, *Total Force Development*, 25 June 2020

DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 7 Feb 2020

AFI 44-141, *Nutrition and Menu Standards for Human Performance Optimization*, 3 January 2017

AFMAN 44-144, *Nutritional Medicine*, 20 January 2016

AFI 48-103, *Health Promotion*, 21 June 2019

AFMAN 65-116V2, *Defense Joint Military Pay System (DJMS-AC) Unit Procedures Excluding Financial Management Flights*, 23 December 2019

AFMAN 34-202, *Procedures for Protecting Nonappropriated Fund Assets*, 25 June 2019

AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Materials Handling*, 12 April 1994

AFJMAN 34-606, *Armed Forces Recipe Service*, 6 July 2018

DAFMAN 65-604, *Appropriation Symbols and Budget Codes (Fiscal Year 2023)*, 15 September 2022

DAFMAN65-605V1, *Budget Guidance and Technical Procedures*, 31 March 2021

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

DLA-TS Handbook 4155.2, *Inspection of Meal, Ready-To-Eat (MRE) Rations (Appendix A)*, November 2010

Adopted Forms

AF Form 1297, *Temporary Issue Receipt*

AF Form 1876, *Consolidated Cost Center Report*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 220, *Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS)*

DD Form 1131, *Cash Collection Voucher*

DD Form 1149, *Requisition and Invoice/Shipping Document*

DD Form 1222, *Request for and Results of Tests*

DD Form 2973, *Food Operation Inspection Report*

DD Form 200, *Financial Liability Investigation of Property Loss*

DSCP Form 5117, *Report of Inspection of Operational Rations*

SF 1080, *Voucher for Transfer between Appropriation and/or Funds*

Prescribed Forms

DAF Form 79, *Headcount Record*

DAF Form 282, *Unannounced Spot-Check of Cashier*

DAF Form 1254, *Register of Cash Collection Sheet*

DAF Form 1305, *Receipt for Transfer of Cash and Vouchers*

DAF Form 3516, *Food Service Inventory Transfer Receipt*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFJMAN—Air Force Joint Manual

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFSVC—Air Force Services Center

AMC—Air Mobility Command

APF—Appropriated Funds

AT—Annual Training

ATM—Air Terminal Manager

BAS—Basic Allowance for Subsistence

CAR—Corrective Action Report

CONUS—Continental United States
COR—Contracting Officer Representative
DAF—Department of the Air Force
DAFBG—Department of the Air Force Buyer’s Guide
DAFPD—Air Force Policy Directive
DeCA—Defense Commissary Agency
DFAC—Dining Facility
DLA—Defense Logistics Agency
DoD—Department of Defense
DoDAAD—Department of Defense Activity Address Directory
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DoDM—Department of Defense Manual
EDIPI—Electronic Data Interchange Personal Identifier
ESM—Essential Station Messing
F&B—Food and Beverage
FLRR—Funded Level Ration Requirements
FSO—Food Service Officer
FSS—Force Support Squadron
FSSC—Food Service Section Chief
FSS/CC—Force Support Squadron Commander
FSS/CL—Force Support Squadron Civilian Leader (Director)
GPC—Government Purchase Card
IAW—in accordance with
ICBM—Intercontinental Ballistic Missile
ITD—Inspection Test Date
MAFFO—Missile Alert Field Feeding Operations
MAJCOM—Major Command
MILPER—Military Personnel
MOU—Memorandum of Understanding
MRE—Meal, Ready-to-Eat
MSG/CC—Mission Support Group Commander

NAF—Nonappropriated Fund
NCOIC—Noncommissioned Officer in Charge
NGB—National Guard Bureau
O&M—Operation and Maintenance
OCONUS—Outside the Continental United States
OIC—Officer in Charge
OPLAN—Operational Plan
POS—Point of Sale
PWS—Performance Work Statement
ROTC—Reserve Officer Training Corp
RSD—Regularly Scheduled Drill
SAAM—Special Assignment Airlift Missions
SIK—Subsistence-In-Kind
SSU—Self-Sustaining Unit
STORES—Subsistence Total Ordering and Receipt Electronic System
TDY—Temporary Duty
TWCF—Transportation Working Capital Fund
UGR—Unitized Group Rations
USC—United States Code
USSF—United States Space Force
UTA—Unit Training Assembly
WCDO—War Consumable Distribution Objective
WRM—War Reserve Materiel

Office Symbols

AF/A1—Headquarters Air Force, Deputy Chief of Staff for Manpower, Personnel, and Services
AF/A1S—Headquarters United States Air Force, Director of Services
AF/RE—Chief of the Air Force Reserve
AFIMSC/IZA—Air Force Installation and Mission Support Center, Airman and Family Services Division
AFIMSC/XZRR—Air Force Installation and Mission Support Center, Expeditionary Support Branch
AFSVC/VFB—Air Force Services Center, Financial Management and Comptroller Division
AFSVC/VFBL—Air Force Services Center, Logistics and Vehicle Management Branch

AFSVC/VI—Air Force Services Center, Installation Support Division

AFSVC/VM—Air Force Services Center, Operations Division

AFSVC/VMF—Air Force Service Center, Food and Beverage Division

FLDCOM/S4—Field Command, Directorate of Logistics, Engineering and Force Protection

MAJCOM/A1—Major Command, Directorate of Manpower, Personnel and Services

NGB/A1X—National Guard Bureau, Plans and Integration Division

NGB/CF—Director, Air National Guard

OSD/C—Office of the Secretary of Defense, Comptroller

SAF/MR—Air Force Manpower and Reserve Affairs

SF/S1—Headquarters Space Force, Deputy Chief of Space Operations for Human Capital

Terms

37 USC § 402—Federal statute authorizing Basic Allowance for Subsistence

Accounting Period—An established range of time during which accounting functions are performed, aggregated, and analyzed, normally, a calendar month. The DAF accounting period begins on the first and ends on the last day of the month. The accounting period shall not extend past the last day of the calendar month.

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

Breakfast—The meal served during morning hours and normally the first meal of the day if a DFAC does not serve the midnight meal.

Campus Dining System—Campus Dining System is an extension of the APF F&B system and requires an operational DFAC that has the capability to provide meals that meet DoD nutritional requirements as outlined in DoDM 1338.10 and capacity to provide meals to authorized installation ESM members. The CDS expands the use of the ESM entitlement to FSS operated NAF F&B venues but does not replace a primary or secondary APF F&B operation.

Closing Inventory—The dollar value of the physical inventory at the end of the subsistence accounting period. After this inventory, purchases or issues are chargeable to the next accounting period.

Combat Support—The ability to field, base, protect, support, and sustain air, space, and cyberspace forces across the full range of military operations to achieve joint effects.

Cross-Service—Service provided to other agencies, and foreign governments that requires reimbursement from the activity receiving support.

Defense Logistics Agency—Responsible single manager for a wide variety of common items of subsistence, fuels, and supplies required by the military services.

Defense Logistics Agency Troop Support—The center designated to provide subsistence support to all services worldwide.

Dinner—The fourth meal of the day, served during evening hours.

Department of Defense Activity Address Code (DoDAAC)—A six-digit alphanumeric code used for providing a uniform method for controlling US Government assets and for recording transactions that reflect receipts and disposition of property transferred to an activity.

Department of Defense Activity Address Directory (DoDAAD)—A directory of activity address codes and corresponding organization addresses to which material, documentation, or billing is directed under the Defense Logistics Management System (DLMS).

Finished (Recipe) Waste—Product with one or more added ingredients that has been discarded due to over preparation, excessive holding times, mishandling, or being dropped or spilled.

Food 2.0—An initiative to deliver modernized food service capabilities to DAF installations through improved food options and access at select DAF installations. Food 2.0 also expands the use of the ESM entitlement to FSS operated NAF F&B venues.

Food Service Officer/Food Service Section Chief—An officer, noncommissioned officer, or civilian responsible to the squadron sustainment services flight commander/chief for the management of APF Food Service operations.

Food Service Operations—Feeding operations, manual/non-automated operations, military operations, automated locations, contract operations, contract managed operations.

Gain or Loss—The profit or loss in the Food Service account by individual DFAC, during a specific accounting period.

Headcount—The number of personnel who eat meals in DFACs, according to DAF Forms 79 or electronically recorded data.

Inventory—The actual physical count of all subsistence on hand at a specified time to determine the exact accountability of the Food Service activity.

Inventory Control—An automated system that operates as a standalone, or in conjunction with POS system. With it DFAC managers gain greater control over the reconciliation of inventory and improve their ability to identify theoretical food costs.

Line Item—Any item that carries a separate stock number or is otherwise identified for ordering, storing, and processing.

Lunch—The third meal of the day that is served midday.

Meal Cost Allowance—The computed monetary value entitlement of nutritionally adequate food for one individual for one day.

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

Operational Ration—Specially packaged, processed, or prepared food for operational or emergency conditions, as identified in Food Service Code (FSC) 8900 SL. Packaged operational rations, designed for individual use in the field, are sometimes enhanced with beverages and other food items.

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

Planning, Programming, Budget, and Execution (PPB&E)—This is one of three processes (i.e., acquisition, requirements, and funding) that support the Defense Acquisition System. The PPB&E process is focused on Financial Management and resource allocation for current and future DoD acquisition programs IAW DoDD.

Pre—Positioned War Reserve Materiel (PWRM)—PWRM is equipment strategically located to facilitate a timely response in support of combatant commander requirements during the initial phases of an operation. **Note:** PWRM is identified on the storing units UTC Availability list (CJCSI 4310.01D).

Performance Work Statement (PWS)—A document that accurately describes the essential and technical requirements for services, including the standards used to determine whether the requirements have been met.

Prime Vendor (PV)—A method of procuring subsistence. A single vendor provides all subsistence (except milk and bread) directly to DFACs.

Raw Waste (Inventory)—Inventory items consisting of ingredients that are not mixed with other ingredients. These items are discarded due to over ordering, spoilage or mishandling.

Ration—The allowance of food for the subsistence of one person for one day.

Required Delivery Date (RDD)—The calendar date when merchandise is required.

Sales—The monetary credit obtained from the number of customers served and food cost of each item they take. ESM meals are credited in the amount it would cost a cash customer. In non-automated operations, the number of people served, whether cash or ESM is multiplied by the current monthly monetary allowance. All sales are the credit minus operating charge.

Satellite—A Food Service location, operated as an annex of a parent DFAC that does not maintain a separate account. It provides operating data for the parent facility's report (Monthly Monetary Record or the Sales & Cost Report).

Semi-perishable—A subsistence item that does not normally require refrigeration during transportation and storage.

Shipment—The movement of merchandise from point of origin to destination by any mode.

STORES—https://www.stores.dla.mil/stores_web/Default.aspx

Theoretical Food Costs—Beginning inventory plus purchases minus POS system items sold times the recipe usage of an item.

Transfers—The movement of subsistence supplies from one location to another within APF Food Service operations. Also applies to shipments to other DoD activities or organizations.

Transient Diners—Personnel in temporary duty status are authorized to dine IAW the Joint Travel Regulation.

Types of Air Force Activity DoDAACs “FT”—Issued for Air Force Food Service facilities, for direct delivery from prime vendors. FT DoDAACs under command code 2U are identified by specific serial numbers. Excluding AFSVC, FT may be used by NGB and AFRC. These commands are authorized to load FT DoDAACs for their DFACs using their command code and stock record account number for their stations. NGB/AFRC Services activities should contact their appropriate MAJCOM/FLDCOM DoDAAC monitor.

Unitized Group Rations (UGRs)—Used to sustain military personnel during worldwide operations. The UGR is designed to maximize the use of commercial items and to simplify the process of providing high quality food service in a field environment.

War Reserve Materiel (WRM)—Materiel required to augment peacetime assets to support unit mission and activities reflected in USAF war plans.

War Consumable Distribution Objective (WCDO)—A classified document which lists bases and war consumable items, including rations that must be on hand to support current Air Force War Reserve Materiel O-plans.

Attachment 2**MONTHLY FOOD SERVICE REPORTS TO BE SUBMITTED TO AFSVC****A2.1. APF Food Operations.**

A2.1.1. WRM Ration Report.

A2.1.2. Monthly Monetary Record.

A2.1.3. SF 1080, Voucher for Transfers between Appropriation and/or Funds.

A2.1.4. Monthly Commissary Government Purchase Card (GPC) Invoices.

A2.2. Food 2.0.

A2.2.1. Food 2.0 installations submit consolidated data for monthly uploads to AFSVC SharePoint site.

A2.2.2. Monthly Monetary Record. This report is for each DFAC and Provisions on Demand operations.

A2.2.3. Food 2.0 Labor Validation Letter.

A2.2.4. Food 2.0 Labor Variance Sheet.

A2.2.5. Contract Operations Representative (COR) Corrective Action Report (CAR).

A2.2.6. Food 2.0 Contract Operations Representative Monthly Performance Evaluation Report (PER).

A2.2.7. Food 2.0 Contract Operations Representative Inspection Checklist.

A2.2.8. WRM Ration Report.

A2.2.9. Signed Mid and End-of-Month Inventory in PDF form.

A2.2.10. DD Form 2973, Food Operation Inspection Report.

A2.2.11. Non-DLA Purchase Invoices.

Attachment 3

SAMPLE MEMORANDUM OF UNDERSTANDING (MOU) FOR RATIONS/THIS DOCUMENT ESTABLISHES A MOU BETWEEN THE (UNIT) AND THE FOOD SERVICE ACTIVITY.

A3.1. PURPOSE. This MOU establishes the conditions and responsibilities of the signatories to the agreement under which the Food Service activity provides operational rations for (unit/MAJCOM/FLDCOM) in support of the SSU tasked under OPLAN (number).

A3.2. SCOPE AND CONDITIONS. The scope and conditions under which support will be rendered are contained in this memorandum.

A3.3. 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 Squadron Commander or Division Chief to the MAJCOM/FLDCOM or A1/S1. Should further resolution of the matter be required, refer it from the MAJCOM/FLDCOM to AFSVC/VM, 2261 Hughes Avenue, Ste 156, Joint Base San Antonio-Lackland AFB, TX 78236-9854.

A3.4. 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.

A3.5. 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.

A3.6. 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.

A3.6.1. Units are responsible for:

A3.6.1.1. 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.

A3.6.1.2. Arranging any required banding/netting needs with installation transportation.

A3.6.1.3. Appointing responsible officers for controlling rations.

A3.6.1.4. In writing notifying Food Service managers when responsible officer changes occur due to change of command, transfers, PCS, etc.

A3.6.1.5. Picking up and signing for rations from Food Service on DAF Form 3516.

A3.6.1.6. Providing Food Service managers with an DAF Form 79 for ESM or cash for BAS meals at any time rations are issued to customers.

A3.6.1.7. Notifying Food Service managers when operational rations need replenishment due to consumption or losses.

A3.6.1.8. Performing and reporting monthly physical inventory counts of rations to Food Service.

A3.6.1.9. Control and reimbursement for rations used IAW DAFMAN 65-604, *Appropriation Symbols and Budget Codes (ensure current fiscal year guidance is used)*.

A3.6.1.10. Ensuring the oldest rations on hand are used or rotated first-in-first out.

A3.6.1.11. Returning rations to a Food Service activity when required (rotation) and picking up replacement rations.

A3.6.1.12. Ensuring operational rations stored by units are re-inspected by Military Public Health IAW DLA 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.

A3.6.1.13. Perform report of survey action on DD Form 200, for any lost, stolen, or missing rations stored by units that were issued on DAF Form 3516 by Food Service.

A3.6.2. Food Service personnel are responsible for:

A3.6.2.1. Requisitioning operational rations (MREs).

A3.6.2.2. Maintaining accountability for operational rations until issued to units for use during emergencies, contingencies, local alerts, exercise, disasters, etc.

A3.6.2.3. Issuing DAF Form 3516 and DAF Form 79, to charge installations/units or Food Service ESM funds at any time when WRM rations stored by units are short or consumed. DAF Form 79 is returned to Food Service once meals are consumed.

A3.6.2.4. Replacing operational rations when notified by the unit's responsible custodian that the rations are short or have been consumed.

A3.6.2.5. Receiving and issuing operational rations (MREs).

A3.6.2.6. Having Military Public Health inspect operational rations prior to pick up by units.

A3.6.2.7. Ensuring the DoD food inspection stamp is on the back of all copies of DAF Form 3516, to identify rations were inspected.

A3.6.2.8. Ensuring the operational rations are palletized on standard (40" X 48") wooden pallets.

A3.6.2.9. Keeping a signed copy of the original DAF Form 3516 and MOU on file for auditing and inspection purposes.

A3.6.2.10. Ensuring rations issued on DAF Form 3516 are added to the inventory.

A3.6.2.11. Ensuring DAF Forms 3516 are revalidated annually.

A3.6.2.12. Ensuring operational rations are loaded onto installation vehicles sent by units or installation activities.

A3.6.2.13. Monitoring rations to ensure they are rotated 180 days prior to their expiration date.

A3.6.2.14. The MOU should be routed for coordination and approval with the FSS/CC, LRS/CC, supported unit commander, MSG/CC, and the servicing legal office.