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OF THE AIR FORCE**



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

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This manual implements Department of Defense Instruction (DoDI) 1338.10, *Department of Defense Food Service Program*, Department of Defense Manual (DoDM) 1338.10, *DoD Food Service Program*, and Air Force Policy Directive (AFPD) 34-1, *Air Force Services*. It provides directive guidance and procedures on requisition, ordering, accounting, preparation and inventory of food in appropriated fund (APF) food facilities including dining facilities, flight kitchens, missile feeding, field feeding and on the essential station messing (ESM) program. It does not apply to hospital dining facilities. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for Food Service Program Management and Essential Station Messing that applies to all regular Air Force members, members of the Air Force Reserve Command and members of the Air National Guard. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, and disposed of in accordance with the Air Force Records Disposition Schedule in the Air Force Records Information Management

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(KIRTLANDAFB) This publication supplements Air Force Manual (AFMAN) 34-240, *Appropriated Fund (APF) Food Service Program Management*, and is supplemented as follows. It pertains to any unit, organization, group, person or persons to include but not limited to; 377th Air Base Wing (ABW) and associate units, active duty, reserve and retired military personnel, and civilian Department of Defense (DoD) personnel. This publication applies to Air Force Reserve Command (AFRC) personnel/units if within the confines of Kirtland Air Force Base (KAFB). This publication applies to the Air National Guard (ANG) units/personnel if within the confines of KAFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. Submit requests for waivers through the chain of command to the Publication OPR. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been revised completely and must be reviewed thoroughly. It incorporates Air Force Instruction (AFI) 34-239 (which incorporated AFI 34-145, *Essential Station Messing*), reflects the standup of the Air Force Installation Command, adds **Chapter 10** (Food Service Uniforms), and references AFMAN 65-605, Volume 1, *Budget Guidance and Technical Procedures* formerly known as AFI 65-601, Volume 1, *Budget Guidance and Procedures*.

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Chapter 1

FOOD SERVICE PROGRAM MANAGEMENT

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

1.2. Guidance on Uses of Food Service, Dining Facilities and Essential Station Messing Entitlements.

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

1.2.2. Department of Defense (DoD) Directive 1418.05, *Basic Allowance for Subsistence (BAS) Policy*, and AFMAN 65-116V2, *Defense Joint Military Pay System (DJMS) Unit Procedures Excluding FSO*, establish policy and assign responsibilities for military personnel subsistence.

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

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

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

1.2.4. Authorized Use of Air Force appropriated fund Dining Facilities (DFAC). Refer to [paragraph 1.3](#) and [Attachment 2](#).

1.2.5. **Paragraph 1.4** provides guidance for emergencies when installation commanders can allow off-base civilians, noncombatant evacuees, and family members evacuated from other Department of Defense (DoD) installations to eat in the base dining facilities.

1.2.6. Do not use appropriated fund (APF) food from food service for social activities. **(T-0)**.

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

1.3. Authorized Users. The Air Force operates dining facilities to meet the mission feeding requirements of the installation. These 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 our war-fighting missions, and daily installation operations.

1.3.1. The Installation Commander may authorize other guests to use the facility when it is determined to be in the best interest of the Air Force. The authorization must be in writing. **(T-3)**. See [attachment 2](#) for further guidance.

1.3.2. The commander has the discretion to open the DFAC on certain days (e.g., Thanksgiving, Christmas) for cash-paying guests.

1.3.3. Additional details on identifying DFAC guests can be found on the Air Force Services Activity (AFSVA) Installation Support Portal.

1.4. Emergency Situations. Installation Commanders may allow off-base civilians, noncombatant evacuees, and family members evacuated from other DoD installations to eat in base dining facilities during emergencies. [Paragraph 3.20](#) details accounting procedures during disaster or emergency conditions.

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

1.6. Essential Station Messing.

1.6.1. Air Force members placed in ESM status for subsistence are provided rations, at government expense, through the installations DoD Food Service Program. Commanders may assign enlisted members in grades E1-E6 who permanently reside in dorms to ESM. Members on ESM receive meals at the dining facility at no additional charge.

1.6.1.1. Anyone who is placed on ESM must show his or her military identification card and/or a copy of their orders as validation of the ESM status in the Aloha Loyalty Database. Individuals who are not enrolled or are showing as invalid for ESM will pay for meals until the ESM status is validated by their Unit Commander. **(T-0)**.

1.6.1.2. ESM personnel of other Services assigned or attached to Air Force installations are authorized ESM privileges in accordance with Department of Defense Instruction (DoDI) 1338.10, *Department of Defense Food Service Program*.

1.6.1.3. Air Force Reserve Officers Training Corps cadets in paid training status who are on ESM status can use the DoD Form 714, Meal Card, as identification.

1.6.1.4. Proper control is maintained by the installation commander who approved the schedule for the recall and reissue of ESM. Refer to [Attachment 7](#), for additional guidance on Air Force Food Service ESM.

1.6.1.5. The unit commander or designee will verify the roster monthly and return a signed copy to Force Support Food Service Officer. **(T-3)**. Air National Guard (ANG) full time Services representative will verify roster from Military Personnel Data System quarterly. **(T-3)**.

1.6.2. Starting, stopping and verifying essential station messing.

1.6.2.1. Members request to start or stop ESM privileges through their unit commander. ESM control officers initiate an AF 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 AF Form 220 and, within three days, forward the original to the base finance office, a copy to the food service office, a copy to the member and maintain a copy. Member then submits request to the Force Support Squadron (FSS) Food Service Office within 3 duty days of the member's change of status. Commanders will require members to provide accurate information regarding eligibility such as residence location and duty hours. **(T-3)**.

1.6.2.2. The Unit ESM control officer prepares ESM addition/deletion request letter with the following information: member's rank, name, Electronic Data Interchange Personal Identifier (EDIPI) number and the start or stop date for ESM.

1.6.2.3. The Unit ESM Control Officer forwards addition/deletion requests to Food Service Officer (FSO) and maintains a copy for future validation. Air Force Reserve Command and Air National Guard full time Services representatives control addition and deletion requests.

1.6.2.4. The FSO or designee updates the Aloha Loyalty database.

1.6.2.5. The FSO or designee provides the Unit ESM Control Officer a monthly ESM validation list. The Unit ESM Control Officer reviews the list and indicate on the ESM listing the rank, name, and Electronic Data Interchange Personal Identifier (EDIPI) number of individuals that need to be added or removed from the listing.

1.6.2.6. The Unit ESM Control Officer signs essential station messing listing. The FSO reviews and signs the monthly ESM listing.

1.6.2.7. File a copy and forward the original to the FSO whom also maintains the original copy of the ESM listing. Air National Guard Full time Services representative maintains the file copy and original ESM listing.

1.6.3. Personnel not placed on ESM status include members living in temporary quarters and authorized Temporary Lodging Allowance or Temporary Lodging Expense are entitled to the BAS and are not authorized ESM. Members placed on ESM are not authorized to use the DFAC or Mission Essential Feeding Facilities at government expense while on leave and on temporary duty status. Furthermore, these members are not authorized to purchase meals at government expense for another member or individual.

1.6.4. Joint Basing Installations. Members assigned to a Joint Base rather than an Air Force organization follow the instruction or regulation of receiving ESM privileges from their respective service. However, while dining in an Air Force Dining Facility or Mission Essential Feeding Facility, sister service members not assigned to an Air Force organization present a DD Form 714, *Meal Card*, to the cashier. The cashier has them sign the ESM Invalid Entitlement Log.

1.6.5. Members assigned to a Food 2.0 installation follow the instructions or regulations of receiving ESM privileges from their respective service. Refer to [Attachment 7](#), for additional guidance on Air Force Food Service ESM.

1.7. 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).** Members who are exposed to the elements for extended periods, have no reasonable access to refreshment sources, and require beverages to remain alert are authorized mission essential beverages provided at government expense using 3500 Appropriation for Subsistence in Kind funds. AFMAN 65-605V1, Chapter 4, paragraph 4.58, provides guidance for the use of organization appropriated funds 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 essential station messing cannot be purchased with 3500 Appropriation for Subsistence in Kind funds. Sports beverages and bottled water not supporting a meal can be purchased using Organizational O&M funds in accordance with **paragraph 8.16**. Organizations comply with AFMAN65-605V1, paragraph 4.58.6, Sports Beverages. Note: 3500 Appropriation for Subsistence in Kind funds are only to be used to purchase bottled water in support of Flight Meals and Carry-out meals from a DFAC. **(T-1).**

1.8. Nutritional Standards: Refer to AFI 40-104, *Health Promotion Nutrition*, for specific information on meeting recommended nutritional standards.

1.9. Evaluating Food Service. The FSO or designated representative uses one copy of the AF Form 1038, to rate food service operations quarterly, at a minimum.

1.10. Customer Feedback: Use AF Form 27, *Food Service Customer Survey*, installation or Air Force Services Activity-approved system to solicit feedback from customers in all appropriated fund DFACs. Customer feedback forms only request official duty phone and email addresses (not personal phone number or email). The DFAC manager should respond to guests' concerns by telephone followed up with an email (if provided) within 48 hours. The DFAC manager should annotate notes from the conversation on the backside of the form used and file for future reference.

1.10. (KIRTLANDAFB) KirtlandAFB Dining Facility (DFAC): Also uses the DoD Interactive Customer Evaluation (ICE) comment system.

1.11. Revisions to Air Force Menu. Menu revisions should be made to satisfy guest preferences. Menu revisions should accommodate religious observances, cultural diversity, specialty means, and menu variety. FSO uses quarterly menu board meetings and customer feedback as supporting documents for menu revisions.

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

1.13. Menu Item Pricing.

1.13.1. The recipe cost and selling price is calculated for individual portions of each menu item. Pricing is centrally managed at AFSVA/SVOF.

1.13.2. AFSVA/SVOF sets pricing 20% above the basic cost per portion for all items served in APF food activities. This covers the cost of condiments, shortening and food preparation losses (spillage, burning, discarding, etc.). Do not charge for sauces, gravies, or condiments used for sandwich toppings.

1.14. Computer Malfunction. DFAC managers and cashiers must develop contingency plans for those times that computers or Point of Sale (POS) systems are inoperable. **(T-3).** Keep a complete set of non-automated forms and current Sales Item Listing on-hand in case the automated operations cease. Refer to the AFSVA Installation Support Portal for a range of options POS or computers are down.

1.15. Unannounced Spot-Check of Cashier. Use AF 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 for review and corrective action.

1.16. Five-year Facility and Equipment Improvement Plan. The FSO 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 Commands (MAJCOMs) and AFSVA approval of new facilities or upgrade projects. **(T-2).**

1.17. Dining Facility Closures. Commanders have a responsibility to ensure their Airmen have access to affordable, nutritious meals. Commanders should perform due diligence before deciding to close a primary dining facility, which includes implementing a viable plan for maintaining an installation feeding capability that provides adequate meal service for Airmen. Commanders will obtain Air Force Manpower and Reserve Affairs (SAF/MR) approval prior to permanently closing dining facilities. **(T-1).** Commanders should contact AFSVA for guidance on temporary closure for renovation. Installation leadership will include an appropriate feeding capability plan that meets mission requirements and provides adequate consideration for the needs of Airmen in closure requests. **(T-0).**

1.18. Food Service Contracts. DFACs with food service contracts must have contingency service plans in the event the contractor fails to meet the conditions of the contract. **(T-2).** A template for an installation-level contingency plan is available from AFSVA/SVOF, which should then be tailored/adapted to address unique needs for each installation.

1.18.1. AFSVA/SVO maintains copies of all food service contracts. The Food Service Officer or Chief provides a copy of each food service contract and any amendment to the contract to AFSVA/SVO upon issuance.

1.18.2. AFSVA/SVOF develops and maintains a standard Statement of Work for Air Force food service contracts. Food service managers request and utilize the standard Statement of Work for new or replacement contract solicitations. AFSVA/SVO is approval authority for the standard statement of work.

1.18.3. Force Support Squadron Commanders/Directors should request guidance from AFSVA/SVOF for contingency operations to support installation deployments.

1.19. Food Service Uniforms: Food Service personnel engaged in preparation and serving of food shall be attired in food service uniforms as prescribed in **Chapter 10** of this manual. **(T-2).**

Chapter 2

ROLES AND RESPONSIBILITIES

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

- 2.1.1. Provides oversight and issues policy for conducting the Air Force Food Service Program.
- 2.1.2. Advocates for food service budgets and funding.
- 2.1.3. Coordinates food service policy with the other military departments and Department of Defense.
- 2.1.4. Maintains contact with other government agencies and industrial associations.

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

- 2.2.1. Is responsible for Program Objective Memorandum (POM) submissions and advocates on behalf of the installations to ensure sufficient appropriated fund support for the Food Service Program.
- 2.2.2. Develops appropriated fund resourcing strategy and consolidate, validates and distributes Food Service appropriated funds support to installations and AFSVA.
- 2.2.3. Manages the Food Service Air Force Common Output Level Standards Program.

2.3. Air Force Services Activity (AFSVA):

- 2.3.1. Provides command, control and oversight of the Food Service Program.
- 2.3.2. Advocates on behalf of the installations to ensure sufficient appropriated fund support for the Food Service Program.
- 2.3.3. Works with Air Force Installation and Mission Support Center to determine installation war reserve materiel (WRM) ration levels and reporting requirements.

2.4. AFSVA, Food and Beverage Operations Division (AFSVA/SVOF):

- 2.4.1. Manages the Air Force Food Service Program.
- 2.4.2. Serves as program manager for 3500 Appropriation for Subsistence in Kind funds (military subsistence account) and WRM subsistence requirements using this account.
- 2.4.3. Administers, publishes, distributes, and provides technical assistance and guidance to Major Commands, Executive Advisors, and installations on food service matters.
- 2.4.4. Oversees the Hennessy Trophy Awards Program to promote excellence in Air Force food service (information found on the Air Force Services Activity Food and Beverage Portal).
- 2.4.5. Develops operational and customer service standards.
- 2.4.6. Coordinates Food Service Program with the other military departments and DoD. Maintains contact with other government agencies and industrial associations.
- 2.4.7. Develops food management program procedures.

- 2.4.8. Coordinates and approves food specifications and resolves problems involving food quality and service.
- 2.4.9. Develops, updates, and posts the Air Force Worldwide Menu on the Air Force Services Activity Food and Beverage Portal. Sets requirements for and approve menus used for Food 2.0.
- 2.4.10. Develops and implements training workshops for DFAC managers.
- 2.4.11. Reviews plans for food service modification, renovation, and construction projects for functional adequacy and sizing.
- 2.4.12. Establishes and monitors new food item tests and acceptability studies.
- 2.4.13. Provides functional expertise for developing and using state-of-the-art automated food service systems.
- 2.4.14. Performs installation Food Management Assistance Team and staff assistance visits. Trains food service personnel during Food Management Assistance Team and staff assistance visits at installation food service operations.
- 2.4.15. Prepares Statements of Work, quality assurance plans and other guidelines for food service contracts.
- 2.4.16. Serves as the Air Force subject matter expert for coordination and maintenance of the Armed Forces Recipe Service.
- 2.4.17. Maintains centrally-managed database of food service operational and financial data.
- 2.4.18. Coordinates supply of subsistence with Defense Logistics Agency Troop Support and deployed units.
- 2.4.19. Monitors installations inventory to sales ratios, inventory levels and gain or loss tolerances.
- 2.4.20. Coordinates nutritional awareness programs.
- 2.4.21. Manages Air Force Food Service WRM program.
 - 2.4.21.1. Conducts adaptive and crisis planning regarding operational ration requirements.
 - 2.4.21.2. Determines WRM ration levels based on operational planning in coordination with the Major Command A4L office.
 - 2.4.21.3. Obtains WRM and food service ration reports from assigned food service activities and produces consolidated report of food service WRM assets.
- 2.4.22. Oversees Intercontinental Ballistic Missile (ICBM) Chef Working Group; determines dates and location of the annual working group.
- 2.4.23. Analyzes and validates command problems and gain or loss tolerances.
- 2.4.24. Acts as the AFSVA focal point on subsistence matters with deployed units during wartime, contingencies, exercises and emergencies.
- 2.4.25. Advises AFSVA/SVO of significant financial and subsistence problems.

2.5. AFSVA, Financial Management and Comptroller (AFSVA/FM):

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

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

2.5.3. 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.

2.6. AFSVA, Installation Support Division (AFSVA/SVI): Maintains liaison with installation commanders.

2.7. Major Command (MAJCOM)/A1R (Includes Component MAJCOMS and NAFs):**Figure A2.1. (Added-KIRTLANDAFB) Request Memorandum for Authorization to Use Dining Facility.**

**DEPARTMENT OF THE AIR FORCE
YOUR UNIT (YOUR COMMAND)**

MEMORANDUM FOR 377 MSG/CC

FROM: Your Commander/Director

SUBJECT: One-Time Request for Thunderbird Inn Dining Facility Use by Civilian, and/or Retired Military Personnel on _____

1. IAW with AFMAN 34-240_KIRTLANDSUP, A2.7.1, The installation commander may authorize Department of Defense civilians to eat meals in dining facilities after determining other facilities, including nonappropriated fund food activities, installation exchange cafeterias, and installation restaurants are not available, adequate, or readily accessible to the duty location, and that sufficient capability to provide this meal service is available within the dining facility operation.

2. IAW AFMAN 34-240 KIRTLANDAFB SUP_I, *Food Service Program*, para A2.7.1., request installation commander approval of normally unauthorized for use of the DFAC as outlined below:

a. Date/Hours of use:

b. Reason:

c. Number of attendees by status: Civilians: _____ Retirees: _____

NAME, RANK,
Duty Title

1st Ind, 377 MSG/CC

MEMORANDUM FOR 377 FSS/FSVF
OFFICE OF REQUEST

I approve/disapprove the above one time use of dining facility.

FULL NAME, Colonel, USAF
Commander, 377th Mission Support Group

- 2.7.1. Conducts adaptive and crisis planning regarding operational ration requirements.
- 2.7.2. Determines WRM ration levels based on operational planning.
- 2.7.3. Reports requirements for WRM and Wartime Consumable Distribution Objective (WCDO) to Air Force Food and Beverage Operations Division annually.

2.8. Installation Commander:

- 2.8.1. Provides adequate facilities for storage of food (perishable, semi-perishable and operational, food service equipment, and supplies) to include WRM funded rations.
- 2.8.2. Provides funding for food service equipment and supplies.
- 2.8.3. Responsible for quality of Missile Alert Field Feeding Operations, food service management and training within the missile complexes at Malmstrom, F.E. Warren and Minot Air Force Bases.

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

- 2.9.1. Serves as the accountable officer for all food service subsistence and WRM stocks.
- 2.9.2. Oversees operation of food service activities.
- 2.9.3. Advises AFSVA/SVOF of significant subsistence problems.
- 2.9.4. Will submit a budget for all food service equipment and supplies in accordance with installation and AFIMSC procedures. **(T-3)**.
- 2.9.5. Will ensure the accuracy of meals availability data on the Defense Travel Management Office (DTMO) home page and report any change in the installation's data. **(T-0)**. Reports any changes or updates via email to afsva.svf.distro@us.af.mil. Reports as soon as a firm closure or opening date are known. This does not include temporary conditions (e.g., a change lasting less than three months).
- 2.9.6. At Malmstrom, F.E. Warren, and Minot Air Force Bases: Provides fully trained and functional Intercontinental Ballistic Missile (ICBM) chefs to maintain 100% coverage of Missile Alert Facilities.

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

- 2.10.1. Oversees the installation appropriated fund Food Service Program.
- 2.10.2. Develops a program for replacing equipment (five-year plan) and upgrading facilities.
- 2.10.3. Ensures non-automated procedures are available for continued operations if the point-of-sales system or back of house computer system is inoperative. **(T-3)**.
- 2.10.4. Provides DFAC cashiers written instructions and training on safeguarding cash and forms, customer identification and meal charges.
- 2.10.5. Trains food service staff.
- 2.10.6. Performs and submits results of quarterly inspections utilizing the AF Form 1038, *Food Service Evaluation Record*, to rate the food service operation.

- 2.10.7. Certifies, signs, and is accountable for the AF Form 1119, *Monthly Monetary Record*.
- 2.10.8. Reviews and approves food service requisitions before submission to the DLA Troop Support or other sources of subsistence supply.
- 2.10.9. Reviews and forwards WRM and ration reports to the AFSVA/SVOF.
- 2.10.10. Provides instructions with the appropriate forms to organizations requesting Meals Ready to Eat (MREs).
- 2.10.11. Ensures Hazard Analysis Critical Control Point (HACCP) procedures are used for subsistence to include storage, food preparation, cooking, serving and holding food products.
- 2.10.12. Develops manning schematics for military and appropriated fund civilian personnel.
- 2.10.13. Ensures the essential station messing roster is updated on a daily basis.
- 2.10.14. Ensures quality assurance evaluations are conducted on all food service contract requirements.
- 2.10.15. Reviews and approves new or replacement equipment budget requests.
- 2.10.16. Ensures the required monthly reports are uploaded in the data call section for Sustainment on the AFSVA Portal.

2.11. Food Service Personnel:

- 2.11.1. Prepare and serve meals in accordance with approved recipe guidelines in the automated food enterprise system. Deployed locations without automated system support will use Air Force Joint Manual (AFJMAN) 34-606.
- 2.11.2. Will clean work station after every meal period or in accordance with established operational instructions. **(T-3)**.
- 2.11.3. Order, receive, store, transfer, and issue subsistence to authorized activities.
- 2.11.4. Establish controls for issue of subsistence to appropriated fund customers.
- 2.11.5. Maintain inventories within approved variances to support current and projected needs.
- 2.11.6. Input all requisition, receipt, transfer, issue, and other documents affecting inventory into the management information system by close of business daily.
- 2.11.7. Forward requisitions to the DFAC manager for review and approval before submitting to DLA Troop Support.
- 2.11.8. Establish a schedule for submission of food orders.
- 2.11.9. Comply with procedures contained in AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Material Handling*. **(T-1)**.
- 2.11.10. Monitor inventory balances, date-of-pack, rotation and expiration dates of all subsistence.
- 2.11.11. Follow the preface to the Worldwide Menu on the Air Force Services portal.

Chapter 3

FOOD SERVICE ACCOUNTING

3.1. Overview. Food service accounting involves careful and accurate documentation of the number of meals served and the handling of cash receipts. The Food Service Officer (FSO) and Dining Facility (DFAC) managers have important roles and responsibilities in accountability including control of signature forms and cash. The following paragraphs describe the required accounting actions, forms and standards. Complete all forms in blue or black ink or stamp.

3.2. FSO:

- 3.2.1. Safeguards the AF Form 79, *Head Count Record*, and cash receipts.
- 3.2.2. Uses the AF Form 1254, *Register for Cash Collection Sheets*, to control the receipt and issue of the AF Forms 79.
- 3.2.3. Investigates and reports to squadron leadership when controlled forms are missing.
- 3.2.4. Daily, verifies the amount of cash collected and deposit in to the appropriate financial institute.
- 3.2.5. Prepares AF Form 1119-1, *Manual Monthly Monetary Report (RCS: HAF-SVS (M) 9I22)*, for all meals. The AF Form 1119-1 is submitted NLT the 10th of every month via the AFSVA Food and Beverage Portal.
- 3.2.6. EXCEPTION: ANG completes and sends AF Form 1119-1 electronically monthly to NGB/AIS via the Food Services Expenditures website.
- 3.2.7. Uses the AF Form 282, *Unannounced Spot-Check of Cashier*, each month to spot check cashier functions for accurate customer headcount along with cash control procedures.

3.3. DFAC Manager:

- 3.3.1. Issues forms and cash to cashiers; accounts for forms and cash on the AF Form 1305, *Receipt for Transfer of Cash and Vouchers*.
- 3.3.2. Reports cash overages or shortages on DD Form 1131, *Cash Collection Voucher*.
- 3.3.3. Annotates number of meals served and subsistence purchases for all dining facility operations on the Air Force Form 1119-1.
- 3.3.4. Accounts for flight meals and record cash collected on AF Form 79 or Point of Sale system.
- 3.3.5. Uses the production log to record all instructions for subsistence ordering and production management.
- 3.3.6. Records raw (Inventory) and finished (Recipe) waste on the waste log.
- 3.3.7. Refers to [Attachment 5](#) for monthly reporting requirements.

3.4. The Food Service Accountant:

- 3.4.1. Uses the AF Form 1254, *Register of Cash Collection Sheet*, to control the receipt and issue of the AF Form 79.

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

3.4.3. Enters the AF Forms 79 serial numbers in numerical order on the first column of the applicable AF Form 1254.

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

3.4.5. 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.

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

3.4.7. Investigates any missing serial numbers.

3.5. Control of Funds and Signature Forms. The Food Service accountant records the transfer of responsibility of funds and controlled forms using the AF Form 1305, *Receipt for Transfer of Cash and Vouchers*. The Food Service accountant consolidates the collection, prepares the DD Form 1131, *Cash Collection Voucher*, and gives it with the consolidated cash to the accounting and finance officer. The accounting and finance officer 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 AF Form 1254 opposite the number of each AF Form 79 supporting the turn in within two workdays after receiving it from the accounting and finance officer.

3.6. Headcount Record. The AF Form 79 is the record used for collecting and accounting for cash received from the sale of meals by cash paying and Essential Station Messing (ESM) customers. 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.

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

3.6.1.1. ESM customers assigned to the installation enter payroll signature, grade, and last four digits of their Electronic Data Interchange Personal Identifier (EDIPI) number.

3.6.1.2. Enlisted members of other services or cross-service status sign the AF 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.

3.6.2. Generally, a separate AF Form 79 is used for each meal; however, where the number of Essential Station Messing (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 AF Form 79 for each day since the form provides supporting headcount data for daily sales. Exceptions are small units where daily posting of headcount data is not required. In these instances, divide the AF Form 79 with lines that reflect each day's use. Use a separate form for each of the special categories of personnel served as outlined in the annual meal rate letter located on the AFSVA Food and Beverage Portal and distributed by AFSVA/SVOF to all APF food operations.

3.6.3. In the event the number of guests who pay cash is small, use the form for the whole day by inserting a dividing line after the last signature for each meal.

3.6.4. 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 AF 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 his/her 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.

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

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

3.6.5.2. Under emergency conditions.

3.6.5.3. **(Added-KIRTLANDAFB)** Unit representatives may request multiple carryout hot meals or ground support meals.

3.6.5.4. **(Added-KIRTLANDAFB)** Only designated unit representatives may receive multiple hot meals for distribution to individuals unable to dine-in or retrieve meals from the DFAC due to mission necessity. Units may also request ground support meals on an AF Form 79, *Headcount Record (Storage Safeguard Form.)* Authorized Essential Station Messing (ESM) and Basic Allowance for Subsistence (BAS) customers may have three meals from the DFAC per day in any combination of dine-in, carryout, or Grab-and-Go meals.

3.7. Receipt for Transfer of Cash and Vouchers. DFAC managers, shift leaders, and cashiers ensure AF 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 AF 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 AF Form 1305 – the individual turning in the cash and the individual accepting.

3.8. Cash Turn In from Non-automated Dining Facilities.

3.8.1. Daily, the Food Service Accountant:

3.8.1.1. Collects the previous day's AF Forms 79 and total cash collected from the DFAC manager(s).

3.8.1.2. Documents the transfer of forms and cash on the AF Form 1305.

3.8.2. The FSO or a designated representative:

3.8.2.1. Verifies and reconciles the AF Forms 79 and DD Form 1131 entries against cash on hand.

3.8.2.2. Determines whether reported cash overages or shortages are reasonable.

3.8.2.3. Annotates the AF Form 1254 to indicate the date each AF Form 79 was returned and the amount collected.

3.8.2.4. Certifies the completed AF Form 1254 with his/her signature.

3.8.2.5. Verifies missing forms and prepare 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.

3.9. Cash Turn In from Automated Dining Facilities. The Food Service Accountant, or FSO-appointed designee, travels to DFAC(s) to collect cash, POS system receipts, and all controlled forms. The Food Service Accountant records the transfer of cash, receipts and forms on the AF Form 1305.

3.10. Form Preparation for Cash Turn In.

3.10.1. The FSO 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 office with supporting documentation. In contract operations, contractors keep a third copy for their records **EXCEPTION:** Food Transformation Initiative operations use the AF Form 1876, *Consolidated Cost Center Report*, to deposit funds at the nonappropriated fund accounting office located in the FSS. See contract guidelines for accounting guidance on full food service and food service attendant contracts.

3.10.2. The FSO enters the accounting classification obtained from the accounting and finance officer. **EXCEPTION:** Operating charge funds require a separate accounting classification. AFSVA/SVOF publishes these accounting classifications annually in a signed memo.

3.10.3. FSO 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.

3.10.4. 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 or contractor will ensure all shortages have the Essential Station Messing (ESM) accounting classification published by AFSVA/SVOF. **(T-2)**. Add all amounts at the bottom of DD Form 1131.

3.11. 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 AF Forms 79 (as applicable), POS system receipts, and for multiple automated operations, the Cash Reconciliation Report from the automated system. The FSO enters the voucher number in the last column of AF Form 1254 opposite each AF Form 79 as applicable.

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

- 3.12.1. Verifies the number of collection sheets used to make up the voucher.
- 3.12.2. Totals the amounts collected and ensures the correct funds are turned in on DD Form 1131.
- 3.12.3. Verifies the accounting and finance office has stamped DD Form 1131 with the time, date, and amount deposited. Ensures the finance cashier has signed or initialed the cash collection voucher in accordance with DoD 7000.14R, Financial Management Regulation Vol 5: *Dispersing Policy*, Chapter 8 Collections. **(T-0)**.
- 3.12.4. After verifying, initials the DD Form 1131 in the "total" item.
- 3.12.5. Checks totals once a month on DD Form 1131 with finance to ensure proper amounts are turned in.

3.13. 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)**.

3.13.1. Air National Guard (ANG) 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, ANG units are authorized 10% gain or loss as reported on the AF Form 1119-1. During Annual Training periods or feeding operations of three days up to 17 days, the unit is authorized 5% gain or loss on the AF Form 1119-1. If feeding operations exceed 17 days, units are required to maintain a 3% gain or loss on the AF Form 1119-1. **(T-2)**.

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

3.13.2.1. 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.

3.13.2.2. The MSG/CC will inform AFSVA/SVOF of actions taken to correct the problem.

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

3.14.1. FSO collects standard meal reimbursement charges from direct hire local nationals at overseas appropriated fund Food Service facilities. Installations with existing Memorandum of Understanding (MOU) agreements that establish local national employee meal rates require AFSVA/SVOF coordination and approval. **(T-2)**.

3.14.2. 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.

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

3.14.4. If at all possible, the next revision of the Memorandum of Understanding should indicate that cross-service reimbursement be discontinued and require all members and local nationals to pay cash when eating in the DFAC.

3.15. Issuing MREs from Food Service .

3.15.1. If another unit needs operational rations, food service purchases the rations and transfers them to the receiving unit using AF Form 3516, *Food Service Inventory Transfer Receipt*. One individual from that unit signs for the rations, accounts for meals sold, and turns in remaining rations and paperwork to the food service office. Non-automated operations complete the field accounting in accordance with [paragraph 4.8](#). If the unit is not returning to the base issuing the rations, the food service section at receiving base completes the accounting/documentation and forwards to their AFSVA Installations Support Portal. Coordination between these units is essential to ensure all rations are accounted for properly.

3.15.2. When MREs are used in local exercises the following applies:

3.15.2.1. The base FSO obtains MREs and inventories them on AF Form 28, *War Reserve Materiel (WRM) Ration Report*. The FSO or designated representative uses the AF Form 3516 to record transfer of rations to the requesting organization.

3.15.2.2. The FSO or designee provides the using organization with AF Forms 79 and current meal rates. The FSO or designee advises the organization that the rations are accountable. When the exercise is concluded, units immediately return to food service all rations not documented on the AF Form 79 as issued or sold. Unit points of contact must include any cash collected and ESM signatures on the AF Form 79. **(T-3)**.

3.15.2.3. After distribution of all MREs, collection of cash and completion of related forms, Noncommissioned Officer in Charge completes the AF Form 1119-1. Transfer full cases of MREs to the food service section using AF Form 28.

3.16. Accounting for Flight Meals and MREs Positioned on Aircraft for Emergency Purposes.

3.16.1. Meals are accounted for on Air Force Form 79 or automated Point of Sale system. Prices for flight meals are established annually by Office of the Secretary of Defense Comptroller with guidance issued by AFSVA/SVOF.

3.16.2. In the event crews are required to place 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.

3.16.2.1. DFAC manager or designee issues an AF Form 79 and transfers the required MREs to the aircraft via AF Form 1297, *Temporary Issue Receipt*. If the MREs are consumed on the aircraft, members sign for them directly on the AF Form 79. Individuals who consume MREs must claim them as government-furnished meals on their travel voucher in accordance with Joint Travel Regulation. (T-0).

3.16.2.2. Upon return to home station or arrival at another Air Force installation with a DFAC, the designated representative from the aircraft returns unused MREs, the AF 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 AF Form 28.

3.17. MREs in Processing Lines. Do not purchase MREs with O&M funds in accordance with Section 10P of AFMAN65-605V1. (T-1). Members must pay for flight meals/MREs or claim them on their travel vouchers as meals provided at no cost in accordance with JTR. (T-0). To receive a meal at no cost, the member's travel orders must state, "Meals Provided at Government Expense." 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.

3.18. Field Feeding. Field feeding operations use allowances determined annually by Air Force Food and Beverage Operations for field fielding.

3.18.1. Procedures for local base exercises.

3.18.1.1. During the exercise, collect signatures and cash on the AF Form 79 which consolidates all types of meals for both Essential Station Messing (ESM) and cash customers. This information is used to complete an AF Form 1650b.

3.18.1.2. At the conclusion of the exercise, the field feeding Noncommissioned Officer in Charge (NCOIC) of field feeding conducts a complete physical inventory and posts final inventory values on an AF Form 1119-1. To determine net issues to the kitchen take the opening inventory, add or subtract transfers, add purchases, and subtract the ending physical inventory (Opening Inventory (+) or (-) Transfers (in or out) + Purchases - Ending Inventory = Net Issues to Kitchen). The NCOIC signs all supporting documentation. The DFAC manager or field feeding Noncommissioned Officer in Charge transfers unused inventory to the DFAC.

3.18.1.3. Unopened boxes of Meals Ready to Eat (MRE) or Unit Group Rations are transferred to an AF Form 28, *War Reserve Materiel (WRM) Ration Report*. Individual MREs are accounted for as inventory on the AF Form 1119-1.

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

3.18.2.1. The DFAC manager uses a single copy of AF 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 an AF Form 1119-1.

3.18.2.2. 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.

3.18.2.3. The unit responsible for providing the subsistence and making purchases submits AF Form 1119-1 for the exercise/contingency.

3.18.2.4. If no feeding occurs on subsequent months, only report the inventory on AF Form 1119-1.

3.18.2.5. Investigate any gains/losses exceeding 3% of the total income versus purchases. Forward the results with the AF Form 1119-1. Submit AF Form 1119-1 to the FSO.

3.18.3. Each installation is required to obtain AFSVA/SVOF approval prior to purchasing operational rations. **(T-2)**.

3.18.3.1. Use an 80-digit Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisition format. AFSVA/SVOF may approve, approve with changes or disapprove the request.

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

3.18.3.3. Use Dining Facility Production Log to develop feeding plan.

3.18.4. Use AF Form 3514, *Inventory Count Worksheet*, to record weekly and monthly inventories. Keep a weekly record of all types of meals served and account for them on the AF Form 1119-1. Refer to [Attachment 5](#) for monthly reporting requirements.

3.18.5. Perform physical inventory weekly to determine food expenses.

3.18.6. DFAC managers will maintain food service accounts at 3% 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 3.13.2](#) are followed.

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

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

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

3.19.3. The Noncommissioned Officer in Charge of the activity requesting meals:

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

3.19.3.2. Prepares an AF 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.

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

3.19.4. The DFAC manager:

3.19.4.1. Reviews forms for accuracy to support the AF Form 79 entries.

3.19.4.2. Instructs individual who picks up meals to sign AF Form 79 certifying receipt of meals.

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

3.19.5. **(Added-KIRTLANDAFB)** Ground support meals are not to be used in place of carryout meals by individual customers. Individuals who wish to have a cold meal may have a Grab-and-Go meal or a refrigerated meal.

3.19.6. **(Added-KIRTLANDAFB)** Ground support meals must be ordered at least 2 hours in advance prior required pick up time. To order ground support meals contact the contract supervisor on duty at 505-846-8049, and send a runner to sign out the controlled AF Form 79. The AF Form 79 must be filled out completely and turned in with money to receive the ground support meals. If a member is an ESM customer no money is required, just the controlled AF Form 79.

3.19.7. **(Added-KIRTLANDAFB)** Ground support meals for ANG members and AFRC may only be requested for up to three meal periods per day on the dates specified on their official orders.

3.20. Emergency Situations. Installation Commanders can allow off-base civilians, noncombatant evacuees, and family members evacuated from other DoD installations to eat in base dining facilities during emergencies. During disaster or emergency conditions the following instructions apply to all Food Service activities:

3.20.1. The Installation Commander provides the Mission Support Group Commander (MSG/CC) a written statement describing the emergency, listing the individuals authorized food for a limited time, and an end date.

3.20.2. Use the AF Form 79 to record signatures and collect cash.

3.20.3. Collect cash from individuals able and required to pay for meals. If feasible, ask those individuals unable to pay for meals to sign AF Form 79 to verify the receipt of the meal without charge. The FSO provides to the installation finance office the names and Electronic Data Interchange Personal Identifiers (EDIPI) of officers and enlisted personnel unable to pay for meals initiating possible payroll deduction through the installation comptroller for the meals provided.

3.20.4. 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 automated AF Form 1119, *Monthly Financial Report*. The FSO forwards all documentation to AFSVA/SVOF for approval. This procedure applies only in disasters or emergencies.

3.20.5. The DFAC manager manually inputs the Essential Station Messing and cash data into the system for that day. The exact procedures are detailed in the food automated system guide available on the AFSVA Food and Beverage Portal.

3.20.6. Operational Rations for Emergencies. Food Service operations are authorized to purchase MREs in support of emergency situations. Force Support Squadrons (FSS) place their orders through AFSVA/SVOF. FSS are not authorized to store MREs for emergencies. Military MREs are not authorized to feed non-DoD personnel. (T-0).

3.21. Air National Guard Cost Index. NGB/A1S provides an annual ANG-specific Food Cost Index for ANG dining facilities and field feeding operations prior to the beginning of the fiscal year.

Chapter 4

FOOD AUTOMATED AND NON AUTOMATED SYSTEM ACCOUNTING

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

4.2. Cash Reconciliation.

4.2.1. 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 receipts.

4.2.2. After validating cashier check out receipts, prepare and attach to DD Form 1131, *Cash Collection Voucher*. The FSO verifies the amounts on DD Form 1131 in accordance with [paragraph 3.2.](#) above.

4.3. 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 AFSVA/SVOF to ensure a copy is on-hand in the event of computer malfunctions. **(T-3).**

4.4. Sale prices and POS. System updates are completed through AFSVA/SVOF and revisions are incorporated system wide.

4.5. Corporate Reporting. The FSO uses the AF Form 1119 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.

4.6. Financial Summary. The DFAC manager must keep the gain or loss for each facility within three percent (3%) tolerance of their total earned income. **(T-2).**

4.7. 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 "AF 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 AF Form 1119-1 in the transfer in column. The completed transfer in, is the inventory for the exercise.

4.8. Manual Sales Form . The DFAC manager maintains the AF 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 AF Form 1650b, manual sales (with backup data of the AF 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 AF Form(s) 79.

4.9. Satellite Food Service. Guests at satellite food service operations sign the AF Form 79. Basic Allowance for Subsistence (BAS) customers pay for their meal at time of receipt. Essential Station Messing (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 AF Form 79 in its entirety. The Food Service Accountant certifies signatures, ESM, and BAS status.

4.10. Non-automated operations input the supporting data on AF Form 1119-1, *Field Feeding Monthly Monetary Record*. The parent facility adds the AF 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 AFSVA Food and Beverage Portal.

Chapter 5

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

5.1. General Procedures. The Food Service Officer 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.

5.2. Ordering.

5.2.1. 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. The link to the STORES web site can be found on the AFSVA Portal.

5.2.2. Automated operations order food from Prime Vendor using the automated system.

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

5.3. 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.

5.3.1. 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.

5.3.2. Non-automated Operations use Sent Receipt Report to reconcile the Defense Logistics Agency SF 1080 with the SF 1080 excel spreadsheet. Keep reconciliation documents on file in accordance with Air Force Records Information Management System to include all supporting documentation.

5.3.3. Automated Operations provide a copy of the Government Purchase Card purchase receipt to Air Force Food and Beverage Operations representative to create products links and conversions into the automated inventory system. The storeroom manager 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 in accordance with Air Force Records Information Management System (AFRIMS).

5.3.4. The Base 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 dining facility for verification and reconciliation.

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

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

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

5.4.2. 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)**.

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

5.4.4. 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.

5.4.5. Non-automated Operations use Air Force Form 3516 to transfer subsistence to other facilities.

5.4.6. Automated Operations use the automated inventory system "Location Transfers." Instructions are located in the Automated System Handbook on the AFSVA Food and Beverage Portal.

5.4.7. Essential Station Messing (ESM) funds are not authorized to purchase items other than food. Use O&M funds (3400 money) 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.

5.5. 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 AFSVA/SVOF.

5.6. Production Log . The production log dictates food service production. Using the menu cycle, the DFAC manager or designee completes a production log for each meal by listing each item to be served for the 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.

5.7. 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 Government Purchase Card (GPC); see [paragraph 5.17](#). for information on GPC procedures.

5.8. Vendor and Inventory Items .

5.8.1. AFSVA/SVOF 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 AFSVA/SVOF personnel.

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

5.9. DLA Order Processing. DLA/Subsistence Total Ordering and Receipt Electronic System (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.

5.9.1. DLA/STORES web sends Order Confirmation showing processed order through DLA Troop Support automated system. The storeroom manager must compare 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, processed receipt, and sent receipt report and forwards to the Food Service accountant within 24 hours of receipt of delivery.

5.9.2. Contact AFSVA/SVOF for any inventory item cost discrepancies, menu pricing concerns, or any invoice entry errors.

5.10. 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.

5.11. Non-automated Ordering Procedures .

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

5.11.2. AFSVA/SVOF is the liaison between DLA Troop Support and the Prime Vendor. DLA Troop Support is responsible for providing Prime Vendor Catalogs to all sites.

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

5.11.4. The FSO/Superintendent 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 for the respective day in column F of AF Form 1119.

5.11.5. The DFAC manager reconciles, makes required changes and verifies totals against SF 1080.

5.12. Food Service Inventory Transfer Receipt .

5.12.1. Non-automated Operations: Transfers of inventory between Food Service facilities are recorded on AF Form 3516 which is used to record all inter-appropriated fund 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 AFSVA/SVOF to track the expenditures.

5.12.2. Automated Operations follow procedures outlined in the automated management handbook located on the AFSVA Food and Beverage Portal.

5.13. Physical Inventory. The DFAC manager or designee will conduct physical inventories on the 15th and last day of every month. **(T-2).** Air National Guard 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).**

5.13.1. Non-automated Inventory.

5.13.1.1. Use the AF Form 3514 to record physical inventory. Physical inventory includes all food items located in the storerooms, refrigerators, and freezers inside and outside of the dining facilities (including items stored in front of the house) and central preparation facilities.

5.13.1.2. The individual performing the count enters his/her name and the date on the AF Form 3514.

5.13.1.3. On the last page of AF Form 3514, the individual performing the count adds the statement “the inventory is true and correct” and signs the form.

5.13.1.4. The Food Service Officer certifies the inventory.

5.13.2. Automated Inventory.

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

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

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

5.13.2.4. The DFAC manager signs the Count Sheet and forwards it to the food service accountant.

5.13.2.5. The food service accountant files count sheet in accordance with Air Force Records Information Management System (AFRIMS).

5.13.3. Like items in stock that were received at different prices are entered as separate inventory items. Enter each quantity, purchase price and value.

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

5.14.1. The DFAC manager provides printed count sheets.

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

5.14.3. 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 and DFAC managers sign the count sheet, certifying the inventory is correct.

5.14.4. 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.

5.14.5. The DFAC manager prepares a “disinterested party memorandum” that identifies inventory officers, outlines inventory and includes physical value. The Food Service Officer signs the memorandum. The DFAC manager will forward a copy to the food service accountant (to be filed in accordance with the AFRIMS) and provide a copy of the last page of the inventory to AFSVA/SVOF. **(T-1)**.

5.15. Inventory/Menu Price Adjustments. Contact AFSVA/SVOF for inventory item cost discrepancies or menu pricing concerns.

5.16. Inventory Levels. Peacetime inventory levels for main dining facilities are recommended to be no more than 25 percent of earned income. AFSVA/SVOF approves contingency and wartime inventory levels.

5.17. Government Purchase Card (GPC). The subsistence GPC is a credit card used to make purchases from the commissary or other AFSVA/SVOF approved sources. Use the GPC when the normal subsistence provider cannot supply a required menu item. Local contracting offices provide the card and procedures.

5.17.1. 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. 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.

5.18. Purchase Reconciliation.

5.18.1. 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 SF 1080 spreadsheet, or AFSVA/SVOF approved equivalent, to record all purchases and any reconciliation. **(T-2)**.

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

5.18.3. 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 reconcile GPC purchases and forward to AFSVA/SVOF for linking in the automated food system. **(T-2)**.

5.18.4. 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.

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

Chapter 6

PREPARATION KITCHENS

6.1. 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.

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

6.3. Subsistence and Monetary Controls .

6.3.1. At automated dining facilities, recipe costs and selling prices are centrally managed by AFSVA/SVOF.

6.3.2. Physical Inventory. The FSO/FSSC ensures inventories are conducted in accordance with [paragraph 5.13](#).

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

6.3.4. 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.

6.3.5. Prime Vendor/Local Pastry Products. Approval authority for the purchase of Prime Vendor/local pastry products for use during manning shortfalls is AFSVA/SVOF.

Chapter 7

FLIGHT MEAL SERVICE

7.1. Authorized Meal Service .

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

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

7.1.3. Patients. Air Force 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.

7.2. Flight Kitchens.

7.2.1. 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 (see Preface to the Worldwide Menu located on the AFSVA Food and Beverage Portal). In-flight meals may be prepared in the flight kitchen. Flight kitchen personnel will not deliver meals to the aircraft or any other facility on the installation.

7.2.2. 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, Essential Station Messing (ESM), and cash sales).

7.2.3. Units are responsible for cleaning any borrowed or loaned equipment before returning it to the DFAC.

7.3. Menu Standards. The FSO/FSSC ensures expanded flight kitchen menus are modified to meet mission/customer demand. DFAC managers follow the flight meal standards listed in the Preface to the Worldwide Menu on the Air Force Services Activity portal.

7.4. Flight Meals and Allowances. Refer to [Attachment 4](#) 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.

7.5. Reimbursements for Meals. Crewmembers and passengers pay cash unless official orders state "meals provided at government expense".

7.6. Inventory Controls. All flight kitchen operations follow guidance as referenced in [Chapter 5](#).

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

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

7.7. 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.

7.8. Issuing Flight Meals .

7.8.1. Passengers and crewmembers must sign the AF Form 79 when receiving a meal. (T-2).

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

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

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

7.8.3.2. 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.

7.9. Cash Controls .

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

7.9.2. The Flight Kitchen Manager must provide safeguards for the change fund and cash collected. (T-2).

7.9.3. 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).

7.10. 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.

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

7.10.2. The passenger service officer or designated representative:

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

7.10.2.2. 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.).

7.10.2.3. Signs the certificate.

7.10.3. The passenger completes the refund data on the reverse side of the AF 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 AF 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.

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

7.11.1. 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."

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

7.11.3. At automated locations, in order to remove items from the inventory, the Flight Kitchen Manager makes the necessary adjustment entries in accordance with the automated system handbook located on the AFSVA Food and Beverage Portal. Non-automated operations annotate the transfer-out amount on the AF Form 1119. Contact AFSVA/SVOF for further guidance.

7.12. 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:

7.12.1. The FSO prepares an AF 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 who receives the meals signs both copies of AF Form 3516. The loadmaster or flight traffic specialist keeps the original AF Form 3516 and the FSO keeps the duplicate as a supporting document.

7.12.2. The Military Public Health inspector annotates the AF 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)**.

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

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

7.13. Flight Meal Questionnaire . Use AF Form 27, base, or AFSVA/SVOF approved form to obtain guest feedback. Forms can be used in conjunction with all meals available in the flight kitchen. In addition, make forms available to all guests. Customer feedback forms only request official duty phone and email addresses (not personal phone number or email). The flight kitchen manager should respond to guests' concerns by telephone followed up with an email (if provided) within 48 hours. The flight kitchen managers should make notes of the conversation on the backside of the form used and file for future reference.

7.14. 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 on AF Form 1119-1. Procedures for automated co-located facilities are outlined in the automated system handbook.

7.14.1. **(Added-KIRTLANDAFB)** Unit representatives may request multiple carryout hot meals or ground support meals.

7.14.2. **(Added-KIRTLANDAFB)** Only designated unit representatives may receive multiple hot meals for distribution to individuals unable to dine-in or retrieve meals from the DFAC due to mission necessity. Units may also request ground support meals on an AF Form 79, *Headcount Record (Storage Safeguard Form.)* Authorized Essential Station Messing (ESM) and Basic Allowance for Subsistence (BAS) customers may have three meals from the DFAC per day in any combination of dine-in, carryout, or Grab-and-Go meals.

7.14.3. **(Added-KIRTLANDAFB)** Ground support meals are not to be used in place of carryout meals by individual customers. Individuals who wish to have a cold meal may have a Grab-and-Go meal or a refrigerated meal.

7.14.4. **(Added-KIRTLANDAFB)** Ground support meals must be ordered at least 2 hours in advance prior required pick up time. To order ground support meals contact the contract supervisor on duty at 505-846-8049, and send a runner to sign out the controlled AF Form 79. The AF Form 79 must be filled out completely and turned in with money to receive the ground support meals. If a member is an ESM customer no money is required, just the controlled AF Form 79.

7.14.5. **(Added-KIRTLANDAFB)** Ground support meals for ANG members and AFRC may only be requested for up to three meal periods per day on the dates specified on their official orders.

7.14.6. **(Added-KIRTLANDAFB) AF Form 79** . This is a controlled form, issued by the Air Force Publishing Distribution Office (AFPDO) to 377th Force Support Squadron (FSS) authorized account holder and maintained by the Food Service Accountant (FSA). This form is used to account for meals sold in the DFAC and the flight kitchen. Procedures and responsibilities to ensure the safeguarding and accountability of this form follow.

7.14.6.1. **(Added-KIRTLANDAFB)** Multiple forms may be signed out simultaneously for the convenience of units with non-traditional schedules. A maximum of 55 forms may be signed out; however, units should avoid signing out excessive forms in order to improve accountability.

7.14.6.2. **(Added-KIRTLANDAFB)** Units may sign out forms from the contract DFAC supervisor on duty during operating hours. If a unit is unable to receive forms during those hours, they can contact the FSA to arrange receiving forms at a mutually agreed time.

7.14.6.3. **(Added-KIRTLANDAFB)** Units should develop a plan to safeguard forms under their control. The plans should be unit specific to ensure efficiency and security. It is recommended that the AF Form 79 be handled with the same procedures as any other controlled form the unit may have.

7.14.6.4. **(Added-KIRTLANDAFB)** Due to its controlled status, the AF Form 79 cannot be filled out electronically. Completely fill out the form before turning it into the DFAC, including name, Social Security Account Number (SSAN), and signatures of personnel requesting the meals. This procedure ensures that each person receives the meal they sign for on the AF Form 79.

7.14.6.5. **(Added-KIRTLANDAFB)** Missing form issues must be handled expeditiously.

7.14.6.6. **(Added-KIRTLANDAFB)** Notification must be given to the FSA in writing immediately if a form is lost or stolen. An initial notification letter must be immediately submitted to the Food Service Office after discovering the missing form(s). Letter should have a detailed explanation of the circumstances as well as the Control Number(s) of the missing form(s).

7.14.6.7. **(Added-KIRTLANDAFB)** The supervisor in charge of dispensing meals must ensure that they compare AF Form 79 presented against the lost form(s) report to ensure they do not accept a form registered as missing. This must be done every time an AF Form 79 is presented. Meals may not be released until the legitimacy of the AF Form 79 has been confirmed.

7.14.6.8. **(Added-KIRTLANDAFB)** If notified of a lost AF Form 79, the FSA will log the AF Form 79 as lost on an AF Form 1254, *Register of Cash Collection Sheets*. A log of lost AF Form 79 will be provided to each supervisor at the DFAC to prevent negotiation of the forms.

7.14.6.9. **(Added-KIRTLANDAFB)** Once an AF Form 79 is logged as lost, it will become void even if subsequently found.

7.15. Transportation Working Capital Fund (TWCF) . Passenger service representatives 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.

7.15.1. Purchasing Food for Beverages and Snacks. Passenger service representatives may use Transportation Working Capital Fund (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 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.

7.15.2. 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 Transportation Working Capital Fund (TWCF) passenger mission. The billing address is the accounting and finance office of the aircraft's home station.

7.15.3. Billing Instructions. Each flight kitchen must maintain a monthly record of all issued and creditable returned items using AF Form 3516. (T-2). Each month the FSO 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).

7.15.4. Authorized Monetary Allowance. The cost of complimentary snacks is limited to a maximum of \$2.00 per passenger. Do not include complimentary beverages (coffee or tea) in this limit. List unused snack and individually containerized beverage items on AF 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 AF 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 AF Form 3516.

7.15.5. 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 Air Force worldwide menu.

7.16. 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 AF 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 AF Form 3516.

7.16.1. Flight kitchen personnel maintain a copy of the AF 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.

7.16.2. Fleet and passenger service representatives are responsible for cash turn in to the Food Service Office.

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

7.16.4. 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 8

WAR RESERVE MATERIEL (WRM)

8.1. General . This chapter expands on FSO responsibilities with regard to the Department of Defense Directive (DoDD) 3110.6, *War Reserve Materiel Policy*, and AFI 25-101, *Air Force War Reserve Materiel (WRM) Guidance and Procedures. The War Consumable Distribution Objective (WCDO)*, USAF War and Mobilization Plan and Major Command (MAJCOM) ration requirements summary specify the number of days, quantities, and types of rations to be maintained as WRM funded levels by the principal MAJCOM for storage and use at the operational level. Contact AFSVA/SVO for additional information on ration requirements.

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

8.2.1. AFI 25-101, details requirements for WRM, including WRM rations, which are determined by and reported to AFSVA/SVO by the AFIMSC/XZRR office.

8.2.1.1. MAJCOM/A1 supplements to AFI 25-101 are used in conjunction with other WRM directives such as MAJCOM Operational Plans (OPLAN), MAJCOM WRM storage plans, and other documentation levied at the wing and base level. MAJCOM/A1s specify the number of days, quantities, and types of rations to be maintained as WRM funded levels. Only requirements identified for each MAJCOM as described in **paragraph 8.1.** are programmed and funded as WRM. Installations must coordinate all Air Force Operational Plan (OPLAN) requirements with their MAJCOM. **(T-2).**

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

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

8.2.3. Air Force Food and Beverage Operations Division budgets WRM rations (Unitized Group Rations (UGR) and Meals Ready to Eat (MRE)) storage at Regular Air Force installations and coordinates storage of CONUS/OCONUS Defense Logistics Agency (DLA) maintained rations for Air Force 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).**

8.3. WRM Requirements . The WCDO specifies the types and quantities of rations to maintain as WRM at each installation.

8.3.1. Air Force WRM rations are MREs.

8.3.2. AFIMSC/XZRR through MAJCOM/A1R and MAJCOM/A4s identify new or increased ration requirements by the 15th of March each calendar year and forward to AFSVA/SVOF. If requirements are not identified, they are not funded.

8.3.3. MAJCOM A1R provides their annual war reserve materiel ration requirements in writing to Air Force Food and Beverages Operations annually. Requirements identified for locations that do not have an Air Force food service activity assigned are stored at the nearest Air Force installation that has a food service activity.

8.3.4. MAJCOM A1R approves new or increased WRM requirements and submits to Air Force Food and Beverage Operations Division for budgeting and requisitioning. WRM rations are only approved for storage at regular Air Force installations that have an Air Force food service activity, except as noted in [paragraph 8.2.3](#) above. **EXCEPTION:** MAJCOM A1R identifies and approves all self-sustaining unit 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.

8.3.5. Installations do not exceed or drop below WRM funded levels without authorization from Air Force Food and Beverage Operations Division. **(T-3)**

8.4. Responsibilities . Responsibility for implementing procedures for the authorization, acquisition, storage, use, and replacement of WRM operational rations falls upon the FSO. The FSO is directed to comply with applicable requirements levied by DoD and Air Force instruction and base supplements relating to WRM subsistence requirements at the operational level. The FSO:

8.4.1. 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)**.

8.4.2. Complies with installation WRM policies and participates in policy planning with the base WRM Officer.

8.4.3. Maintains accountability for WRM assets by:

8.4.3.1. Maintaining a copy of the MAJCOM WRM funded level ration requirements letter specifying the quantities of WRM operational rations funded by AFSVA/SVO.

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

8.4.3.3. Maintaining accurate records for WRM and peacetime operational rations. An AF Form 28 is maintained by lot number. Reporting all (WRM and peacetime) operational rations on the same AF Form 28 monthly.

8.4.3.4. Approving the accuracy of the monthly AF Form 28 by reviewing and signing the form. The FSO/FSSC provides a copy of the completed form to the base WRM monitor.

8.4.3.5. Ensuring proper storage, adequate security, and replacement of WRM assets.

8.4.3.6. Storing under refrigeration where feasible.

8.4.3.7. Making sure rations on hand receipts stored by self-sustaining units are replaced one year prior to their Inspection Test Date (ITD).

8.4.3.8. Following prescribed procedures for issues, transfers and other dispositions of WRM subsistence.

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

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

8.4.4.1. 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.

8.4.4.2. Notifying Military Public Health when follow-up inspections are due based on inspection documents provided by inspectors from each inspection performed.

8.5. Issues and Transfers. The FSS CC or FSS/CL or designated representative, in coordination with Air Force Food and Beverage Operations, must approve WRM rations used to support emergencies or exercise operations. **(T-2)**. The FSO will submit an MRE purchase request to replace WRM stocks. **(T-2)**.

8.5.1. Regular Air Force units must obtain MREs and UGRs through food service. **(T-2)**. Food service orders and issues rations to units using Air Force Form 3516. Units are then issued accountable forms, such as Air Force Form 79, for control of essential station messing and Basic Allowance for Subsistence funds when rations are consumed. Guidance is provided by food service to units.

8.5.2. Only authorized Regular Air Force units can use unit funds to purchase survival packets and emergency drinking water. These authorized units must obtain these rations through Installation Supply. **(T-2)**. Survival packets and drinking water are not stored in the food service warehouse. Storage of these items is the authorized unit's responsibility.

8.5.3. 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.

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

8.5.5. Commanders will ensure expired or expiring MREs and UGRs are inspected by Military Public Health **(T-0)**. Defense Logistics Agency – 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 Air Force Food and Beverage Operations Division for further guidance on how to destroy and dispose of MRE heater packs.

8.5.6. 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 appropriated fund food operations. **(T-2)**.

8.5.7. Transfer rations from one installation to another using DD Form 1149, *Requisition and Invoice/Shipping Document*. A document number is obtained from Air Force Food and Beverage Operation Division and rations must be inspected by Military Public Health prior to shipment in accordance with Defense Logistics Agency Troop Support Handbook 4155.2, *Inspection of Meal, Ready-To-Eat (MRE) Rations (Appendix A)*. **(T-0)**. A copy of the inspection report accompanies the shipment.

8.6. Rotation. Air Force Food and Beverage Operation Division develops and monitors rotation of all pre-positioned WRM assets to include those stored by food service. Meals, ready-to-eat are rotated as required to ensure serviceability of rations. FSO contacts Air Force Food and Beverage Operation Division by April/May each year to identify and coordinate ration rotation replacement requirements.

8.6.1. Air Force Food and Beverage Operation Division identifies rations that are not used in local exercises and coordinates redistribution to other installations.

8.6.2. Rotate new rations into WRM upon receipt of replacement rations. Record rations under quantity (QTY) Purchase on the Air Force Form 28.

8.6.3. Use Air Force Form 28 to report each type of ration (Meals Ready to Eat and unitized group rations) in storage by lot number. Refer to **Attachment 7** for additional guidance on reporting procedures.

8.7. Inventory. Conduct a physical monthly inventory to determine and certify on-hand quantity and monetary value of rations. On-hand quantities are inventoried and recorded by lot numbers. A physical inventory will be performed on the last workday of each month. **(T-2)**. Self-sustaining units will inventory issued rations monthly and report results (lot numbers and quantities) to food service personnel. **(T-2)**.

8.8. Revaluation. Food Service personnel will conduct an end of fiscal year inventory on 30 September for the cost (not sell price) using that current year's case price. **(T-2)**. The end of year quantity is transferred to a new Air Force Form 28 that reflects the new fiscal year case purchase price.

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

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

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

8.9.3. 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. AFSVA/SVOF will plan replacement and rotation of WRM rations as required based upon the ITD. **(T-2)**.

8.9.4. Within 20 days, the FSO 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.

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

8.9.6. The FSO ensures MREs are placed on the AF Form 28 upon receipt. The disposition of these rations remains the same. That is, either issued for exercises or turned in to Defense Reutilization and Marketing Office. They are monitored closely to ensure they do not exceed their shelf life. Oldest stocks should be issued first.

8.9.7. Food Service operations will always have their funded level of WRM MREs on hand. **(T-1)**. If consumption exceeds the on hand quantity, DLA Troop Support meets those needs from depot stocks.

8.9.7.1. 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.

8.9.7.2. Units or organizations requiring rations for exercises, etc., should provide their requirements to the FSO allowing sufficient lead time for requisitioning depot stocked Meals Ready-to-Eat, preferably 30 days for Continental United States (CONUS) and 45-60 days for (Outside Continental United States) OCONUS.

8.9.7.3. Food Service activities requisition rations for all active duty units or organizations. (AFSVA/SVOF forwards all requisitions to DLA with an information copy to each base unit. Air National Guard and Air Force Reserve units requisition rations through their respective headquarters.

8.9.7.4. The FSS/CC, or appointed (in writing) designated representative, must approve by signing AF 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 Air Force OPLAN must be replaced within 10 days. **(T-2)**. Contact AFSVA/SVOF to replace with current date of pack rations.

8.9.7.5. 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.

8.9.8. 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.

8.9.8.1. 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.

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

8.9.8.3. Partial cases of MREs that are to be reassembled in case lots approximate the original menus as closely as possible. A maximum of two reassembled cases are accepted at any occurrence. Food Service should indicate the oldest date of pack for the reassembled menus.

8.9.8.4. List all rations returned to Food Service on AF Form 3516.

8.10. Stock Replacement . Maintain an AF Form 28 for each type of ration by lot number. These records provide information for stock replacement before the shelf life date. In addition, record the quantity of each issue of rations on the AF Form 28 (include unit issued to). Food Service ensures all postings to the AF Form 28 such as transfers, receipts, etc., are made when the transaction occurs. Check the AF Form 28 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).

8.10.1. Ensure FSO 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 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 self-sustaining units.

8.10.2. Post shortened or extended ITD on the appropriate AF Form 28.

8.10.3. 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 AFSVA/SVOF before shipment. FSO will ensure the inspection is accomplished 30 days prior to shipment. **(T-2)**.

8.10.4. Rotate rations by using for 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.

8.10.5. Replace rations held by self-sustaining units as required with newer dates of pack rations.

8.10.6. Contact AFSVA/SVOF for disposition guidance.

8.11. 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)**. Food Service Officer/Food Service Section Chief and the individual charged with the WRM program 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 Force Support Squadron or installation activity. **(T-1)**.

8.11.1. MAJCOMS 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 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.

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

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

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

8.11.5. 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.

8.11.6. OCONUS bases will report quantities that cannot be used locally to their respective MAJCOM/A1R. **(T-2)**. MAJCOM/A1Rs 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)**.

8.11.7. The MAJCOM/A1Rs attempt to redistribute operational rations to other bases within the MAJCOM first. AFSVA/SVOF approves transfer of rations between bases or MAJCOMs. Military Public Health must inspect rations before shipment. **(T-2)**. Contact AFSVA/SVOF for disposition guidance.

8.11.8. FSO/FSSC will transfer rations, upon AFSVA/SVOF directed movement, from the shipping Food Service account and receive in the Food Service account at the receiving base. **(T-2)**.

8.11.9. Rations stored by self-sustaining units are issued on Air Force Form 3516, with a Memorandum of Understanding signed out by the issuing service and self-sustaining unit commanders. Refer to [Attachment 6](#) for the Memorandum of Understanding template which shall be used by the self-sustaining unit and the FSS Food Service Program. The FSS Food Service Program must account for these rations in the WRM account and report monthly to AFSVA on a separate Air Force Form 28, *War Reserve Materiel (WRM) Ration Report (RCS: HAF-SV(M)9601)*. **(T-2)**.

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

8.11.11. Installations maintaining WRM rations prepare an automated AF Form 28 at the end of each month. Installation level reports are prepared and submitted in the AFSVA Activity Portal by the 10th calendar day following the reporting period.

8.11.12. Negative reports, if applicable, are necessary.

8.12. Accountability for Pre-positioned Rations . Accountability for pre-positioned WRM rations remains with the FSO until they are used, lost, stolen, etc. Self-sustaining units 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 until the rations are consumed by the using activity.

8.13. 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. Food Service requirements for training or survival school are determined, funded and tracked by the survival schools. Quantities requested are adjusted to full cases. Food packets, which are more than 48 months old from date of pack, should not be issued for use in survival kits. If survival food packets are received from a DLA depot that are more than 48 months old (determined by the date of pack), Military Public Health inspects the packets for condition. Units return food packets in good condition to Defense Reutilization and Marketing Office and submit a discrepancy report to DLA.

8.14. 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 is not authorized to maintain or store canned/pouch drinking water.

8.15. Unitized Group Rations (UGR) . UGRs are the primary Air Force 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.

8.16. Purchase of Water. MILPER (3500) funds are not authorized to purchase bottled water. AFMAN 65-605VI, provides direction for purchasing water. Air Force organizations may purchase drinking water with appropriated funds (O&M) only when it is a necessary expense for the government as follows:

8.16.1. The public water supply is unsafe for human consumption.

8.16.2. There is an emergency failure of the water source on the installation.

8.16.3. A temporary facility has no drinking water available without cost or at a lower cost to the government.

Chapter 9

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

9.1. 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.

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

9.2.1. There is currently no acceptable means to decontaminate food packaging material. Force Support Squadron personnel take all the precautionary steps to safeguard and protect food assets during the pre-attack period and use existing processes to order new stocks of food.

9.2.2. Force Support Squadron personnel should disperse food 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)**.

9.2.3. 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 food assets. To accomplish this AFVSA/SVO and AFSVA/SVOF staff work with in-theater personnel to determine salvageable and reusable assets and to reorder requirements for MREs and UGRs.

9.2.4. 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.

9.2.5. If new science and technology permit the safe decontamination of certain food packaging systems, revise decontamination procedures accordingly.

Chapter 10

FOOD SERVICE UNIFORM

10.1. Food Service uniforms are distinctive and functional clothing items that meet unique requirements for food service duties.

10.2. Chef's Coat. Chefs wear a commercial style double-breasted chef's coat. The coat will be made of white cotton, free of any design or colored trim, with pearl buttons and a straight neck collar (mandarin, banded, or straight stand-up style), and sleeves of either $\frac{3}{4}$ length of full length with French cuffs. Embroider the coat with the wearer's last name in all capital letters centered one inch above the right breast pocket. Letters will be $\frac{3}{4}$ inch high, block style, and consist of dark navy blue color. All military Food Service personnel will wear the appropriate occupational badge over the left breast pocket; the badge will be $1\frac{3}{4}$ inches wide, embroidered, and centered horizontally $\frac{1}{2}$ inch above the name line in the same color as last name. An additional embroidered badge (occupational or miscellaneous) may be centered $\frac{1}{2}$ inch above the first badge. A third badge (duty or miscellaneous, such as an instructor or honor guard badge) may be worn on lower portion of left pocket.

10.2.1. **Exception:** Newly assigned and temporary personnel are authorized to wear the blue uniform's name tag and occupational badge for up to 120 days in place of the embroidery. The same rules apply for patch placement on the uniform as for the embroidery.

10.2.2. **Exception:** Supervisors/managers are allowed to wear the chef's coat over the standard Air Force blue service uniform indoors only. Chef's coat is not worn over the Air Battle Uniform (ABU), Operational Combat Uniform (OCP) or the Air Combat Uniform (ACU).

10.3. Rank Insignia. Officers wear regular size blue embroidered rank insignia on the shoulders. Center rank insignia $\frac{5}{8}$ inch from end of the shoulder seam. Enlisted personnel wear $3\frac{1}{2}$ inch or 4 inch chevron rank on the Chef's coat.

10.4. Apron (Optional). Food service personnel may wear a commercial style, bib type or waist style white apron with a draw string tie closure back. The bib type apron will contain the embroidered official red, white and blue Air Force Services Food Service logo centered and 3 inches above the top seam. MAJCOM Services Executive Advisors may establish requirements for use of aprons.

10.4.1. **Trousers.** Food service personnel wear commercial style, Air Force navy blue trousers. Men wear full cut, un-pleated, straight hanging trousers without cuffs, with two rear patch pockets, two side pockets, a zipper, and belt loops with plain front. Women wear trim fit trousers with two darts in front and back, no bunching at waist or bagging at seat, knee and bottom leg widths not altered beyond current specifications for the waist size. For both men and women, the front of trouser legs rests on the front of boot with a slight break in the crease; back of trouser legs will be approximately $\frac{7}{8}$ inch longer than the front. MAJCOM commanders may approve the wear of long-sleeved thermal undershirts without pockets. Members may wear white thermal undershirts even if exposed at neck; undershirts will be tucked in trousers.

10.5. Belt and Buckle. Woven cotton web or elastic, solid or woven, belt with matching silver-color metal tip and buckle chrome-like finish. Men: Silver tip end of the belt extends beyond the buckle facing the wearer's left; no blue fabric shows. Women: Silver tip end of the belt extends beyond the buckle facing the wearer's right; no blue fabric shows.

10.6. Socks (male and female). Black, plain without design. White plain socks may be worn with black combat boots, wear black socks over the white socks to preclude white socks from showing.

10.7. Low Quarters. Not authorized due to safety issues within food service production areas. **NOTE:** Supervisor's wearing the chef's coat over their blue service uniform may wear while indoors in the performance of food service duties.

10.8. Combat Boots (Black). Black 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. High gloss, dress, drill or patent finish boots are not authorized.

10.9. Chef's Cap. Commercial style 8 inch cloth chef hat with Velcro closure, with a 2 ½ inch white sweatband containing official red, white & blue Air Force Services Food Service Logo embroidered on the front of the white band. Wear (squarely on the head, with no hair protruding in front of the cap) in food service preparation and serving areas as required in accordance with U.S. Department of Agriculture food code. Do not wear outdoors. Shift workers wear navy blue, First cooks wear white, and Shift Managers wear red hats to identify shift status.

10.10. Ball Cap. MAJCOM Services Directors may authorize wear of this item instead of or in addition to the Chef's cap. Commercial style, low-profile ball cap containing embroidered standard red, white & blue Air Force Services Food Service logo centered on the front or with embroidered, standard silver Services logo. Wear in food preparation, storage, and serving areas indoors only; ball cap is not authorized for wear with the ABU or ACU.

10.11. Flight Cap. The Flight cap is worn with the Food Service uniform. All shades and material are authorized with service dress, service and flight duty uniforms. Cap will not be tucked under epaulets. Women are authorized to wear the men's flight cap.

10.12. Outer Garments. All-Purpose Environmental Clothing System (APECS), Improved Rain Suit (IRS), Extended Cold Weather Clothing System (ECWCS), and Cold-Weather Parka are authorized for wear. **NOTE:** When outer garments are worn, headgear must match the outer garment.

Chapter 11

MISSION ESSENTIAL BEVERAGES

11.1. Mission Essential Beverages (Liquid Coffee/Tea or Hot Chocolate) for Essential Station Messing (ESM) . Use of appropriated funds is not authorized to provide free beverages to military or civilian employees. Exception: Members who are exposed to the elements for extended periods, have no reasonable access to refreshment sources, and require beverages to remain alert are authorized mission essential beverages provided at government expense using 3500 Appropriation for subsistence-in-kind (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 Air Force food service operations. The following procedures apply when requesting mission essential beverages from Air Force Dining Facilities:

11.1.1. The Officer in Charge (OIC)/ Noncommissioned Officer in Charge (NCOIC) of the activity requiring the beverage prepares an AF Form 79, indicating the name, grade, and the last 4-digits of Electronic Data Interchange Personal Identifier (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 beverages signs in the block “Signature and Grade of Person Making Collection.”

11.1.2. The unit requiring the beverages is responsible for providing the container to transport the beverage. Dining Facilities 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)**. AFSVA/SVOF approves any other unique circumstances.

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

11.1.4. 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 7.16.1](#). The DFAC/Flight Kitchen Manager ensures the dollar amount does not exceed per individual authorized amount established by AFSVA/SVOF. AFSVA/SVOF reviews this weekly to ensure bases do not exceed the authorized amounts.

11.1.5. The DFAC/Flight Kitchen Manager turns in the completed customer order invoice to the food service accountant.

11.2. Containerized beverages, such as sports drinks or bottled water, shall not be purchased using the 3500 Appropriation for Subsistence-in-Kind fund.(T-0). When mission essential, these items should be purchased using O&M funds.

Chapter 12

MISSILE FEEDING

12.1. Overview. This chapter expands on responsibility of Services personnel assigned to Missile Alert Field Feeding Operations (MAFFO).

12.1.1. 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 follow the guidance stipulated in the Missile Alert Field Feeding Operations (MAFFO) Handbook.

12.1.2. 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.

12.1.3. FSS/CC ensures the Food Service Officer/Food Service Section Chief signs the AF Form 1119, Monthly Monetary Record, and verifies financials by the 10th of every month

12.1.4. FSS/CC ensures MAFFO personnel accomplish MAF dispatch access requirements

12.1.5. FSS/CC develops ICBM Chef training program that implements requirements IAW AFI and AFMAN 10, 34, and 36 series instructions.

12.1.6. FSS/CC Ensures ICBM Chefs are trained and qualified on all required tasks before performing duties in the field unsupervised.

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Assistant Secretary of the Air Force
Manpower and Reserve Affairs

(KIRTLANDAFB)

DAVID S. MILLER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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DoD Directive 3110.6, *War Reserve Materiel Policy*, 9 November 2000

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AFMAN 65-604, *Appropriation Symbols and Budget Codes (Fiscal Year 2019, 1 October 2018)*

Adopted Forms

(Added-KIRTLANDAFB) AF Form 79, *Headcount Record (Storage Safeguard Form)*

(Added-KIRTLANDAFB) AF Form 847, *Recommendation for Change of Publication*

(Added-KIRTLANDAFB) AF IMT 1254, *Register of Cash Collection Sheets*

Air Force Form 847, *Recommendation for Change of Publication*

DoD Form 714, *Meal Card*

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

AF Form 1876, *Consolidated Cost Center Report*

DD Form 1131, *Cash Collection Voucher*

AF Form 1297, *Temporary Issue Receipt*

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

DLA Troop Support Form 5117, *Report of Inspection of Operational Rations*

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*

Prescribed Forms

AF Form 1038, *Food Service Evaluation Record*

AF Form 27, *Food Service Customer Survey*

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

AF Form 1119, *Monthly Monetary Record*

AF Form 79, *Headcount Record*

AF Form 1254, *Register of Cash Collection Sheet*

AF Form 1119-1, *Manual Monthly Monetary Report*

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

AF Form 3516, *Food Service Inventory Transfer Receipt*

AF Form 28, *War Reserve Materiel (WRM) Ration Report*

AF Form 1650b, *Field Feeding Summary*

AF Form 3514, *Inventory Count Worksheet*

Abbreviations and Acronyms

AAFES—Army & Air Force Exchange Service
ABU—Air Battle Uniform
(Added-KIRTLANDAFB) ABW—Air Base Wing
ACU—Air Combat Uniform
AF—Air Force
AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services
AF/A1S—Headquarters United States Air Force, Director of Services
AFI—Air Force Instruction
AFIMSC—Air Force Installation and Mission Support Center
AFJMAN—Air Force Joint Manual
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
(Added-KIRTLANDAFB) AFPDO—Air Force Publishing Distribution Office
(Added-KIRTLANDAFB) AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFSVA—Air Force Services Activity
AFSVA/FM—AFSVA, Financial Management and Comptroller
AFSVA/SVI—Air Force Services Activity, Installation Support
AFSVA/SVO—Air Force Services Activity, Operations
AFSVA/SVOF—Air Force Service Activity, Food & Beverage Division
AMC—Air Mobility Command
ANG—Air National Guard
APECS—All-Purpose Environmental Clothing System
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
DeCA—Defense Commissary Agency

DFAC—Dining Facility
DFAS—Defense Finance and Accounting Services
DJMS—Defense Joint Military Pay System
DLA—Defense Logistics Agency
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DTMO—Defense Travel Management Office
ECWCS—Extended Cold Weather Clothing System
EDIPI—Electronic Data Interchange Personal Identifier
ESM—Essential Station Messing
F&B—Food and Beverage
FIFO—First In First out
(Added-KIRTLANDAFB) FSA—Food Service Accountant
FSO—Food Service Officer
FSS—Force Support Squadron
FSS/CC—Force Support Squadron Commander
FSS/CL—Force Support Squadron Civilian Leader
GPC—Government Purchase Card
HACCP—Hazardous Analysis Critical Control Point
(Added-KIRTLANDAFB) IAW—In Accordance With
ICBM—Intercontinental Ballistic Missile
(Added-KIRTLANDAFB) ICE—Interactive Customer Evaluation
ITD—Inspection Test Date
IRS—Improved Rain Suit
JTR—Joint Travel Regulation
(Added-KIRTLANDAFB) KAFB—Kirtland Air Force Base
MAFFO—Missile Alert Field Feeding Operations
MCF—Meals Cooked Frozen
MAJCOM—Major Command
MCF—Meal, Cooked, Frozen
MILPER—Military Personnel

MILSTRIP—Military Standard Requisitioning and Issue Procedures
MOU—Memorandum of Understanding
MRE—Meal, Ready to Eat
MSG/CC—Mission Support Group Commander
NCOIC—Noncommissioned Officer in Charge
NLT—No Later Than
O&M—Operation and Maintenance
OCONUS—Outside the Continental United States
OIC—Officer in Charge
OPLAN—Operational Plan
(Added-KIRTLANDAFB) OPR—Office of Primary Responsibility
OSD/C—Office of the Secretary of Defense, Comptroller
POM—Program Objective Memorandum
POS—Point of Sale
PWS—Performance Work Statement
(Added-KIRTLANDAFB) RDS—Records Disposition Schedule
ROTC—Reserve Officer Training Corp
RSD—Regularly Scheduled Drill
SAAM—Special Assignment Airlift Missions
SAF/MR—Air Force Manpower and Reserve Affairs
(Added-KIRTLANDAFB) SFS—Security Forces Squadron
SIK—Subsistence-In-Kind
STORES—Subsistence Total Ordering and Receipt Electronic System
TDY—Temporary Duty
TWCF—Transportation Working Capital Fund
UGR—Unitized Group Rations
UTA—Unit Training Assembly
WCDO—War Consumable Distribution Objective
WRM—War Reserve Materiel

Terms

37 U.S. Code § 402—US law that allows Basic Allowance for Subsistence

Accounting Period—Normally, a period based on a calendar month, beginning on the first and ending on the last day of the month. The accounting period must not extend past the last day of the calendar month.

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

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.

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.

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

Defense Logistic 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.

Discount Meal Rate—A meal that includes the food cost only.

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.

Flight Meal Charge—A rate to recover part of the food cost and subsistence allowance for a flight meal.

Food Handlers—Food Service personnel who work where unsealed food or drink is handled, processed, prepared, or served, and who touch food or food contact surfaces in any way. Excluded are Food Service managers, cashiers, and delivery personnel who do not handle unwrapped food or touch food contact surfaces.

(Added-KIRTLANDAFB) Food Service Accountant—A government civilian responsible for managing the Air Force Subsistence Fund and all food service accounts.

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 appropriated fund 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.

(Added-KIRTLANDAFB) Ground Support Meals—These are box meals ordered from the dining facility and are from the same menu as the Flight Kitchen. These are used in support of contingencies or emergencies.

Headcount—The number of personnel who eat meals in dining facilities, according to AF 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 point-of-sales 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.

Military Standard Requisitioning and Issue Procedure (MILSTRIP)—Prescribed uniform procedures, data elements and codes, formats, forms, and time standards for the interchange of logistics information relating to the requisitioning, supply advice, supply status, materiel issue/receipt, lateral redistribution, and material return processes used to purchase WRM and operational rations..

Order Ship Time (OST)—The elapsed time between the initiation of an order by the requisitioner and the receipt of the items.

Opening Inventory—The dollar value of the physical inventory of the subsistence account at the beginning of an accounting period. This figure must be the same as the closing inventory value of the preceding accounting period.

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.

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 dining facilities.

Progressive Food Preparation (Batch Cooking)—The preparation of food items at selective time intervals during the entire meal period as the food is consumed. The objective is to match the flow of guests through the serving lines so fresh, high quality food is always available.

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. Essential Station Messing (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 (Manual Monthly Monetary Report 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 in accordance with the Joint Travel Regulation.

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.

Year-End Formal Inventory—The physical count of subsistence items on hand at the end of the FY. The count determines accountability of food service activities.

Attachment 2

AUTHORIZED USE OF AIR FORCE APPROPRIATED FUND DINING FACILITIES

A2.1. The Air Force operates dining facilities to meet the mission feeding requirements of the installation. 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 dining facility for meeting space is limited (i.e. First Sergeant, Chief Group, DV Visits); private organization meetings, commander's calls, unit dining ins, and other non-heritage and catered events are not authorized use of the dining facility. **Attachment 3** lists the meal rates. The installation commander may authorize personnel to eat in the facility in writing when it is determined to be in the best interest of the Air Force and does not affect the essential station messing customers. All personnel with base access are authorized to eat at Food 2.0 installations. Meal charges are determined by the Office of the Secretary of Defense, Comptroller (OSD/C), and published annually. All waivers to meal charges must be approved by OSD/C. **(T-0)**.

A2.2. Enlisted Members:

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

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

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

A2.3. Officers:

A2.3.1. The installation commander may authorize officers to eat meals in the dining facility after determining other facilities, including nonappropriated fund (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 dining facility operation.

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

A2.3.3. **(Added-KIRTLANDAFB)** The installation commander has authorized officers to eat meals in the DFAC.

A2.4. Civilians:

A2.4.1. The installation commander may authorize DoD civilians to eat meals in dining facilities after determining other facilities, including NAF food activities, installation exchange cafeterias, and installation restaurants are not available, adequate, or readily accessible to the duty location, and that sufficient capability to provide this meal service is available within the dining facility operation.

A2.4.2. DoD civilians receiving a meal portion of per diem are authorized to use dining facilities upon presentation of their temporary duty orders. Civilians may only use dining facilities at locations where the installation commander has determined government meals to be available to DoD temporary duty travelers.

A2.4.2.1. **(Added-KIRTLANDAFB)** The installation commander has determined government meals are to be available to DoD civilian temporary duty travelers when the authorization is included in temporary duty orders by the orders authorizing official.

A2.4.2.2. **(Added-KIRTLANDAFB)** KAFB Fire Department DoD civilians may use the DFAC during their assigned duty hours. These personnel are considered on alert status due to their required response time to emergencies on the installation. These DoD personnel require access to the DFAC for personnel on duty during meal periods, not to exceed three meals per day. All firefighter personnel using the DFAC will be in their duty uniform.

A2.4.2.3. **(Added-KIRTLANDAFB)** The 377th Security Forces Squadron (SFS) DoD Federal Police Officer's may use the DFAC while on duty. These personnel are considered on alert status because they are armed and are required to respond to Law Enforcement and Security incidents occurring on the installation. These officers require access to the DFAC while on duty during all meals, not to exceed three meals per day. All police personnel using the DFAC will be armed and in their duty uniform.

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

A2.4.3. **(KIRTLANDAFB)** The installation commander has authorized all dependents of Active Duty members to eat meals in the DFAC with the Active Duty member present.

A2.5. Military Retirees. Installation commanders have the authority to allow retirees to use the enlisted dining facility. When making such a decision, the installation commander should consider the capability of the dining facility, the service impact on delivering the subsistence entitlement to Regular Air Force enlisted members, and the service impact on temporary duty travelers. Where such permission does not degrade our ability to serve our primary customers, use of the enlisted dining facility may be granted.

A2.5. (KIRTLANDAFB) Military Retirees: May use the enlisted DFAC at designated times on weekends and Holidays.

A2.6. (Added-KIRTLANDAFB) Authorized Customer Dress In DFAC. The following items are prohibited:

A2.6.1. **(Added-KIRTLANDAFB)** Undergarments worn as outer garments.

A2.6.2. **(Added-KIRTLANDAFB)** Sleeveless or midriff baring shirts, to include tank tops.

A2.6.3. **(Added-KIRTLANDAFB)** Any garments which contain obscene, profane, lewd words or drawings or any sheer or see through materials.

A2.6.4. **(Added-KIRTLANDAFB)** Ripped, torn, or patched clothing.

A2.6.5. **(Added-KIRTLANDAFB)** Bathing suits, cut-off shorts, or pajamas.

A2.6.6. **(Added-KIRTLANDAFB)** Bare feet and shower shoes.

A2.6.7. **(Added-KIRTLANDAFB)** Individuals with poor personal hygiene that may be offensive in nature (example, dirty clothing, unwashed outer skin, and hair exposure).

A2.6.8. **(Added-KIRTLANDAFB)** All headgear (*Exception: 377 SFS personnel while in performance of official duty*).

A2.6.9. **(Added-KIRTLANDAFB)** Midnight meal patrons must adhere to the above clothing guidelines but are not required to be in military uniform.

A2.7. (Added-KIRTLANDAFB) Request for Normally Not Authorized Use. DoD civilians are not usually authorized DFAC use. The installation commander delegates one time authorization approval to the 377th Mission Support Group Commander (377 MSG/CC). Requests for each individual use by normally unauthorized civilians for special meetings will be submitted on memorandum as outlined at **Figure A2.1 (Added)** and will be forwarded to the 377th Force Support Squadron Commander (FSS/CC), via 377 FSS Workflow Administrative Mailbox or to the assigned FSA for review. 377 FSS will be forward requests with recommendation to the 377 MSG/CC for 1st indorsement approval or disapproval.

Attachment 3

WHAT ELIGIBLE CUSTOMERS IN APPROPRIATED FUND (APF) FACILITIES ARE CHARGED**Table A3.1. 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 JFTR, Volume I, on a U.S. Government aircraft on official duty either as a passenger or as a crew member engaged in flight operations or on 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 dining facilities		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 dining facility		X	
Members of ad hoc youth groups			X
Military Dependents of enlisted member in pay grades E-1 through E-4		X	
Military Dependents of enlisted members in pay grades other than 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 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 Key Club, which may be sponsored by the Kiwanis Club, would qualify as an organized nonprofit youth group. On the other hand, if the children of a local Kiwanis Club's members visited an installation, they would be considered to be an ad hoc group because they are not a formally organized and structured youth group.</p>			

Attachment 4

TYPES OF FLIGHT MEALS AND CREDIT ALLOWANCES

Table A4.1. 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.

Attachment 5**MONTHLY FOOD SERVICE REPORTS TO BE SUBMITTED TO AFSVA****A5.1. APF Food Operations.**

- A5.1.1. Air Force Form 1119, Monthly Monetary Record
- A5.1.2. Air Force Form 1119-1, Manual Monthly Monetary Report
- A5.1.3. Air Force Form 28, War Reserve Materiel (WRM) Ration Report
- A5.1.4. Standard Form 1080, Voucher for Transfers between Appropriation and/or Funds
- A5.1.5. Monthly Commissary Government Purchase Card (GPC) Invoices

A5.2. Food 2.0.

- A5.2.1. Food 2.0 installations submit consolidated data for monthly uploads to AFSVA SharePoint site.
- A5.2.2. Air Force Form 1119. This report is for each dining facility and Provisions on Demand operations.
- A5.2.3. Food 2.0 Labor Validation Letter.
- A5.2.4. Food 2.0 Labor Variance Sheet.
- A5.2.5. Contract Operations Representative (COR) Corrective Action Report (CAR).
- A5.2.6. Food 2.0 Contract Operations Representative monthly Performance Evaluation Report (PER).
- A5.2.7. Food 2.0 Contract Operations Representative Inspection Checklist.
- A5.2.8. Air Force Form 28, War Reserve Materiel Ration Report.
- A5.2.9. Signed Mid and End-of-Month Inventory in PDF form.
- A5.2.10. Department of Defense Form 2973, Food Operation Inspection Report.
- A5.2.11. Non-Defense Logistics Agency Purchase Invoices. **NOTE:** Additional information on these reports can be found on the Air Force Services Activity Portal.

Attachment 6

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

A6.1. 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) in support of the self-sustaining unit tasked under OPLAN (number).

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

A6.3. GENERAL AGREEMENT. The (unit) and food service activity agree, that in the event a dispute or disagreement arising out of the support covered by this agreement which cannot be resolved at the operational level, the matter will be referred from the Force Support Squadron Commander or division chief to the MAJCOM/A1R. Should further resolution of the matter be required, refer it from the MAJCOM/A1R to AFSVA/SVO, 2261 Hughes Avenue, Ste 156, Joint Base San Antonio-Lackland AFB, TX 78236-9854.

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

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

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

A6.6.1. Units are responsible for:

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

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

A6.6.1.3. Appointing responsible officers for controlling rations.

A6.6.1.4. In writing notifying food service managers when responsible officer changes occur due to change of command, transfers, PCS, etc.

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

A6.6.1.6. Providing food service managers with an AF Form 79 for ESM or cash for BAS meals at any time rations are issued to customers.

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

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

A6.6.1.9. Control and reimbursement for rations used in accordance with AFMAN 65-604, *Appropriation Symbols and Budget Codes (Fiscal Year 2019)*.

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

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

A6.6.1.12. Ensuring operational rations stored by units are re-inspected by Military Public Health in accordance with 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 3years unrefrigerated; however, shelf life may be extended or shortened by certification from Military Public Health per applicable directives.

A6.6.1.13. Perform report of survey action on DD Form 200, for any lost, stolen, or missing rations stored by units that were issued on AF Form 3516 by food service.

A6.6.2. Food Service personnel are responsible for:

A6.6.2.1. Requisitioning operational rations (MREs).

A6.6.2.2. Maintaining accountability for operational rations until issued to units for use during emergencies, contingencies, local alerts, exercise, disasters, etc.

A6.6.2.3. Issuing AF Form 3516 and AF Form 79, to charge installations/units or food service ESM funds at any time when WRM rations stored by units are short or consumed. AF Form 79 is returned to food service once meals are consumed.

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

A6.6.2.5. Receiving and issuing operational rations (MREs).

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

A6.6.2.7. Ensuring the DoD food inspection stamp is on the back of all copies of AF Form 3516, to identify that rations were inspected.

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

A6.6.2.9. Keeping a signed copy of the original AF Form 3516 and MOU on file for auditing and inspection purposes.

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

A6.6.2.11. Ensuring AF Forms 3516 are revalidated annually.

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

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

Attachment 7

ESSENTIAL STATION MESSING (ESM) AND CAMPUS DINING GUIDANCE

A7.1. DoDI 1338.10 states Enlisted Service members are entitled to a ration for each day on active duty, except when they are entitled to a basic allowance for subsistence (BAS) or per diem.

A7.2. A military member receiving rations in lieu of BAS is considered assigned to ESM. In accordance with DoDI 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).

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

A7.3.1. **(Added-KIRTLANDAFB)** Carryout meals will consist of no more than two large (16 oz.) drinks, one meal container with no more than two servings of the main course, one large salad container from the salad bar or one Grab-and-Go salad, and one dessert or four cookies.

A7.3.2. **(Added-KIRTLANDAFB)** ESM and BAS customers are limited to one carryout meal.

A7.4. Airmen 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 designated NAF Food & Beverage activities and kiosks at Food 2.0 locations.

A7.5. Essential station messing members may not use ESM privileges to:

A7.5.1. Purchase alcoholic beverages, energy drinks or dietary supplements.

A7.5.2. Procure meal/snack items to “stock” an individual’s dorm room or work center.

A7.5.3. Pay for special functions or catered events (Quarterly Awards events, Air Force Ball, etc.).

A7.5.4. Purchase items in the Army & Air Force Exchange Service (AAFES).

A7.5.5. Provide meals/snacks/beverages to others.

A7.5.6. Obtain meals through Campus Dining if they are not entered in the Aloha Loyalty database.

A7.5.7. Receive more than one Entrée or one Snack Line items, two sides and two beverages per meal period (ESM members are authorized seconds as an additional Point of Sale (POS) transaction for dine in only).

A7.5.8. Receive more than 2 servings of eggs per transaction through cashier (ESM members are authorized seconds as an additional Point of Sale (POS) transaction for dine in only).

A7.5.9. Exceed more than 3 meals per day.

A7.6. Program Management:

A7.6.1. Food Service accountant at each base enrolls all essential station messing members into the Aloha Loyalty database by entering EDIPI number.

A7.6.2. Validation of an essential station messing member's eligibility must be tracked and monitored through the Common Access Card at each Point of Sale system by Food Service Accountants and Air Force Program Managers. **(T-2)**.

A7.6.3. Non-enrolled and invalid essential station messing customers will pay cash for all meals until their unit commander certifies the individual members essential station messing entitlement with Defense Finance Accounting Service and provides validation to the Food Service Officer (FSO). **(T-1)**.

A7.6.4. Violations are reported to the member's Commander and First Sergeant for review.

A7.7. Campus Dining Essential Station Messing Guidance

A7.7.1. Essential Station Messing Campus Dining - At installations under Food 2.0, the NAF Food & Beverage operations may be authorized to participate in Campus Dining, allowing validated and enrolled permanent party essential station messing customers to use their entitlement in NAF operations.

A7.7.2. Active duty Army/Navy/Marine members, Air Force/Army/Naval Academy Cadets, College Reserve Officer Training Corps (ROTC) Cadets on temporary duty (TDY) in essential messing station status and pipeline students are not eligible at this time for the Campus Dining program. Temporary Duty (TDY) personnel must utilize the Dining Facility for all government furnished meals. **(T-1)**.

A7.7.3. Air National Guard and Air Force Reserve Airmen are considered essential station messing customers while in performance of their Unit Training Assembly (UTA) when performing 8 hours of duty per day. They are authorized three meals per day at the appropriated fund Dining Facilities. Air National Guard and Air Force Reserve Airmen are not authorized to utilize Campus Dining unless an installation agreement has been coordinated with AFSVA/SVOF and incorporated within a Host Tennant Support Agreement. The reimbursement process for expenses associated with providing the Campus Dining service must be clearly defined. The installation is responsible for all costs associated with campus dining and will provide funding in full to AFSVA/FM. **(T-1)**.

A7.7.3. **(KIRTLANDAFB) ANG and AFRC** . Carryout meals are not authorized for ANG members or AFRC at any time. However, AFRC and ANG members are authorized to receive dine-in and Grab-and-Go meals if government meals are directed on official Temporary Duty (TDY) orders.

A7.7.4. Violations are reported to the squadron First Sergeant and Commander for review and potential recommendation that Campus Dining privileges be revoked.

A7.7.5. Reinstatement of Campus Dining privileges requires Installation Commander (or designee) written approval, confirming no fraud, waste and abuse of privileges was discovered and member has been counseled on proper use of Campus Dining program.

A7.7.6. ESM Campus Dining Enterprise authorizes limited and approved food & beverage items centrally authorized and controlled by AFSVA.

A7.7.7. Participating Force Support Food & Beverage operations are only reimbursed for valid and authorized items.