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FOOD SERVICE MANAGEMENT PROGRAM

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This instruction tells how to order, inventory, and account for food in dining facilities, flight kitchens, missile feeding, and field feeding operations. It does not apply to hospital dining facilities. It implements Department of Defense Regulation (DoDR) 7000-14, *DoD Financial Management Regulation,* Volume 12, Chapter 19-23 Aug 02; and DoD Instruction (DoDI) 1338.10, *Department of Defense Food Service Program,* 5 Jun 91.

(ANG) Air Force Instruction (AFI) 34-239, Food Service Management Program, 20 February 2004, is applicable to the Air National Guard (ANG) and is supplemented as follows.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

Revisions are extensive due to installation of the Corporate Food Service (CFS) operations. Additionally, references to Troop Support operating procedures are deleted since their elimination in September 1999. AF Form 249, **Food Service Operations Report (RCS HAF-SVS(M)9219)**, is obsolete.

(ANG) This document is substantially revised and must be completely reviewed.

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Chapter 1

FOOD SERVICE PROGRAM MANAGEMENT

1.1. Unauthorized Uses. Do not use appropriated fund (APF) food from food service for social activities.

1.1. (ANG) Unauthorized Uses. Under no circumstances will appropriated subsistence funds be used to support activities outside of normal authorized meals. Subsistence forecasting is coordinated through the base comptroller. Units are authorized one meal per eight-hour period. If units require additional meals, it is the Installation Commander's prerogative. Identify any subsistence funding shortfalls through the Wing FINPLAN. Unauthorized activities include but are not limited to family days, air shows, commander's calls, change of commands, "awards," "promotions" or retirement functions. For additional information see, **Attachment 9**, Eligible Customers and What They are charged in ANG APF Food Service Facilities.

1.1.1. Organizational Operations and Maintenance (O&M) funds (3400) may not be used to provide free beverages to military or civilian employees. With exception of those members who are on Essential Station Messing (ESM), formerly known as Subsistence in Kind (SIK) and meet the requirements of being exposed to the elements for extended periods, have no reasonable access to refreshment sources, and where beverages are required to remain alert. For example, Security Force personnel who are ESM and manning gates and guard posts. Civil Engineering personnel who are ESM involved in snow removal or work locations where no reasonable access to refreshment sources to remain alert would be authorized. These individuals would be authorized mission essential beverages provided at Government Expense using the 3500 Appropriation for ESM. All other personnel, military or civilians, would be required to pay for coffee or other beverages that are provided from the Air Force Dining Facility.

1.1.2. Sports Beverages (Gatorade) used as Mission Essential Beverages will not be purchased with 3500 Appropriation for ESM. Sports beverages will be purchased using Organizational O&M funds. Organizations must comply with AFMOA/CC Memo dated 3 Jul 01. AF 3500 ESM funds will not be used to purchase sports beverages. Sports beverages must be purchased with unit/operation/maintenance 3400 funds. Must have medical commander approval. AFI 65-601V1, Budget Guidance and Procedures, paragraph 4.45.6 Sports Beverages.

1.2. Nutrition Education. Refer to AFI 40-104, *Nutrition Education*, for specific information on meeting recommended nutritional standards.

1.3. Menu Patterns. The food service officer (FSO) makes sure the menu patterns in the Worldwide Menu are used.

1.3. (ANG) Menu Pattern. The Services Commander ensures menus are developed for each FY. The ANG Services (NGB/A1S) web page provides a menu template based on the Air Force's 14-day standard menu. The menu will include the minimum standards of 2 meat entrees, 2 starches, 2 vegetables, gravy, soup, salad, dessert, 2% milk, coffee, tea and soda. Units may also provide low-calorie and/or vegetarian entrees based on customer needs. Authorized holiday meals are posted on the Air Force Services Agency's (AFSVA) web site and celebrated during the Unit Training Assembly (UTA) weekend of the holiday month. The kitchen superintendent has the authority to alter/deviate from the standard Air Force menu as long as cost structure and accountability are maintained.

1.4. What People Do? Refer to **Attachment 2**.

1.4. (ANG) What People Do. NGB/A1S has the same duties and responsibilities as a MAJCOM. The Mission Support Group Commander will appoint a responsible individual for units without a Services Officer assigned.

1.4.1. **(Added-ANG)** Services Commanders are responsible for having a current food service contingency plan.

1.5. Use of Air Force APF Dining Facilities. Refer to **Attachment 3**.

1.6. Types of Flight Meals and Allowances. Refer to **Attachment 4**.

1.6. (ANG) Types of Flight Meals and Allowances. Any flight meals prepared in an ANG regular dining facility must meet Air Force standards for flight meals.

1.7. Customer Feedback. Use AF Form 27, **Food Service Customer Survey** base or major command (MAJCOM) approved form to get feedback from customers in all APF dining facilities.

1.8. A La Carte System (ALACS). A system in which the dining facility charges the Basic Allowance for Subsistence (BAS) guest and other cash guests for each menu item selected. ESM guests are furnished their meals without charge. This is the only authorized feeding system for Air Force food service operations.

1.9. (Added-ANG) Food Service Evaluation. All ANG units will use NGB 1038, Food Service Evaluation Record, semi-annually to evaluate their food service operation. NGB 1038 Guidelines are in **Attachment 10 (Added)**.

Chapter 2

FOOD SERVICE CONTRACTS

2.1. Contingency Plan. Air Force activities with food service contracts must have contingency service plans in case the contractor fails to perform. Obtain a model base-level contingency plan from your MAJ-COM or Headquarters, Air Force Services Agency, Air Force Food Service Branch (HQ AFSVA/SVOHF), 10100 Reunion Place, Suite 401, San Antonio TX 78216-4138.

2.2. The Statement of Work (SOW).

2.2. (ANG) The Statement of Work (SOW). The NGB/A1S web page has several SOW templates available for all feeding platforms. (**https://airguard.ang.af.mil/svx**)

2.2.1. MAJCOM Services and HQ AFSVA/SVOHF maintain all food service contracts.

2.2.2. Food service managers request and must use the current SOW when they convert from in-house to a contract, or resolicit an existing contract. HQ AFSVA/SVOHF must approve deviations from the standard SOW.

Chapter 3

MANUAL FOOD SERVICE ACCOUNTING

3.1. Accounting for Cash and Forms. FSOs and food service managers fully and accurately account for the meals they serve.

3.1.1. FSOs

3.1.1.1. Safeguard AF Form 79, **Head Count Record.**

3.1.1.1. **(ANG)** Safeguard AF 79, Head Count Record. AF 79, Head Count Record, is replacing AF 79, Cash Collection Record, AF 1339, Dining Hall Signature Record, AF 463, Request for Flight Meals, and AF 2039, Ground Support Meal Request. Use AF 79 to collect signatures for customers eating in the ANG dining facility and ground support feeding. ANG food service operations will not integrate the forms during production times. Units will use a separate AF 79 for SIK customers and Basic Allowance for Subsistence (BAS) customers.

3.1.1.1.1. **(Added-ANG)** Each signature on the AF 79 must include the last four-digits of the Social Security Number (SSN) (required for SIK).

3.1.1.1.2. **(Added-ANG)** NGB/A1S approves Meal Electronic Identification Scanning (MEIS). Use this program to generate automated AF 79s or other formats to document customer meals.

3.1.1.1.3. **(Added-ANG)** Services Commanders will assign control numbers for SIK and BAS accountability for AF 1254, Register for Cash Collection Sheets, based on local auditing requirements. Example; 123BAS001 to 123BAS100 or 123SIK001 to 123SIK100.

3.1.1.2. Verify the daily amount of cash collected and turn in to the accounting and finance office.

3.1.1.2.1. **(Added-ANG)** Submit the DD Form 1131, Cash Collection Voucher, to the finance office on the day requested by FM. For exercises requiring continuous feeding operations greater than two days, submit the DD Form 1131 daily. 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. Then total all amounts at the bottom of DD Form 1131. For units who purchase money orders, deduct the cost of the money order from the cash receipts and identify as a line item (i.e. - $1.50 Money Order) on the DD Form 1131. **NOTE**: local financial managers do not require original or copies of the AF 79. Accounting and Finance is required to issue a voucher number on the DD Form 1131, which in turn is posted on the AF 1254.

3.1.1.3. Investigate if safeguarded forms are missing.

3.1.1.4. Account for signature records on AF Form 1254, **Register for Cash Collection Sheets**.

3.1.1.5. For all type of meals, prepare the AF Form 1119-1, **Manual Monthly Monetary Report (RCS: HAF-SVS(M) 9122).** Refer to **Attachment 5**.

3.1.1.5. **(ANG)** ANG food service is not authorized cross-service billing for one or two members of another military service, but can for large groups of marines, army, navy etc. Cross billing is authorized for groups that do not use our subsistence monies.

3.1.1.6. Use AF Form 282, **Unannounced Spot-Check of Cashier,** each month to spot check each cashier function for accurate customer count and cash control procedures.

3.2. Food Service Managers:

3.2.1. Account for forms and cash issued to cashiers on AF Form 1305, **Receipt for Transfer of Cash and Vouchers**.

3.2.2. Report any cash overages or shortages on DD Form 1131, **Cash Collection Voucher**.

3.2.3. Recap the number of meals served and all purchases for all types of dining facilities on the AF Form 1119-1, **Manual Monthly Monetary Report.** Refer to **Attachment 5**.

3.2.4. Account for flight meals and record the cash collected for them on AF Form 79.

3.2.5. Record all instructions to the cooks about what food to prepare, how much to make, and when to prepare meals on the Production Log.

3.2.6. **(Added-ANG)** AF 1119, Monthly Monetary Records, must be completed and sent electronically to NGB/A1S monthly. Send AF 1119 on the last day of the month or on the last day of feeding operations as applicable. When meals are contracted/catered, the AF 1119 is still required to ensure block 8 (closing inventory) and block 13 (cumulative gain/loss) are carried over to the next month. If contracted, provide the number of contract meals served in block 18 (remarks).

3.3. Gains and Losses. The food manager must try to keep each food account within three percent of the monthly-earned income. If a manager records greater losses for three consecutive months, the following action is taken:

3.3. (ANG) Gains and Losses. ANG tolerances are based on the number of days of operations on the reporting month. For UTA or any other one or two-day lunch feeding operations, ANG units are authorized 10% gain or loss on the AF 1119. For Annual Training (AT) periods or feeding operations of three days up to 17 days, the unit is authorized 5% gain or loss on the AF 1119. If feeding operations exceed 17 days, units are required to maintain a 3% gain or loss on the AF 1119. AF 1119 is due to NGB/A1S on the last day of feeding operations each month. Units providing more than one continuous operation within a given month must meet the lowest tolerance authorized, i.e., one UTA feeding and one 15-day AT feeding allows 5% tolerance for the month even if the 15 days carry over to the next month.

3.3.1. The Services Squadron Commander or Division Chief investigates the account and takes appropriate action to include a report of survey on DD Form 200, **Financial Liability Investigation of Property Loss.** The commander or division chief informs the Mission Support Group Commander with a summary of the deficiencies and the corrective action taken to bring the food account back within authorized tolerances.

3.3.1. **(ANG)** The Services Commander will investigate and take appropriate action if the Food Service operation is out of tolerance (gain or loss) for three consecutive months. Provide a Memorandum for Record (MFR) to NGB/A1S identifying why the food service operation was out of tolerance. The MFR should accompany the AF 1119 when sent to NGB/A1S on the last day of feeding operations each month.

3.3.2. The Mission Support Group Commander informs the MAJCOM Director of Services (SV) of the actions taken to fix the problem.

3.3.2. **(ANG)** If the Food Service operations are out of tolerance (gain or loss) for four consecutive months, the Mission Support Group Commander will investigate and take appropriate action, to include an MFR to the Chief of Services, ANG, (NGB/A1S) identifying why the food service operation cannot meet authorized tolerances and the corrective action taken.

3.4. Small and Large Flight Meals. When FSOs and managers use a dining facility or flight kitchen to prepare meals that will be served away from the dining facility, the food cost for these meals must not exceed 30 percent of the meal cost allowance for a small meal and 65 percent of the meal cost allowance for a large meal. Request meals on AF Form 79.

3.5. Field Feeding. Use a meal cost allowance determined quarterly by HQ AFSVA/SVOHF for field feeding.

3.5. (ANG) Field Feeding. Use the ANG field feeding meal allowance when utilizing unique B-rations or Unitized Group Rations (UGRs).

3.5.1. Keep a weekly record of all types of meals served and a weekly monetary accounting on the AF Form 1119-1, Manual Monthly Monetary Report. For reporting procedures, refer to **Attachment 5**.

3.5.2. All accounting will be done on a weekly basis. Take a weekly physical inventory to determine the food expenses. Conduct monthly inventories in accordance with paragraph **5.4.**

3.5.3. For base exercises or short-term contingencies; the food manager must try to keep the food service account three percent of the total earned income for the exercise. For field operations, which extend over a one-month period or consecutive months, the food manager must try to keep the food service account within three percent of the monthly-earned income. If a manager records greater losses for the timeline listed above:

3.5.3.1. The Services Squadron Commander or Division Chief investigates the account, takes appropriate action, to include a report of survey on DD Form 200**.** The commander or division chief informs the Mission Support Group Commander with a summary of the deficiencies and the corrective action taken to bring the food account back within authorized tolerances.

3.5.3.2. The Mission Support Group Commander informs the MAJCOM SV of the actions taken to fix the problem.

3.5.4. Each base food service activity conducting field feeding will carry forward gains/losses each month throughout the fiscal year.

3.5.5. For menu patterns, all field feeding operations must comply with the Air Force feeding plan as defined in United States Air Force War and Mobilization Plan, Vol 1 (WMP-1, Annex GG).

3.5.6. **(Added-ANG)** AF 1650b, Field Feeding Summary, and AF 1119-1, Manual Monthly Monetary Record, are required for field operations exceeding 48 hours. Transfer all food items in/out of the dining facility using AF 3516, Food Service Inventory Transfer Receipt. This allows removal of food from one inventory and placement into another (other appropriated fund activities only). It is also used to send food outside of food service (such as to a field exercise) or return food to the food service system. Use AF 3516 to remove food from the subsistence account when it is determined to be unfit for human consumption. The FSO designates in writing, by name and duty title, the persons responsible for the security of food in each facility.

3.6. (Added-ANG) The Food Cost Index (FCI). NGB/A1S will provide an annual ANG-specific FCI for ANG dining facilities and field feeding operations prior to the beginning of the fiscal year.

3.7. (Added-ANG) Ground Support Meals. Mission Support Group Commanders must ensure meals served away from the dining facility are kept to a minimum. Unit level supervisors are responsible for ensuring personnel obtain a meal in the dining facility during meal hours. Meal, Ready to Eat (MREs) are accounted for on "AF Form 1119-1". Ensure the DoD food inspection stamp is on the back of all copies of AF Form 3516 and keep a signed copy of AF Form 3516 on file for audit and inspection purposes. Ensure the oldest rations on hand are used or rotated first. Operational rations stored by the unit must be re-inspected by local Military Public Health inspection personnel in accordance with DSCP Handbook 4155.2, at least 180 days before the inspection Test Date (ITD) stamped on each case or placard. NOTE: expected shelf life is 3 years unrefrigerated; however, shelf life may be extended or shortened by certification from Military Public Health inspection personnel per applicable directives. MREs or UGRs are recommended as a substitute for ground support meals for at least one meal per day during training exercises, inspections or base alerts.

3.7.1. **(Added-ANG)** ANG Food Service Operations are authorized to purchase MREs and Tailored Operational Training Meal's (TOTM) from Defense Supply Center Philadelphia (DSCP). For additional information pertaining to the TOTM, see the DSCP Webpage: **http://www.dscp.dla.mil/subs/oprat.htm**.

3.7.1.1. **(Added-ANG) Issuing Meals-Ready-to-Eat (MRE) From Food Service.** When Services issues MREs to units and the unit controls the issue of MREs and the collection of monies, the following applies:

3.7.1.1.1. **(Added-ANG)** The base FSO transfer the MREs to the requesting organization on DD form 1297.

3.7.1.1.2. **(Added-ANG)** The FSO provides the using organization with AF Forms 79 and current meal rates. The FSO advises the organization that the rations are accountable. When the exercise is concluded, all rations not documented as issued or sold on AF Form 79 must be immediately returned to food service, with the turn-in of cash collected on AF Form 79.

3.7.1.1.3. **(Added-ANG)** Once all meals, forms and cash have been received, complete AF Form 1119-1 to account for the meals used during the exercise.

3.7.2. **(Added-ANG)** When members are on RUTA/SUTA status and the dining facility is closed, recommend MRE's/TOTM or frozen meals. Another option is the meal chits program coordinated through the Contracting Office to obtain a Vendor to provide meals based on the annual DoD rates. Any other packaged meal must be approved by NGB/A1S before purchase.

3.8. (Added-ANG) Meal Electronic Identification Scanning (MEIS) Accounting Software. Automated food service accounting applications are authorized.

3.9. (Added-ANG) Subsistence Credit Allowance System (SCAMS). ANG dining facilities will operate under SCAMS unless otherwise approved by NGB/A1S.

3.10. (Added-ANG) Food Supplements. Food supplements are not authorized for contract/catered meals.

3.11. (Added-ANG) ANG Subsistence Forecasting. ANG Service's subsistence forecasting must include all feeding platforms for host unit and geographically separated units (GSUs). Recommend units

use contract/catered meals once per quarter to allow Services units to conduct home station training. Subsistence forecasting must be coordinated with the finance office Wing FINPLAN. Co-located units should coordinate with their host Services unit to forecast Subsistence funding by May 1st for the following fiscal year.

3.12. (Added-ANG) BAS Entitlement at Reserve Training Sites (RTS).

DoD policy is that all military members, both officer and enlisted, on any type of active duty, at a Reserve Training Site under Temporary Field Assignment, receiving no per diem, will receive full BAS. Food service personnel will collect cash, at the Discounted Meal Rate (DMR), for each meal consumed at the RTS on stationary days. On travel days, if a member is in a group travel status (members traveling together in a government owned or procured vehicle), they will be charged the Discounted Meal Rate, if members are traveling in any other status and receiving full per diem, they will be charged the Standard Meal Rate for any meals consumed at the Reserve Training Site. For guidance, see DODFMR Vol 7A Chapter 25, paragraphs 250201, H, P and 250501A & C.

Chapter 4

AUTOMATED FOOD SERVICE ACCOUNTING

4.1. Accounting for Cash and Forms. FSOs and food service managers fully and accurately account for the meals they serve.

4.1.1. FSOs:

4.1.2. Safeguard cash register receipts, the **Sales Offset Report**, and AF Form 79 as applicable.

4.1.2.1. Verify the daily amount of cash collected and turned into the accounting and finance office.

4.1.2.2. Investigate if safeguarded forms are missing.

4.1.2.3. Account for signature records on AF Form 1254.

4.1.2.4. Use AF Form 282 each month to spot-check each cashier function for accurate customer count and cash control procedures.

4.2. Food Service Managers:

4.2.1. Account for any forms and cash issued to cashiers on AF Form 1305.

4.2.2. Report any cash overages or shortages on DD Form 1131.

4.2.3. Recap the number of meals served in dining facilities or flight kitchens on the **Sales Offset Report** or the **Cash Reconciliation Report.**

4.2.4. Keep a daily accounting of all food costs and meals served in all types of dining facilities on the **Sales and Cost Report.** Refer to **Attachment 5** for reporting procedures.

4.2.5. Record all instructions to the cooks about what food to prepare, how much to make, and when to prepare meals on the **Production Log**.

4.2.6. Record raw and finished waste on the **Waste Log**.

4.3. Theoretical Cost Percentages. Food service managers in automated operations are responsible for ensuring the theoretical cost percentage, from the **Sales and Cost Report**, average between 75 percent and 85 percent with 80 percent being the target.

4.4. Gains and Losses. The food manager must try to keep each food account within three percent of the total sales. If a manager records greater losses for 3 consecutive months:

4.4.1. The Services Squadron Commander or Division Chief investigates the account, takes appropriate action, to include a report of survey on DD Form 200. The commander or division chief informs the Mission Support Group Commander with a summary of the deficiencies and the corrective action taken to bring the food account back within authorized tolerances.

4.4.2. The Mission Support Group Commander informs the MAJCOM SV of the actions taken to fix the problem.

4.5. Small and Large Flight Meals. When FSOs and managers use a dining facility or flight kitchen to prepare meals that are served away from the dining facility, the food cost for these meals must not exceed 30 percent of the meal cost allowance for a small meal and 65 percent of the meal cost allowance for a large meal. Ensure that meals are requested on an AF Form 79.

Chapter 5

FOOD ORDERING AND INVENTORY

5.1. Forecasting. The FSO gives the Defense Supply Center - Philadelphia (DSCP) account manager the forecast for food requirements 60 days in advance for Continental United States (CONUS) locations and 120 days for overseas (OCONUS) locations. The Prime Vendor (PV) forecast allows contracts to be tailored to the customer's requirements and allows the customer maximum flexibility.

5.2. Ordering. For manual operations, the storeroom clerk uses E-mail to order food. Use DeCA Form 70-20, **Subsistence Request for Issue, Turn-in, or Transfer**, when purchasing from the Defense Commissary Agency (DeCA) resale store. In automated operations, the storeroom clerk will input commissary purchases in Aloha's inventory control. In automated dining facilities under PV, the user orders directly from the PV through an electronic catalog in Aloha's inventory control that lists all the items available for the customer to order. Catalog updates, requisitions, purchase orders, acknowledgments, and receipts are transmitted electronically using a closed loop Electronic Commerce system between the customer, the DSCP, and the contractor.

5.2.1. **(Added-ANG)** All ANG units will use STORES web, Prime Vendor Program. ANG food service operations will use DSCP as their primary subsistence source. Subsistence Government Purchase Card (GPC) purchases are only for emergency purposes, when the normal subsistence provider cannot supply a needed item.

5.3. Reconciliation. The storeroom manager will turn in all paperwork to the accountant within 24 hours of receipt of food items. The accountant will:

5.3.1. Record all types of purchases on the SF 1080, **Voucher for Transfer Between Appropriation and/or Funds**.

5.3.2. In automated operations, verify correct amounts on the **Purchase (History) Journal** and the **Receipt Confirmation**. If you do not receive receipt confirmation within 2 business days, contact STORES helpdesk for further assistance.

5.3.3. Correct any discrepancies using Inventory Control or STORES Web, as applicable. Refer to the CFS Handbook.

5.3.4. Coordinate discrepancies with the DSCP account manager.

5.4. Inventory Control. To make sure food is controlled from the time of receipt until it's served, storeroom clerks:

5.4.1. Keep high dollar storage areas secured.

5.4.2. Record all food transferred between facilities, on AF Form 3516, **Food Service Inventory Transfer Receipt** at non-automated operations. For automated operations, a transfer-in will be an Invoice Entry and a transfer-out will be an Adjustment Entry. Use the CFS Handbook to manage transfers between food service operations.

5.5. Physical Inventory. The storeroom clerk will conduct a weekly inventory as defined by CFS. The FSO assigns a member other than the storeroom clerk to take a physical inventory of all food items at the close of business on the last day of the month.

5.5. (ANG) Physical Inventory. The Services Commander assigns a member, other than storeroom personnel, to physically inventory all food items at the close of business on the last day of UTA or the last day of the month for continuous operations. Inventory levels for storerooms will not exceed $3K unless approved by the FSO. The FSO or Services Commander reviews and certifies the inventory.

5.5.1. The person taking the inventory:

5.5.1.1. In manual operations, record the inventory count on AF Form 3514, **Inventory Count Worksheet**. In automated operations, record the count on the **Count Sheets**. Enter counts in the Physical Count Entry under Inventory Control.

5.5.2. The FSO reviews and certifies the inventory.

5.6. End of Fiscal Year (FY) Inventory.

5.6.1. On the last day of the current fiscal year, the FSO assigns someone outside of food service to conduct the physical inventory using the following procedures:

5.6.1.1. The Food Service Manager will provide the inventory officer with the count sheet printed from CFS (Physical Count Entry).

5.6.2. The inventory officer will count all items in all storage locations, kitchen, and production areas assisted by storeroom personnel.

5.6.2.1. Once the inventory officer completes the counts, storeroom personnel will enter the counts into CFS (Physical Count Entry). The inventory officer will verify all counts are entered into CFS. Storeroom personnel will save the inventory and reconcile the overages and shortages. Once complete, the storeroom clerk will print the **Edit List Count Sheet**. The inventory officer will sign the Edit List Count Sheet, certifying the inventory is correct. The Food Service Manager will also sign the Edit List Count Sheet.

5.6.3. Once inventory is complete save the inventory and close out.

5.6.3.1. The following day, the manager will process the physical counts. After processing physical counts, verify all counts were processed (look in Physical Counts and the Event Viewer).

5.6.4. Once this process is completed food service manager will print out 3 copies of the **On Hand Summary Report (RCS: HAF-SVO(A)0304)—**this is your new fiscal year starting inventory. The FSO will sign all the On Hand Summary Reports. Provide one copy to the food service accountant—send one copy to your MAJCOM food service manager and one to HQ AFSVA/SVOHF. CONTINUE REPORTING DURING MINIMIZE.

5.7. Cost Corrections. Any cost corrections, accomplished in automated operations, which exceed one percent of the total dollar value of the item class (i.e., beef items are 111, poultry 112, etc.) MAJCOM food service branch must approve. Cost corrections greater than one percent will be sent through the MAJCOM/SVX or SVP to HQ AFSVA/SVOHF for approval.

5.8. Uniform Requirements. Food Service personnel engaged in the preparation and serving of food shall be attired in appropriate food service uniforms as prescribed in AFI 36-2903, *Dress and Personal Appearance of AF Personnel*.

Chapter 6

WAR RESERVE MATERIEL (WRM) MANAGEMENT

6.1. Requirements. This section expands on responsibilities and policies in DoD Directive (DoDD) 3110.6, *War Reserve Materiel Policy,* and AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*. The *War Consumable Distribution Objective* (WCDO), USAF *War and Mobilization Plan* (WMP-1, Annex GG), and MAJCOM Ration Requirements summary specify the number of days, quantity, and type of rations to be maintained as WRM funded levels by the principle MAJCOM for storage and use at the operational level.

6.1.1. Only MAJCOM identified requirements are programmed and funded as WRM. Installations must coordinate all Air Force Operational Plan (OPLAN) requirements with their MAJCOM/SVX/ Logistics Plans Office (LGX) for identification.

6.1.2. MAJCOM/SVX/LGX provides their WRM ration requirements in writing to HQ AFSVA/ SVOHF by 15 March annually. Requirements identified for locations that do not have an Air Force food service activity assigned will be stored at the nearest Air Force installation that has a food service activity.

6.1.3. MAJCOM/SVX identifies and approves all self-sustaining unit ration requirements in their annual ration requirements summary. These units may store their rations instead of food service. Rations and all accountable forms will be issued on a hand receipt.

6.1.4. The total Air Force wartime requirement for operational rations (Unitized Group Rations (UGR) and Meals Ready to Eat (MREs)) to support the Air Force two Major Theater War (MTW) Regional concept as identified in the Defense Guidance and WMP-1 are budgeted for by HQ AFSVA/ SVO for storage at active duty bases having a requirement and with the Defense Logistics Agency in CONUS and OCONUS.

6.2. Requisitioning. Congress specifically approves WRM ration Essential Station Messing (ESM) formerly, Subsistence-in-Kind (SIK) funds (3500).

6.2.1. HQ AFSVA/SVO approves any new or increased WRM requirements and places annual requisitions for all CONUS bases. WRM rations are only approved for storage at active duty bases that have an Air Force food service activity.

6.2.2. Bases will not exceed WRM-funded levels.

6.2.3. HQ AFSVA/SVOHF approves the release of depot-stocked rations for exercise use before requisitioning.

6.3. Storage. Where feasible, store all WRM rations under refrigeration (ideal temperature is 35-50 degrees Fahrenheit) to extend their shelf life. The maximum storage life is 36 months at 80 degrees Fahrenheit.

6.3.1. If current facilities are inadequate for storage of WRM rations, the installation commander will provide space elsewhere on base. The facility will be under lock and key control of food service personnel and must provide adequate security. Erect a physical barrier (floor to ceiling) to prevent theft or pilferage should the facility be jointly used with another base activity.

6.3.2. Store WRM rations by lot number and date-of-pack on standard (40" X 48") size pallets.

6.3.3. WRM rations may be stored in the same warehouse as food service stocks. However, they will not be commingled together. WRM and food service rations should not be stacked more than three pallets high, without warehouse rack shelving.

6.3.4. Food Service will not break down or store WRM rations individually on separate pallets for units.

6.3.5. Rations stored by self-sustaining units are issued on AF Form 3516**,** with a Memorandum of Understanding (MOU) signed by the services and self-sustaining unit commanders. Refer to **Attachment 7**. Food service must account for these rations in the WRM account and report monthly on the AF Form 28, **War Reserve Materiel (WRM) Ration Report (RCS: HAF-SV(M)9601).** Refer to **Attachment 8** for reporting procedures.

6.4. Issues and Transfers. Do not issue rations directly from the WRM account. If sufficient rations are not available in food service and WRM rations have to be used for emergencies, transfer them to the food service account before issue. The Services commander or designated representative must approve the release of all WRM rations in coordination with the base War Reserve Materiel Officer (WRMO) on AF Form 3516.

6.4.1. Active duty Air Force units cannot use unit funds to purchase operational rations, except for survival packets and emergency drinking water. Active duty units must obtain rations through food service. Food service will then issue rations to the unit with accountable forms and guidance for control of ESM funds when the rations are used. Survival packets and drinking water will not be stored in the food service warehouse. Storage of these items is the unit's responsibility.

6.4.2. Issue all operational rations in full case lots only.

6.4.3. Include date-of-pack and lot number of the rations issued on AF Form 3516.

6.4.4. Transfer operational rations requiring Military Public Health inspection, in full cases only, from WRM to food service using AF Form 3516. Military Public Health inspectors provide DD Form 1222, **Request for and Results of Tests**, to food service personnel for the quantity of destroyed rations during inspection.

6.4.5. Return operational rations only to food service activities if there is a recurring demand for them. Accept full cases only and have Military Public Health inspectors to inspect the rations for serviceability before acceptance.

6.4.6. For support of exercises and contingencies, transfer operational rations from one base to another using DD Form 1149, **Requisition and Invoice/Shipping Document**. A document number must be obtained from HQ AFSVA/SVOHF and rations must be inspected by Military Public Health inspectors prior to shipment in accordance with DSCP Handbook 4155.2, *Inspection of Meal, Ready-To-Eat (MRE) Rations (Appendix A).* A copy of the inspection report will accompany the shipment.

6.5. Rotation. MAJCOM/SVX develops and monitors rotation of all pre-positioned WRM assets including those stored in food service. Rotate MREs annually. Program and requisition one-third of all WRM-funded levels of MREs annually (in November) based on storage conditions. HQ AFSVA/SVOHF

will also inform the MAJCOM/SVX of the quantities and types of WRM stocks stored by DSCP in CONUS that require rotation.

6.5.1. Identify rations not used in local exercises, to the MAJCOM/SVX for redistribution to other installations.

6.5.2. Place new rations in WRM upon receipt of annual replacement rations. Transfer the same quantity of the oldest date-of-pack in WRM to food service for rotation.

6.5.3. Use AF Form 28, to report each type of operational ration (MRE and UGRs) by lot number and date-of-pack in the WRM account monthly. Refer to **Attachment 8** for additional guidance on reporting periods.

6.6. Inventory. Conduct inventories to determine the monetary value of WRM assets, physical quantities on hand by date-of-pack, and lot number, to prepare inventory adjustments, or to certify the financial status of the WRM account. WRM assets will not exceed the funded-level established by HQ AFSVA. Perform a inventory on the last workday of each month.

6.6.1. Self-sustaining units will inventory rations issued on an AF Form 3516 monthly, and report the results to food service personnel. Include these rations on all physical inventories and reports.

6.7. Revaluation. Each fiscal year when the case price of MREs changes, food service will revalue MRE inventories to account for the unit price change. Two AF Forms 28 will be submitted. Food Service will conduct an end of fiscal year inventory on 30 September at the old case price. The quantity will be transferred to a new AF Form 28 for the next fiscal year on 1 October, with the new fiscal year case price.

6.8. Prescribed Forms. AF Forms 28, **War Reserve Materiel (WRM) Ration Report**, and 1119-1, **Manual Monthly Monetary Report.**

Chapter 7 (Added-ANG)

FOOD SERVICE PROCEDURES FOR COMBAT READINESS TRAINING CENTERS (CRTC)

7.1. (Added-ANG) Deployed Unit Responsibilities. Deployed Units are responsible for menu planning, and proper ordering procedures to include operational rations. Forecasting the number of personnel, menus and meal times should be pre-coordinated with CRTC support personnel to eliminate confusion when units arrive.

7.1.1. **(Added-ANG)** Deployed units are responsible for coordinating with CRTC Services personnel. All items will normally be approved based on CRTC requirements. Deployed personnel will accomplish ordering of operational rations as well as movement and storage of these items. Any desired enhancements must be pre-coordinated with CRTC personnel. Units must coordinate with the CRTC 30 **workdays** prior to deployment on the following items:

7.1.1.1. **(Added-ANG)** Menu planning.

7.1.1.2. **(Added-ANG)** Personnel forecasting.

7.1.1.3. **(Added-ANG)** Meal times.

7.1.2. **(Added-ANG)** Deployed unit personnel, if requested and required by CRTC Services personnel, will augment CRTC personnel in: (NOTE: All unit personnel provided must be fully trained in safety and security procedures)

7.1.2.1. **(Added-ANG)** Store Room Operations.

7.1.2.2. **(Added-ANG)** Inventory Control.

7.1.2.3. **(Added-ANG)** Acceptance and Turn-in of facilities.

7.1.2.4. **(Added-ANG)** Serving and cleaning of facilities and equipment.

7.2. (Added-ANG) Deployed Food Service Accounting. The deployed unit will complete the AF 1119, monitored by CRTC food service managers. The CRTC will maintain the AF 1119 on file as a regular dining facility operation. Deployed units will be annotated in Block 18 of the AF 1119.

7.2.1. **(Added-ANG)** The official record copy of the AF 1119 will be completed and submitted by CRTC personnel. Units in training status are required to operate within authorized tolerances for a fixed facility. Units in training status are required to prepare a Memo for Record (MFR) when the AF 1119 is out of tolerance in the 1119 web reporting system. This MFR will be sent to NGB/A1S by CRTC personnel explaining the reasons for the non-compliance. Amounts exceeding authorized tolerances will be reimbursed by either DD form 448 or AF form 616.

7.3. (Added-ANG) CRTC Authority. CRTC Installation Commander's will request deployed unit complete AF 85, Report of Survey, if food service operations exceed standard tolerances. The CRTC reserves the right and authority to make adjustments necessary to ensure compliance with regulatory guidance. This includes, but is not limited to:

7.3.1. **(Added-ANG)** Dress and Appearance.

7.3.2. **(Added-ANG)** Menu Selection.

7.3.3. **(Added-ANG)** Food Ordering.

7.3.4. **(Added-ANG)** Hygiene and Sanitation.

7.3.5. **(Added-ANG)** Certifications.

7.4. (Added-ANG) Funding for Operational Meals. Funding for operational rations (MRE, B-unique and UGR) is the responsibility of the deploying unit. Additionally, the deploying unit must accomplish all ordering, shipping, movement and storage. Once these rations are ordered and shipping is coordinated, the CRTC must be contacted and advised as to when these rations will arrive and the incoming quantity.

7.5. (Added-ANG) Unit Inventory Procedures. Deployed units are required to maintain the food inventory and will be monitored by CRTC food service managers for accuracy. The deployed unit will conduct beginning and ending inventories with CRTC Services personnel prior to opening the first day and leaving the last day using AF 3514, Inventory Count Worksheet.

SUSAN A. O'NEAL
Assistant DCS/Installations and Logistics

(ANG)

CHARLES V. ICKES II, Major General, USAF
Deputy Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

DoD Directive 3110.6, *War Reserve Materiel Policy,* 9 Nov 000

DoD Manual 1338.10, *Manual for the Department of Defense Food Service Program,* Nov 78

DoD Regulation 7000.14-R, Volume 12, Chapter 19, *Financial Management Regulation*, 23 Aug 02

AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*, 25 Oct 00

AFI 36-2903*, Dress and Personal Appearance of Air Force* Personnel, 1 Nov 01

AFI 40-104, *Nutrition Education*, 9 May 94

AFI 65-601, V1, *Budget Guidance and Procedures*

AFJMAN 23-210, *Joint Service Manual for Storage and Materials Handling*, 12 Apr 94

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 Jul 96

AFMAN 34-240, *Food Service Program Management*, 1 Apr 98

AFMAN 34-255, *Directory of Government Quarters and Dining Facilities*, 1 Jan 98

AFMAN 37-139, *Records Disposition* Schedule, 1 Mar 96

AFMAN 65-604, *Appropriation Symbols and Budget Codes*, 1 Oct 02

Corporate Food Service (CFS) Handbook

Federal Supply Catalog C8900-SL, Stock List

Federal Supply Catalog C8900-PL, Price List

DSCP Handbook 4155.2, *Inspection of Meals, Ready-To-Eat (MREs) Rations (Appendix A)*

War Consumable Distribution Objective (WCDO)

USAF War and Mobilization Plan, Vol I (WMP-1, Annex GG)

Abbreviations and Acronyms

AFI—Air Force Instruction

AFJMAN—Air Force Joint Manual

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFROTC—Air Force Reserve Officer Training Corps

ANGROC—Air National Guard Readiness Operational Center

APF—Appropriated Fund

BAS—Basic Allowance for Subsistence

CFS—Corporate Food Service

CONUS—Continental United States

DeCA—Defense Commissary Agency

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DSCP—Defense Supply Center - Philadelphia

DSCP-E—Defense Supply Center – Europe

DSCP-P—Defense Supply Center – Pacific

DSO—Defense Subsistence Office

ESM—Essential Station Messing

FSC 8900 SL—Food Service Catalog 8900 Stock Listing

FSO—Food Service Officer

FY—Fiscal year

HACCP—Hazardous Analysis Critical Control Point

HQ AFSVA—Headquarters Air Force Services Agency

ITD—Inspection Test Date

LGX—Logistics Plans Office

MAJCOM—Major Command

MILSTRIP—Military Standard Requisitioning and Issue Procedures

MOU—Memorandum of Understanding

MREs—Meals, Ready to Eat

MTW—Major Theater War

NROTC—Naval Reserve Officer Training Corps

OCONUS—Outside the Continental United States

OPLAN—Operational Plan

PC—Personal Computer

PFD—Present for duty

POS—Point of Sales

PV—Prime Vendor

QAE—Quality Assurance Evaluator

RDD—Required Delivery Date

ROTC—Reserve Officer Training Corps

SIK—Subsistence-in-Kind

SOW—Statement of Work

SV—Director of Services

SVO—Directorate of Operations

SVOHF—Air Force Food Service Branch

TDY—Temporary Duty

UGR—Unitized Group Ration

USAF—United States Air Force

USD/C—Under Secretary of Defense, Comptroller

WCDO—War Consumable Distribution Objective

WMP-1—USAF War and Mobilization Plan, Vol 1

WRM—War Reserve Materiel

WRMD—War Reserve Material Officer

Terms

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.

"A" Ration—Perishable and semi perishable foods used in food service facilities where refrigeration is available.

A La Carte System (ALACS)—A system in which the dining facility charges the Basic Allowance for Subsistence (BAS) guest and other cash guests for each menu item selected. Subsistence-In-Kind (ESM) guests are furnished their meals without charge.

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

Book Inventory—The dollar value of subsistence items on hand at any given time as determined from accounting records kept in connection with day-to-day business (On-Hand Summary).

Breakfast—The meal served during morning hours and normally the first meal of the day.

Carryout Service—Food available for takeout from a dining facility or independent facility (frequently located near the flight line). Also known as Grab-n-Go.

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

Common Service—Service provided to members of another military service, which does not require reimbursement from the activity receiving support. The term is used in food service for members of the Army, Navy, and Marine Corps who are provided ESM.

Corporate—Headquarters, Air Force Services Agency, Directorate of Operations, Air Force Food Service Branch (HQ AFSVA/SVOHF)

Corporate Food Service—The overall Air Force Food Service Program.

Corporate Reporting—Elimination of manual printed reports through automatic data roll-ups to HQ AFSVA/SVOHF. The Food Service Superintendent or Food Service officer to determine the financial status of the food service operation uses the program. It gathers data from all facilities on base and provides centralized reporting.

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

Defense Supply Center - Philadelphia (DSCP)—The center designated by DLA to provide subsistence support to all services worldwide.

Defense Supply Center - Europe (DSCP-E)—The supply point providing subsistence to a specific geographical area.

Defense Supply Center - Pacific (DSCP-P)—The supply point, which provides subsistence to a specific geographical area.

Defense Subsistence Office (DSO)—The DSCP perishable supply point, which provides fresh fruits and vegetables, frozen food, and chill items.

Dinner—The meal served during evening hours and considered the third meal of the day.

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

Earned Income—The monetary credit obtained from the number of customers served multiplied by the monetary cost allowance.

Enterprise Messenger—Software designed to use Web and E-mail technology for data transport between food service operations and report submission to higher headquarters. It bundles together standard attachments to be sent to corporate each night. Enterprise Messenger is also used for catalog updates from all vendors.

Essential Station Messing (ESM)—Formerly, Subsistence In Kind. Food furnished to enlisted personnel at government expense. ESM is also termed "Rations-In-Kind."

Finished Waste—Cooked product that has been discarded due to over preparation, excessive holding times, dropped or spilled. Managers must ensure this type of waste is minimal. It is an adjustment entry in Inventory Control.

Flight Meal Charge (Large and Small)—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 persons who do not handle unwrapped food or touch food contact surfaces.

Food Service Officer (FSO)—An officer, noncommissioned officer, or civilian responsible to the base military support flight chief for the management of the APF food service operations.

Full Meal Rate—A meal that includes the cost of food and a proportional charge (formerly known as surcharge) for operating cost.

Gain or Loss—The profit or loss in the food service account by individual dining facility, and by base, during a specific accounting period.

Head Count—The number of personnel who eat meals in dining facilities, according to AF Forms 79 or electronically recorded data.

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

Inventory Control—Software program, which operates stand alone or in conjunction with Aloha Table Service (point-of-sales) and a personal computer. It allows food service managers greater control over how inventory usage is reconciled and improves the ability to help identify theoretical food costs.

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

Lunch—The meal served during midday and considered the second meal of the day.

Meal Cost Allowance—A monetary figure used for ESM projections and determines earned income credit for manual APF facilities.

Military Standard Requisitioning and Issue Procedure (MILSTRIP)—Provides uniform supply procedures for requisitioning from DLA activities.

Night Meal—The meal served between the dinner and breakfast meals, sometimes referred to as the midnight meal.

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 Rations—Specially packaged, processed, or prepared food for operational or emergency conditions, as identified in Food Service Catalog 8900 Stock Listing (FSC 8900 SL). Packaged operational rations, 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.

Physical Count—A list of inventory items that will be counted on a weekly or monthly basis. Count all items in all storage locations, kitchen, and production areas.

Present For Duty (PFD)—The number of enlisted personnel assigned to and on duty at a unit or installation.

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 customers through the serving lines so fresh, high quality food is always available.

Quality Assurance Evaluator (QAE)—A government person, military, or civilian, responsible for the surveillance of contractor performance.

Ration—A quantity of nutritionally adequate food required to subsist one person for one day. This normally consists of three meals.

Raw Waste—Inventory items that have been discarded due to over ordering, cooler/mechanical problems, spoilage, or mishandling. Managers must ensure this type of waste is minimal. It is an adjustment entry in Inventory Control.

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

Satellite—A food service location, operated as an annex of a parent dining facility that does not maintain a separate account. It provides operating data for the parent facility's AF Form 1119-1, Manual Monthly Monetary Record or the Sales and Cost Report in automated operations.

Seconds—The serving of a second portion, at the request of a customer, on items determined by base policy. The serving of a second portion is considered an additional head count.

Semi perishable Item—A subsistence item, which does not normally require refrigeration during transportation and storage.

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

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

Theoretical Costs—The amount of an item used in a recipe multiplied by the number of times the recipe was sold. This is actual food cost. The beginning inventory plus purchases minus (point of sales items sold multiplied by the recipe usage of items).

Transfers—The movement of subsistence supplies from one location to another within the overall food service division of the Air Force Defense Working Capital Fund.

Transient Diners—Enlisted personnel, authorized to eat at government expense, who eat in an Air Force dining facility located at other than their assigned base.

Unitized Group Rations (UGRs)—Used to sustain military personnel during worldwide operations that allow organized food service facilities. 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 Consumable Distribution Objective (WCDO)—A classified document that lists bases and war consumable items, including rations, that must be on hand to support current Air Force war reserve plans.

War Reserve Materiel (WRM)—Materiel required to augment peacetime assets to support wartime activities reflected in HQ USAF war and mobilization plans until the industrial base can meet wartime demands.

Year-End Formal Inventory—The actual physical count of all subsistence items on hand at the end of the FY to determine the exact accountability of the food service activity.

Attachment 1 (ANG)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-246, *Food and Water Protection Program*, 4 Dec 2004

Abbreviations and Acronyms

AFSVA—Air Force Services Agency

AGR—Active Guard and Reserve

ANG—Air National Guard

AT—Annual Training

CE—Civil Engineer

CGF—Computer Generated Form

CRTC—Combat Readiness Training Center

DSCP—Defense Supply Center Philadelphia

FCI—Food Cost Index

FINPLAN—Financial Planning

FPCON—Force Protection Condition

FSO—Food Service Officer

GPC—Government Purchase Card

GSU—Geographically Separated Unit

IMPAC—International Merchant Purchase Authorization Card

MEIS—Meal Electronic Identification Scanning

MFR—Memorandum for Record

OI—Operating Instructions

OJT—On-the-Job Training

QAE—Quality Assurance Evaluators

QC—Quality Control

SSN—Social Security Number

STORES—Subsistence Total Order Receipt Electronic System

TEAMS—Training and Education Automated Management System

TOTM—Tailored Operation Training Meal

UGR—Unitized Group Ration

UTA—Unit Training Assembly

WWM—World Wide Menu

Terms

Active Guard Reserve (AGR)—Title 32, Guard members of the Selected Reserve ordered to active duty or full-time National Guard duty. All unit AGR members must be assigned against an authorized mobilization position in the unit they support.

State Technician—Full-time state employee.

Traditional Guardsmen—Also known as drilling unit reservists. These unit members participate in unit training activities on a part-time basis, i.e., one weekend per month and two-week annual training periods.

Attachment 2

WHAT PEOPLE DO

A2.1. HQ USAF/ILV.

A2.1.1. Issues policies for conducting the Air Force Food Management Program.

A2.1.2. Develops and implements nutritional awareness programs.

A2.1.3. Plans and programs new construction or modification of food service facilities.

A2.2. HQ AFSVA/SVO.

A2.2.1. Program manager for (3500) Military Appropriation.

A2.2.2. Develops food management program procedures.

A2.2.3. Sets, publishes, distributes, and provides technical assistance and guidance to MAJCOMs and bases on food service matters.

A2.2.4. Helps to introduce new food management systems by participating with other DoD agencies in the DoD Research, Development, Testing, and Engineering program.

A2.2.5. Approves changes to the food service program.

A2.2.6. Coordinates and approves food specifications and resolves problems involving food quality and service.

A2.2.7. Conducts food quality assurance and inspection training at the School of Aerospace Medicine.

A2.2.8. Develops and updates the Air Force Worldwide Menu.

A2.2.9. Runs training workshops for food service managers and MAJCOM representatives.

A2.2.10. Reviews plans for food service modification, renovation, and construction projects for functional adequacy and sizing.

A2.2.11. Establishes and monitors new food item tests and acceptability studies.

A2.2.12. Provides functional expertise for developing and using state-of-the-art automated food service systems.

A2.2.13. Oversees the Hennessy Trophy Awards Program to promote excellence in food service.

A2.2.14. Trains base food service personnel during Food Management Assistance Team visits and staff assistance visits to base food service operations.

A2.2.15. Develops customer service standards.

A2.2.16. Prepares SOWs, quality assurance plans, and other guidelines for food service contracts.

A2.2.17. Participates in the maintenance of the Armed Forces Recipe Service.

A2.2.18. Maintains centrally managed database.

A2.2.19. Provides WRM funding authorization to all MAJCOMs when Congress approves WRM funds.

A2.2.20. Coordinates supply of subsistence with MAJCOMs and deployed units.

A2.2.21. Aggregates and consolidates wartime subsistence pre-positioning requirements from MAJCOMs.

A2.2.22. Coordinates food service and food service matters with the other military departments and DoD, and maintains contact with other government agencies and industrial associations.

A2.3. HQ AFSVA/SVF

A2.3.1. Submits and defends requirements for the Food Service Division, ESM Military Appropriation (3500) formerly, SIK budget including WRM.

A2.3.2. Submits and defends Second Destination Transportation funding for shipping overseas and rotating excess subsistence and WRM rations.

A2.4. MAJCOM/SV and ANGRC/SVX

A2.4.1. Supervises and oversees operations of food service activities as stated in established policies and procedures.

A2.4.2. Analyzes command problems.

A2.4.3. Provides direction for reaching MAJCOM and program goals.

A2.4.4. Provides training and staff assistance to the bases' food service and operations.

A2.4.5. Updates AFMAN 34-255, *Directory of Government Quarters and Dining Facilities*.

A2.4.6. Provides well-managed, quality food service activities for all customers.

A2.4.7. Maintains liaison with installation commanders.

A2.4.8. Acts as focal point on subsistence matters with HQ AFSVA/SVOHF and deployed units during wartime, contingencies, exercises, and emergencies.

A2.4.9. Advises HQ AFSVA/SVOHF of any significant subsistence problems encountered.

A2.4.10. Recommends policy or procedural improvements to the Air Force Food Service Program to HQ AFSVA/SVOHF.

A2.4.11. Identifies their total pre-positioned wartime subsistence requirements to HQ AFSVA/SVOHF by 15 March annually.

A2.4.12. Ensures WRM rations are requisitioned when notified by HQ AFSVA/SVOHF.

A2.4.13. Ensures food service activities do not exceed the WRM funded level.

A2.4.14. Obtains WRM and food service ration reports from assigned food service activities and submits accurate consolidated reports to HQ AFSVA/SVOHF.

A2.4.15. Monitors inventory balances, date-of-pack, rotation, and expiration dates of all pre-positioned WRM.

A2.4.16. Monitors inventory to sales ratio, inventory level, and gain or loss tolerance for each base.

A2.5. Installation Commander.

A2.5.1. Provides adequate facilities for storage of food service subsistence (both perishable and semi perishable) and WRM funded operational rations.

A2.5.2. Funds all food service equipment and supplies.

A2.6. Services Commander or Division Chief.

A2.6.1. Acts as accountable officer for all food service subsistence and WRM stocks.

A2.6.2. Oversees operation of food service activities.

A2.6.3. Advises the MAJCOM of any significant subsistence problems.

A2.6.4. Forwards recommendations to improve the Air Force Food Service Program to MAJCOM/SV.

A2.6.5. Budgets for all food service equipment and supplies.

A2.6.6. Budgets in conjunction with the base transportation officer sufficient transportation funds for shipment of excess food service subsistence and MREs.

A2.7. FSO.

A2.7.1. Oversees the base APF food service program.

A2.7.2. Develops a program for replacing equipment and upgrading facilities.

A2.7.3. Ensures manual procedures are available for continued operations if the point-of-sales system or computer is down.

A2.7.4. Gives dining facility cashiers written instructions on safeguarding cash and forms, customer identification, and meal charges.

A2.7.5. Trains food service staff.

A2.7.6. Uses AF Form 1038, **Food Service Evaluation Record**, to rate the food service operation.

A2.7.7. Provides input for change to MAJCOM/SV on AFMAN 34-255, *Directory of Government Quarters and Dining Facilities*.

A2.7.8. Acts as responsible officer for food service.

A2.7.9. Reviews and approves food service requisitions before submission to DSCP.

A2.7.10. Ensures WRM rations are requisitioned when notified by the MAJCOM/SV.

A2.7.11. Reviews and forwards WRM and ration reports to the MAJCOM/SV.

A2.7.12. Gives instructions with the appropriate forms to any organization requesting MREs.

A2.7.13. Ensures Hazard Analysis Critical Control Point (HACCP) procedures are used for subsistence to include storage, food preparation, cooking, serving, and holding food products.

A2.8. Food Service Personnel.

A2.8.1. Orders, receives, stores, transfers, and issues subsistence to all authorized activities.

A2.8.2. Establishes controls for issue of subsistence to APF customers.

A2.8.3. Maintains inventories within approved variances to support current and projected needs.

A2.8.4. Reviews budget requests for new or replacement equipment.

A2.8.5. Develops a program for replacing and upgrading facilities and equipment.

A2.8.6. Keys all requisition, receipt, transfer, issue, and other documents affecting inventory by close of business daily.

A2.8.7. Forwards requisitions to the FSO for review and approval before submitting to DSCP.

A2.8.8. Establishes a schedule for submission of all food orders.

A2.8.9. Complies with procedures contained in AFJMAN 23-210 *Joint Service Manual for Storage and Material Handling*.

A2.8.10. Identifies by letter the quantity of WRM rations requiring rotation during the next 12 months to the installation plans office through the Services Commander or Division Chief no later than 15 October annually.

A2.8.11. Monitors inventory balances, date-of-pack, rotation, and expiration dates of all subsistence.

Attachment 3

USE OF AIR FORCE APF DINING FACILITIES

A3.1. The Air Force operates APF enlisted dining facilities in order to provide the subsistence entitlement to enlisted members who reside in dormitories, to provide a training environment for food service personnel to meet our war-fighting mission, and to provide flight meal service in support of daily operations. Generally, use of dining facilities is restricted to enlisted members and those individuals authorized by the installation commander to meet mission requirements. **Attachment 9** lists the meal rates for the following customers and other situations where it is appropriate for the installation commander to authorize other customers to eat meals in the dining facility. Meal rate charges are determined by the Under Secretary of Defense, Comptroller (USD/C), and are published annually. All waivers to meal charges must be approved by USD/C.

A3.2. Enlisted Members:

A3.2.1. Enlisted members who are essential station messing (ESM) are authorized to use the dining facility at no charge.

A3.2.2. Enlisted members who receive BAS are authorized to use the dining facility as a cash-paying customer.

A3.2.3. Enlisted members receiving the meal portion of per diem are authorized to use the dining facility as a cash-paying customer.

A3.3. Officers:

A3.3.1. Permanent party officers are not authorized to use the enlisted dining facility except as provided below. The installation commander may authorize officers to eat meals in the dining facility after determining other facilities, including NAF food activities, base exchange cafeteria, and base restaurant, are not available, adequate, or readily accessible to the duty station.

A3.3.2. Officers receiving a meal portion of per diem are authorized to use the dining facility when the authorization is included in the TDY orders by the orders authorizing official. Officers may only be authorized to use the dining facility at locations where the installation commander has determined government meals are available for DoD TDY travelers. Locations where government meals are available to TDY travelers are listed in AFMAN 34-255.

A3.4. Civilians:

A3.4.1. Generally, permanent party civilian members of the DoD component are not authorized to use the enlisted dining facility. The installation commander may authorize DoD civilians to eat meals in the dining facility after determining other facilities, including NAF food activities, base exchange cafeteria, and base restaurant, are not available, adequate, or readily accessible to the duty location.

A3.4.2. DoD civilians receiving a meal portion of per diem are authorized to use the dining facility upon presentation of their TDY orders. Civilians may only use the dining facility at locations where the installation commander has determined government meals to be available to DoD TDY travelers.

A3.5. Dependent family members of military personnel. Generally, dependent family members of military personnel are not authorized to use the enlisted dining facility. When family members of military personnel E1-E4 are authorized to eat in the enlisted dining facility, they are charged the discount meal rate (food cost only). The installation commander may authorize family members of military members and family members of DoD civilians assigned overseas to eat meals in the dining facility after determining other facilities, including NAF food activities, base exchange cafeteria, and base restaurant, are not available or adequate.

A3.6. 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 active duty enlisted members, and the service impact on TDY travelers. Where such permission does not degrade our ability to serve our primary customers, use of the enlisted dining facility may be granted.

Attachment 4

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 Large Menu	Limited to actual cost of ingredients, up to 65 percent of the meal cost allowance.

Attachment 5

FOOD SERVICE REPORTING PROCEDURES

A5.1. Corporate Reporting is used to consolidate data from the monthly, weekly, and daily monetary records and other food service reports for electronic submission to higher headquarters using Enterprise Messenger. AF Form 1119-1, **Manual Monthly Monetary Report (RCS: HAF-SVS(M) 9122)** is used to account for meals served, subsistence cost, and daily financial cost for manual base dining facilities and field feeding operations. The **Sales and Cost Report** is used to account for total sales and theoretical cost of food in automated operations.

A5.1.1. This report is designated emergency status C2. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of higher priority reports.

A5.1.2. Automated bases will send monetary reports to HQ AFSVA thru Corporate Reporting daily. Each base is required to maintain a copy of these completed reports in accordance with AFMAN 37-139.

A5.1.2.1. One copy of Consolidated Sales and Cost Report (multiple facility bases), Daily Sales and Cost (single facility bases).

A5.1.2.2. One copy of Transfer Reconciliation Report from Corporate Reporting.

A5.1.2.3. One copy of Adjustments History Journal.

A5.1.2.4. Two copies of AF Form 1119-1, Manual Monthly Monetary Report for field feeding operations and manual base dining facilities.

A5.1.2.5. One copy of Purchase History Journal.

A5.1.2.6. One copy of Cash Reconciliation Report (multiple facility bases), Sales Offset Report (single facility bases).

A5.1.2.7. One copy of Cost Corrections History Journal.

A5.1.2.8. One copy of Uncosted Items Report.

A5.1.2.9. One copy of each weekly Physical Counts and one copy of the monthly Physical Counts.

A5.1.2.10. One copy of Stock Value Report.

A5.1.3. The MAJCOM food service representative sends two copies of the consolidated AF Form 28 **(RCS: HAF-SV(M) 9601)** to include unit's Form 28 report. One copy is forwarded to HQ AFSVA/SVOHF and one copy to HQ AFSVA/SVFR at the close of the period (end-of-month). This document will be sent by email. The AF Form 28 is due by close of business on the 10th workday of each month.

Attachment 6

CONVERSION WEIGHT CHART

HUNDREDTHS

1 ounce = .06

2 ounces = .13

3 ounces = .19

4 ounces = .25

5 ounces = .31

6 ounces = .38

7 ounces = .44

8 ounces = .50

9 ounces = .56

10 ounces = .63

11 ounces = .69

12 ounces = .75

13 ounces = .81

14 ounces = .88

15 ounces = .94

QUARTER POUNDS TO HUNDREDTHS

1/4 lb = .25

1/2 lb = .50

3/4 lb = .75

Attachment 7

SAMPLE MEMORANDUM OF UNDERSTANDING (MOU) FOR RATIONS

MEMORANDUM OF UNDERSTANDING (MOU)

This document establishes a MOU between the (unit) and the food service activity.

A7.1. PURPOSE. This MOU establishes the conditions and responsibilities of the signatories to the agreement under which the food service activity will provide operational rations for (unit/MAJCOM) in support of the self-sustaining unit tasked under OPLAN (number).

A7.2. SCOPE AND CONDITIONS. The scope and conditions under which support will be rendered are contained in this memorandum.

A7.3. 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 Services Commander or division chief to the MAJCOM/SVX. Should further resolution of the matter be required, refer it from the MAJCOM/SVX to HQ AFSVA/SVO, 10100 Reunion Place, Suite 401, San Antonio, TX 78216-4138.

A7.4. 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 3 years unless formally ended in writing. This memorandum may be modified at any time by formal amendment signed by the signatories.

A7.5. INSPECTION OF RATIONS. All operational rations under the terms of this memorandum are subject to inspection by Military Public Health inspection personnel 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 3 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 inspection personnel.

A7.6. 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.

A7.6.1. Food Service personnel are responsible for:

A7.6.1.1. Requisitioning operational rations (MREs).

A7.6.1.2. Maintaining accountability for operational rations until issued to a unit for use during emergencies, contingencies, local alerts, exercise, disasters, etc.

A7.6.1.3. Obtaining a funded AF Form 3515/AF Form 79, to charge installation/unit or food service ESM funds at any time when WRM rations stored by the unit are short or were consumed.

A7.6.1.4. Replacing operational rations that are short or used when notified by the (unit) responsible custodian.

A7.6.1.5. Receiving and issuing operational rations (MREs).

A7.6.1.6. Having the local Military Public Health inspection personnel inspect operational rations prior to pickup by the (Unit).

A7.6.1.7. Ensuring the DoD food inspection stamp is on the back of all copies of AF Form 3516, to indicate rations were inspected.

A7.6.1.8. Ensuring the operational rations are palletized on standard (40” X 48”) wood pallets.

A7.6.1.9. Keeping a signed copy of the original AF Form 3516 and MOU on file for audit and inspection purposes.

A7.6.1.10. Ensuring all rations issued on AF Form 3516 are added to the accountable inventory.

A7.6.1.11. Ensuring AF Forms 3516, are revalidated annually.

A7.6.1.12. Ensuring operational rations are loaded onto installation vehicles sent by the (unit or installation activity).

A7.6.1.13. Monitoring all rations to ensure they are rotated l80 days prior to the final expiration date.

A7.6.2. The (unit) is responsible for:

A7.6.2.1. Ensuring adequate funding is available to support reimbursement to the food service activity for any shortages (lost, missing, or stolen) of operational rations stored at the unit.

A7.6.2.2. Arranging any required banding/netting needs with installation transportation.

A7.6.2.3. Appointing responsible officers for controlling the rations.

A7.6.2.4. Notifying the food service manager, in writing, when responsible officer changes occur due to change of command, transfer, PCS, etc.

A7.6.2.5. Picking up and signing for operational rations from food service on AF Form 3516.

A7.6.2.6. Providing the food service manager with a funded AF Form 3515 at any time operational rations are short (installation operations and maintenance funds).

A7.6.2.7. Notifying the food service manager when operational rations need replenishment to replace any consumption or losses.

A7.6.2.8. Performing a physical inventory count of all operational rations under its control monthly (per AFI 34-239), and providing the results of the inventory to the food service manager.

A7.6.2.9. Controlling and reimbursing for operational rations used according to AFMAN 65-604.

A7.6.2.10. Ensuring the oldest rations on hand are used or rotated first.

A7.6.2.11. Returning all operational rations to the food service activity when required and picking up replacement rations.

A7.6.2.12. Ensuring operational rations stored by the unit are re-inspected by Military Public Health inspection personnel in accordance with DSCP Handbook 4155.2, at least l80 days before the Inspection Test Date (ITD) stamped on each case or placard. *NOTE:* expected shelf life is 3 years unrefrigerated; however, shelf life may be extended or shortened by certification from Military Public Health inspection personnel per applicable directives.

A7.6.2.13. Starting report of survey action on DD Form 200, for any lost, stolen, or missing rations stored by the unit, that were issued on AF Form 3516 by the food service activity. Refer to AFMAN 23-220 for guidance.

FOR: (AF UNIT)

FOR: Services Commander/Division Chief

(Name/Rank/Grade)	(Name/Rank/Grade)
Position	Position
Date:	Date:

Distribution:

1 copy HQ AFSVA/SVOHF

1 copy MAJCOM/SVX

1 copy Services Commander/Division Chief

1 copy Self-Sustaining Unit

1 copy Military Public Health Inspector

Attachment 8

WAR RESERVE MATERIEL (WRM) RATION REPORT

A8.1. Use AF Form 28, **Food Service Meals Ready to Eat (MRE) Report (RCS: HAF-SV(M)9601)** to report each type of ration in the WRM account in support of USAF War Plans monthly.

A8.1.1. This report is assigned emergency status code "C-2" 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.

A8.1.2. The MAJCOM/SV prepares a consolidated AF Form 28 for all WRM rations at the end of each month. Base level reports are prepared and submitted to the MAJCOM/SV by the 5th calendar day following the reporting period by electronic mail. MAJCOM/SV must forward reports by electronic mail to HQ AFSVA/SVOHF/SVFR by the 10th calendar day following the reporting period.

A8.1.3. Prepare the report in three copies:

A8.1.3.1. One original for HQ AFSVA/SVOHF and one original to HQ AFSVA/SVFR.

A8.1.3.2. One copy for MAJCOM/SV.

A8.1.4. Negative reports, if applicable, are required.

A8.1.5. Fully explain any differences from previous report.

A8.1.6. Reports may be legibly handwritten in blue/black ink or typed.

Attachment 9

ELIGIBLE CUSTOMERS AND WHAT THEY ARE CHARGED IN APF FOOD SERVICE FACILITIES

THESE CUSTOMERS	PAY THIS AMOUNT		
	No Charge	**Discount Rate** (Cost of food)	**Standard Rate** (Cost of food plus surcharge)
PERMANENT PARTY			
Enlisted members entitled to ESM (meal card).	X		
Enlisted members drawing basic allowance for subsistence (BAS).			X
Officers and DoD civilians when the installation commander determines no other adequate food service facilities are available or readily accessible to the duty location.			X
Commanders and officers as designated in writing by the installation commander when eating a meal to determine the quality and quantity of food served.			X
Officers and DoD civilians on alert status requiring immediate availability that keeps them from leaving the unit area or when required to eat as a group (such as firemen) in the dining facility			X
PERMANENT PARTY			
Officers and active duty military family members at federal holidays, Easter, and the Air Force birthday when the installation commander permits them to eat.			X **Refer to Note 8**
TEMPORARY DUTY (TDY) PERSONNEL			
Officers and DoD civilian employees not receiving the meal portion of per diem performing field duty, in a group travel status, included in essential unit messing as defined in the Joint Travel Regulations, Vol 1 or on Joint Task Force (JTF) operations other than training at temporary U.S. installations or using temporary dining facilities. Orders shall be in writing and shall specify the time period covered in all situations.		X **Refer to Note 9**	

THESE CUSTOMERS	PAY THIS AMOUNT		
	No Charge	**Discount Rate** (Cost of food)	**Standard Rate** (Cost of food plus surcharge)
Military members (officer and enlisted) receiving the meal portion of per diem, when the installation commander determines capacity is available to serve meals to TDY travelers and the TDY orders authorize use of dining facilities.			X
DoD civilians receiving the meal portion of per diem when the installation commander determines capacity is available to serve meals to TDY travelers and the member presents TDY orders.			X
Enlisted members not entitled to the meal portion of per diem nor a monetary allowance for subsistence when on field duty, sea duty, group travel, essential unit messing as defined in the Joint Travel Regulations, Vol 1, or on Joint Task Force (JTF) operations other than training at temporary U.S. installations or using temporary dining facilities. Orders shall be in writing and shall specify the time period covered in all situations.	X		
Enlisted members when not receiving the meal rate portion of per diem on a U.S. Government aircraft on official duty either as a passenger or as a crew member engaged in flight operations or on a Joint Task Force (JTF) operation other than training at temporary U.S. installations or using temporary dining facilities.		X **Refer to Note 10**	
OTHER CATEGORIES OF PERSONNEL			
Civilian and military personnel of a foreign government. **Refer to Note 7**			
Anyone on official duty engaged in flight operations as a crewmember or as a passenger requiring a flight or snack meal. **Refer to Note 5**			
Spouses and dependent children of military and DoD civilians, when the installation commander determines no other adequate facilities are available.			X

THESE CUSTOMERS	PAY THIS AMOUNT		
	No Charge	**Discount Rate** (Cost of food)	**Standard Rate** (Cost of food plus surcharge)
DoD civilian employees on official duty as a result of an act of providence or civil disturbance when no other adequate food service facilities are available.			X
On duty civilian food service workers and contract food service workers.			X
Military retirees and immediate family members, when the installation commander has determined the service will not affect service to ESM members and TDY travelers.			X
Officer candidate, cadet, midshipman, or ROTC/ NROTC/AFROTC students in training.			X
Students and their chaperones in DoD dependent schools overseas and alternative student meal facilities are not available.			X
Spouse and dependent children of active duty E-1 through E-4. This includes meals served for federal holidays and the Air Force birthday.		X	
Full-time, paid professional field and Headquarters Red Cross staff workers, full-time paid secretarial and clerical Red Cross workers on duty in Red Cross Offices, Red Cross volunteer workers, uniformed and non-uniformed, in CONUS and overseas. When the installation Commander determines no other adequate food service facilities are available.			X
Members and chaperones of organized nonprofit youth groups (groups characterized as having continuity over time, and a structure such as officers, advisors or organization rules) sponsored at either the national or local level when extended the privilege of visiting a base or when operating on base pursuant to an agreement in effect on 30 Jun 86 and the installation commander permits them to eat.		X	

THESE CUSTOMERS	PAY THIS AMOUNT		
	No Charge	**Discount Rate** (Cost of food)	**Standard Rate** (Cost of food plus surcharge)
ESM members may invite one guest and immediate family members, when the installation commander has determined the service will not have an impact on ESM members and TDY travelers. The ESM member must accompany guests and family members.			X
United Service Organization personnel authorized by the installation commander, at locations where no other adequate food service facilities are available.			X
Dependents of service members deployed in support of an overseas operation when participating in weekly sponsored programs at the base dining facility.			X
Non-prior Service and Delayed Enlistment Program applicants to the Air Force.			X
Anyone who the installation commander allows when considered being in the best interest of the Air Force and no other adequate food service facilities are available.			X

NOTES:

1. USD/C Memo, dated 9 Sep 96, FY 1997 Food Service Rates and the Cancellation and Rescission of Non-statutory Waivers and Exemptions, and Delegations of Authority to Approve Waivers and Exemptions, to the Requirement to Pay Meal Operating Charges, states "except as provided for in the attachment, non-statutory exemptions to paying the full meal rate (or meal operating charges), as previously provided for in Chapter 6m "Financial Management," of DoD 1338.10-M, "Manual for the Department of Defense Food Service Program," are hereby canceled. Additionally, all non-statutory waivers and exemptions to paying the full meal rate (or operating charges), as well as delegations of authority to grant such waivers or exemptions, that were previously granted by the Office of the Secretary of Defense are hereby rescinded effective October 1, 1996."
2. National Guard and Air National Guard, the ROTC (all services), and the Army, Air Force, Navy, Marine, and Coast Guard Reserves, on active duty or inactive duty for training, pay the same rates as their active duty counterparts.
3. The discount rate includes the cost of food only.

4. The standard rate includes the cost of food and a proportional charge, formerly known as surcharge.
5. The charges for flight, MRE, and snack meals will be a flat rate.
6. Charges for meals based on annual DoD rates. HQ AFSVA/SVO provides these rates to FSOs by message in September of each year.
7. Civilian and military personnel of a foreign government shall be furnished meals in accordance with specific arrangements made between the US government and the foreign government. Charges for costs and related food service operating expenses are the same as their US government counterpart of equal rank.
8. Spouse and dependent children of active duty E-1 through E-4 will pay only the discount rate.
9. Meals or rations provided by or on behalf of the U.S. Government will be paid for by cash or collection from pay or per diem at the rate specified by the USD (Comptroller). Officers will be charged for all meals and rations available, whether eaten or not, when under orders for field duty or temporary field assignment, essential unit messing, group travel, or directed by the commander or commanding officer.
10. Meals or rations provided by or on behalf of the U.S. Government will be paid for by cash or collection from pay or per diem at the rate specified by the USD (Comptroller). Enlisted members receiving full BAS (SEPRATS, RIKNA, or EMRATS) will be charged for all meals and rations available. Personnel under orders for field duty or temporary field assignment, essential unit messing, group travel, or directed by the commander or commanding officer will be charged the meal rate portion of per diem, whether meals or operational rations are eaten or not. An enlisted member is not entitled to full BAS if furnished meals without charge.

Attachment 9 (ANG)

ELIGIBLE CUSTOMERS AND WHAT THEY ARE CHARGED IN ANG APF FOOD SERVICE FACILITIES

A9.1. (Added-ANG) AFI 34-239, **Attachment 9**, applies to the ANG. The following is provided for further clarification.

These Customers	Pay This Amount		
	No Charge	**Discount Rate** (Cost of food)	**Standard Rate** (Cost of food plus surcharge)
(Added) **ANG Personnel**			
(Added) Enlisted members authorized SIK (Traditional/Technicians UTA Status)	X		
(Added) Enlisted members receiving BAS (AGR's/AD tour/mobilized)			X
(Added) Enlisted receiving BAS under field conditions			X
(Added) Officers authorized by Installation Commander			X
(Added) Officers or DoD civilians on orders stating, "field conditions"		X	
(Added) State Technicians on orders			X
(Added) DoD civilians, family members or other individuals approved by the installation commander			X

Attachment 10 (Added-ANG)

NGB 1038, FOOD SERVICE EVALUATION RECORD, GUIDELINES

A10.1. (Added-ANG) CATEGORY A - KITCHEN OPERATIONS (250 points)

1.	**Food Service Production Log: (0-25 points)**	
	Is the AF 662 Production Log used to control/schedule/record productions?	0-5 points
	Does the shift leader review the production log after each meal?	0-5 points
	Are leftovers accounted for correctly on the production log?	0-5 points
	Does the food service manager review the production log daily?	0-5 points
	Is production of pastries and salads identified on a separate production logs?	0-5 points
2.	**Compliance with Menus: (0-20 points)**	
	Do portion sizes match AF guidelines?	0-4 points
	Does the planned menu agree with the actual menu served?	0-4 points
	Does menu include Snack Line Items found in ANG 14 day Menu	0-2 points
	Does menu include Healthy Choice items found in ANG 14 day Menu	0-2 points
	Does Shift Leader have written plan if Entrees run out?	0-2 points
	Does Shift Leader have written plan if Vegetables run out?	0-2 points
	Does Shift Leader have written plan if Snack line run out?	0-2 points
	Does Shift Leader have written plan if Desert run out?	0-2 points
3.	**Use of Standard Recipes: (0-25 points)**	
	Recipe Cards are visible and accessible to kitchen	0-3 points
	Recipe Cards are visible and utilized during meal preparation	0-3 points
	Recipe ingredients are scaled and measured to recipe size specification?	0-2 points
	Recipe Cards are scaled to size match on Production Log	0-5 points
	Local Recipes are written, approved by Food Service Officer, and on file?	0-8 points
	Local Recipe Cards are scaled to size and match Production Log	0-4 points
4.	**Progressive Cooking: (0-50 points)**	
	Is Progressive cooking identified for all items on Productions Log	0-5 points
	Are Progressive cooking techniques utilized effectively to meet guest flow	0-4 points
	Does the Shift Leader know how long items are being held in food warmers	0-4 points
	Are times marked when food items are placed in food warmers	0-4 points
	Are cooks following Production Log times	0-3 points
	Are leftovers identified on Production Log at the end of the meal period?	0-5 points
	Are leftovers carried forward on Production Log for the next meal period?	0-5 points
	Are Recipe Cards being utilized for **Entrees** cooking times, referenced	0-3 points

	Are Recipe Cards being utilized for **Vegetables** cooking times, referenced	0-3 points
	Are Recipe Cards being utilized for **Starch** cooking times, referenced	0-3 points
	Are Recipe Cards being utilized for **Pastries** cooking times, referenced (0-3 points)	
	Are cooking temperatures taken throughout cooking process of items?	0-3 points
	Are temperatures logged on Production Log?	0-5 points
5.	**Pre-Cooking Preparation: (0-25 points)**	
	Are Meats placed in Cooler to thaw, labeled, with a pre-planned schedule?	0-5 points
	Are Thawing schedule posted for specific meal use?	0-5 points
	Are raw products stored properly on shelves, according FDA guidelines?	0-5 points
	Are raw products properly covered or wrapped?	0-2 points
	Are salad items prepared according to a schedule?	0-5 points
	Do cooks practice "clean as you go"?	0-3 points
6.	**Subsistence Request and Receipt: (0-15 points)**	
	Is Subsistence Total Oder Receipt Electronic System (STORES) used?	0-5 points
	Are written instructions in place if unacceptable subsistence/substitute items are sent?	0-5 points
	Are all items received weighed/counted and verified against original order?	0-2 points
	Is unacceptable subsistence identified and refused?	0-3 points
7.	**Storage Practices: (0-35 points)**	
	Are leftovers covered and labeled (time and date)?	0-5 points
	Are leftovers properly cooled according to FDA guidelines?	0-5 points
	Do freezers and refrigerators have operable thermometers and are temperatures correct?	0-5 points
	Are proper space used in dry and cold storage?	0-5 points
	Are shelves sufficient in refrigerators and dry storage?	0-5 points
	Are walk-ins swept and mopped and refrigerator racks, walls, and floors clean?	0-5 points
	Are Temperature logs posted and maintained for Freezers and refrigerators?	0-5 points
8.	**Inventory Control: (0-25 points)**	
	Are foods issued posted/verified against the AF 148, or computer generated form?	0-5 points
	Are foods returned posted/verified against the AF 148, or computer generated form?	0-5 points
	Are excess foods returned from kitchen to storage?	0-5 points
	Are the differences between the book inventory and physical inventory equal to zero?	0-5 points
	Does inventory match ANG 14 day menu requirements and is it neatly arranged?	0-5 points
9.	**Authorized Personnel: (0-15 points)**	

	Are access letters posted and followed in storage areas?	0-5 points
	Are storage areas secured at all times?	0-5 points
	Are access to kitchen limited to authorized personnel only during production times?	0-5 points
10.	**Issues and Transfers: (0-15 points)**	
	Are shift leaders verifying and signing finalized AF 148s or CGF?	0-5 points
	Are all transfers in and out recorded on AF 3516 or CGF?	0-5 points
	Are issues and transfers verified against AF 1119?	0-5 points

A10.2. (Added-ANG) CATEGORY B - SERVING AND DINING OPERATIONS (225 points)

11.	**Serving and Replenishing Food: (0-25 points)**	
	Are servers familiar with portion sizes?	0-2 points
	Are bread plates available for toast and breads?	0-2 points
	Are food replenished regularly on serving lines?	0-4 points
	Are counters kept clean while replenishing food?	0-2 points
	Are meats carved on serving lines?	0-2 points
	Are hot food plates kept warm in plate warmers?	0-2 points
	Are cold food plates/bowls kept cold for cold food?	0-2 points
	Are hot pads available for hot pans on the serving line?	0-2 points
	Are proper serving utensils utilized?	0-2 points
	Are portion scales available?	0-1 points
	Are portion scales utilized?	0-2 points
	Are portion scales accurate?	0-2 points
12.	**Food Display and Serving Temperatures: (0-25 points)**	
	Is food attractively displayed and garnished on all lines and bars?	0-5 points
	Are serving temperatures checked during the meal?	0-5 points
	Are temperatures checks recorded on Production Log?	0-5 points
	Are serving lines temperature for hot food maintained and recorded effectively?	0-5 points
	Are sandwich, salad, ice cream and miscellaneous food bar temperatures correct?	0-5 points
13.	**Guest Service: (0-25 points)**	
	Is the guest flow reasonable to accommodate a 30 minutes lunch period?	0-10 points
	Is the Meal Electronic Identification Scanning (MEIS) utilized?	0-5 points
	Are line servers and cashiers sincere and enthusiastic?	0-5 points
	Does management interact with guests on a regular basis during serving hours?	0-5 points
14.	**Menu Variety and Acceptability: (0-25 points)**	

	In accordance, AF WWM/ANG 14 day menu or local menus established within the minimum requirements being served at Lunch?	0-10 points
	Does Services go above and beyond by offering Vegetarian meals?	0-10 points
	Does Services offer healthy choice entrees to Health Conscious customers?	0-5 points
15.	**Palatability and Plate Waste: (0-50 points)**	
	Is food tasty and well prepared?	0-10 points
	Do cooks taste-test food items during preparation?	0-5 points
	Is taste testing annotated on the AF 662/Productions Log?	0-5 points
	Are Entrée menu items properly cooked not overcooked/undercooked?	0-10 points
	Are Vegetable menu items properly cooked not overcooked/undercooked?	0-10 points
	Does plate waste indicate guest acceptability?	0-10 points
16.	**Pleasing Atmosphere: (0-25 points)**	
	Has management taken steps to maintain a pleasant dining atmosphere?	0-5 points
	Is lighting adequate?	0-5 points
	Are kitchen noises blocked to the dining area?	0-5 points
	Are televisions or music available and utilized during dining hours?	0-5 points
	Are televisions sizes adequate for All customers to view?	0-5 points
17.	**Menu Posting and Merchandising: (0-25 points)**	
	Do menu boards accurately reflect menu items available?	0-10 points
	Are menu boards available and view at the entrance of dining facility?	0-5 points
	Are menus posted on the web/base newsletter or Phone-in Menu Lines?	0-10 points
18.	**Guest Relations and Communications: (0-25 points)**	
	Does management adequately promote the food service program?	0-5 points
	Are guest comment cards available to all customers?	0-5 points
	Are all Comment cards reviewed with Food Team and file?	0-5 points
	Are paper supplies replenished regularly?	0-5 points
	Does Food Service Management provide feedback to guest suggestions?	0-5 points

A10.3. (Added-ANG) CATEGORY C – TRAINING, PERSONNEL AND READINESS (150 points)

19.	**Training and Documentation: (0-50 points)**	
	Does Services Flight have an annual training plan?	0-10 points
	Are civilian employees training records maintained and readily available?	0-5 points
	Are supervisors providing the necessary training in safety and sanitation?	0-10 points
	Are On-the-Job Training (OJT) records/SMARTS maintained for military personnel?	0-5 points
	Does Services have SMARTS program operational and networked?	0-10 points
	Are ancillary readiness training documented and in LOGMOD?	0-5 points
	Are Operating Instructions (OIs) checklists available in work center?	0-5 points
20.	**Recognition and Motivation of Personnel: (0-25 points)**	
	Is teamwork in organization evident?	0-5 points
	Are managers active in "on the job" coaching?	0-5 points
	Does Services have "Flight" Award Program?	0-5 points
	Has Services personnel competed at Base level awards program?	0-5 points
	Does management display awards in view of customers?	0-5 points
21.	**Personal Appearance and Grooming: (0-25 points)**	
	Are Military personnel grooming/appearance comply with AFI 36-2903?	0-5 points
	Are proper health and hygiene standards maintained by military personnel?	0-5 points
	Are proper health and hygiene standards maintained by civilian?	0-5 points
	Do cooks wear aprons when working in the kitchen?	0-5 points
22.	**Contingency Preparedness: (0-50 points)**	
	Do all military personnel receive periodic formal field training?	0-5 points
	Is all SCT training documented and on file?	0-10 points
	Is all Home Station Training (HST) documented and on file?	0-5 points
	Does Services Flight have all members up to date in SCT training	0-10 points
	Do military personnel conduct regular readiness exercises?	0-5 points
	Is food service aware of its wartime and disaster feeding requirements?	0-5 points
	Are disaster plans (FSTR) on file and current?	0-5 points
	Are dining facility hours of operation posted at Main Entrance?	0-5 points

A10.4. (Added-ANG) CATEGORY D – SANITATION, REPAIR AND MAINTENANCE (200 points)

23.	**General Housekeeping: (0-25 points)**	
	Is there a cleaning schedule posted and used?	0-5 points
	Is kitchen area neat and organized?	0-5 points
	Is pest control effective?	0-5 points
	Is the facility free of foul odors?	0-5 points
	Are there adequate hand sinks with soap and paper towels?	0-5 points
24.	**Kitchen Area and Equipment: (0-20 points)**	
	Are floors and walls well maintained?	0-5 points
	Are hoods, fans, and vents clean?	0-2 points
	Is equipment cleaned as soon as possible after use following manufacturer's instructions?	0-4 points
	Are sanitizing solution and cloths in-use?	0-3 points
	Are counters clean and sanitized after each use?	0-3 points
	Are drains clean and well maintained?	0-1 points
	Is frying oil recycled and properly stored?	0-1 points
	Are cutting boards clean and free of holes and splits?	0-1 points
25.	**Serving Line and Dining Rooms (During and Between Meal Periods): (0-25 points)**	
	Are toasters and bread dispensers clean?	0-2 points
	Are sanitizing solution and cloths behind each serving line and in-use?	0-3 points
	Are beverage dispensers clean?	0-2 points
	Are heat lamps clean?	0-2 points
	Are hoods clean?	0-2 points
	Is dining room flooring clean?	0-2 points
	Are chairs and tables clean and well maintained?	0-2 points
	Are soft serve, variety cup, or yogurt machines operable and clean?	0-3 points
	Are microwaves operable and clean?	0-2 points
	Are roll warmers clean and in good repair?	0-2 points
	Is soft serve or ice cream box cleaned and in good repair?	0-3 points
26.	**Rest Rooms and Locker Rooms: (0-15 points)**	
	Are guest rest rooms clean and in good repair?	0-5 points
	Are employee break, locker and restrooms clean and in good repair?	0-5 points
	Are paper supplies replenished regularly?	0-2 points

	Are rest room brooms and mops identified and stored separately from food service operation?	0-3 points
27.	**Five-Year Facility and Equipment Programs: (0-10 points)**	
	Is there a current five -year facility and equipment upgrade plan?	0-10 points
28.	**Equipment Operating Instructions (OIs) Available: (0-10 points)**	
	Are OIs for all equipment readily available for use?	0-5 points
	Are hazardous operating practices identified on AF 55, Employee Safety and Health Record?	0-5 points
29.	**Cleaning Procedures: (0-15 points)**	
	Is there a cleaning schedule in-use for each piece of equipment?	0-5 points
	Are personnel using correct cleaning procedures?	0-5 points
30.	**Facility and Grounds Maintenance and Reporting Repairs: (0-20 points)**	
	Are exterior ground areas neat and clean?	0-5 points
	Have maintenance problems been identified for repair in some type of tracking system?	0-5 points
	Is the Civil Engineer (CE) work order log maintained and current?	0-2 points
	Is "out of service" equipment tagged with the expected repair date and promptly repaired?	0-2 points
	Are contractor or CE personnel completing annual calibrations on equipment?	0-2 points
	Are burnt out lights replaced?	0-1 points
	Is inoperative equipment tagged for turn-in?	0-1 points
	Is the unit performing user maintenance on equipment for turn in?	0-1 points
	Are leaking faucets called in for repair and tracked in the CE work order log?	0-1 points
31.	**Table Clearing Procedures: (0-10 points)**	
	Are tables and chairs cleaned after customers leave?	0-2 points
	Are steps taken to reduce irritations to guests from dishes being scraped and stacked?	0-4 points
	Is a minimum table setting with condiments available at each table (salt, salt substitute, pepper, and napkins)?	0-4 points
32.	**Operation of Dishwashing Machines: (0-20 points)**	
	Is the dishwasher being properly loaded and operated?	0-5 points
	Are all cycles operating at correct temperatures?	0-5 points
	Are the correct detergents and rinse additives being used?	0-3 points
	Is unit turned off when not in use?	0-3 points
	Are the dishwasher cleaned and all equipment broken down after each meal?	0-4 points
33.	**Pot and Pan Cleaning Procedures: (0-10 points)**	

	Are pot and pan washing temperatures maintained or chemical agents properly being used?	0-3 points
	Are pots and pans being air-dried?	0-3 points
	Is excess equipment or utensils stored on pot and pan racks?	0-2 points
	Are adequate pots and pan racks being used?	0-2 points
34.	**Cleanliness of Utensils and Wares: (0-10 points)**	
	Are utensils presoaked?	0-3 points
	Are china, glasses, and silverware free of water spots?	0-4 points
	Are serving trays dried before placing on the tray dispenser?	0-3 points
35.	**Refuse and Trash Disposal: (0-10 points)**	
	Are back dock delivery areas orderly and clutter free?	0-2 points
	Are can liners used?	0-2 points
	Is the area around exterior trash receptacles clean?	0-2 points
	Are boxes separated and broken down before disposal?	0-2 points
	Are trashcans clean and in good repair?	0-2 points

A10.5. (Added-ANG) CATEGORY E - MANAGEMENT (175 points)

36.	**Senior Leadership Interest in Food Service: (0-20 points)**	
	Do senior officers support the base food service program?	0-10 points
	Do Squadron and Group Commanders eat in the dining facility?	0-5 points
	Do the Services Commander/Director and the Superintendent maintain an active role in food service?	0-5 points
37.	**Adequate Supervision and Response: (0-15 points)**	
	Is the Dining Facility Manager knowledgeable of daily operations and an effective leader?	0-5 points
	Are shift leaders actively supervising personnel on shifts?	0-3 points
	Does management perform Quality Control checks of the food before opening the line?	0-4 points
	Do the Food Service Officer and/or Superintendent take an active role in the food service program (to include visiting all facilities regularly)?	0-3 points
38.	**Effective Utilization of Manpower: (0-10 points)**	
	Are all shifts properly staffed?	0-5 points
	Has responsibility been appropriately delegated to subordinates?	0-3 points
	Is Food Service Menu planning and food ordering accomplished by appropriate personnel?	0-2 points
39.	**Accounting Procedures and Monetary Management: (0-15 points)**	
	Does the Food Service Team know the Dining Facility daily financial position?	0-3 points

	Has the operation been within the authorized earned income percentage for the previous 3 months?	0-3 points
	Is all accounting posted on a daily basis?	0-4 points
	Is the accountant knowledgeable of assigned duties?	0-5 points
40.	**Menu Planning and Recap: (0-15 points)**	
	Does management solicit guest comments for menu planning?	0-3 points
	Do authorized changes to the WWM and local menus result in replacement items from the same food group as the item being replaced?	0-3 points
	Is management reporting unsatisfactory food?	0-3 points
	Is 90% lean beef offered?	0-1 points
	Is 1% milk offered?	0-1 points
	Is 50-50 split between butter and margarine offered?	0-1 points
41.	**Budgeting: (0-10 points)**	
	Are food service budget requirements identified?	0-5 points
	Are "memo due out" equipment items firmed up in accordance with Quarterly/ Monthly Budget Target Estimates?	0-5 points
42.	**Contract and In-house Administration: (0-25 points)**	
	Are work schedules posted?	0-2 points
	Is contract management or designated representative present at all times?	0-2 points
	Are Air Force food service publications and local OIs available and current?	0-4 points
	Is the contractor meeting the standards of the PWS, evidenced by Contract Director Regulations issued in the previous three months?	0-5 points
	Are Quality Assurance Evaluators (QAE) appointed, trained and knowledgeable of contract and assigned responsibilities?	0-3 points
	Do QAE's perform evaluations with a checklist as scheduled?	0-3 points
	Does the QAE refrain from performing contractor Quality Control (QC) functions?	0-3 points
	Does contractor management perform QC checks?	0-3 points
43.	**Cashier Instructions and Procedures: (0-15 points)**	
	Are cashier instructions available and current at point of sale?	0-4 points
	Are cashiers charging operating charge when applicable?	0- 4 points
	Are cashiers knowledgeable of anti-robbery procedures?	0-3 points
	Do cashiers check for identification of all personnel?	0-4 points
44.	**Protection of Funds and Forms: (0-10 points)**	
	Are all pre-numbered accountable forms stored in a secured container?	0-2 points
	Does management conduct spot checks of cashiers using AF 282, Unannounced Spot-check of Cashiers?	0-2 points
	Are funds counted in a secure area?	0-2 points

	Is DD Form 1081, Statement of Agent Officer's Account, or AF 1305, Receipt for Transfer of Cash and Vouchers, used for each transfer?	0-2 points
	Is SF 702, Security Container Checklist, initialed each time a government safe is opened?	0-1 points
	Is AF 79 signed in and out on AF 1254 using a five-part folder?	0-1 points
45.	**Special Meals and Ground Support Meals: (0-10 points)**	
	Are culturally diverse and birthday meals offered on a regular basis?	0-2 points
	Are birthday meals offered on a regular basis?	0-2 points
	Are contract meals nutritious and within the contract rate?	0-3 points
	Are contract meals utilized for Services HST nutritious and within contract rate?	0-3 points
46.	**Safety Awareness and Procedures: (0-10 points)**	
	Are safety guards installed on florescent lights and on walk-in lights?	0-1 points
	Is steam leaking from pipes?	0-1 points
	Are fire extinguishers charged, tagged with proper date and off the floor?	0-2 points
	Are knives stored correctly when not in use?	0-4 points
	Are first aid kits available and well stocked?	0-2 points
47.	**Energy Conservation: (0-10 points)**	
	Are ovens turned off when not in use?	0-2 points
	Are energy conservation briefings conducted and documented annually or on the spot?	0-2 points
	Are interior lights turned off when not in use?	0-2 points
	Are exterior lights turned off during daylight hours?	0-2 points
	Is water conserved with no leading pipes?	0-2 points
48.	**Expendable Supply Functions: (0-5 points)**	
	Are expendable supplies neatly arranged?	0-2 points
	Are expendable supplies secured with contractor-furnished and government furnished supplies stored separately?	0-3 points
49.	**Food Security / Force Protection (FP): (0-10 points)**	
	Are food security procedures in place for opening and closing the facility?	0-1 points
	Are rear entrances secured (locked) between food deliveries?	0-1 points
	Do food vendors check in at the food facility office (or other defined area) prior to being authorized to off-load food deliveries?	0-1 points
	Is off-loading of food deliveries supervised by a food facility worker?	0-1 points
	Do food facility workers assess food deliveries for potential product tampering?	0-1 points
	Does a designated food facility worker (i.e., receiving agent) document vendor receipt logs after each food delivery?	0-1 points

	Do food facility workers observe patron activities to deny unsupervised access to food preparation / food serving / ice / drink stations?	0-1 points
	Are flammable and chemical product storage areas kept secure and inventory levels regularly monitored for missing items?	0-2 points
	Are food security procedures consistent with the current base FPCON threat level?	0-1 points