Army Regulation 30–1

Food Program

The Army Food Service Program

Headquarters
Department of the Army
Washington, DC
15 August 1989

Unclassified

SUMMARY of CHANGE

AR 30–1
The Army Food Service Program

This change revises the following areas:

- Approval authority for RC special food allowance (paras 2-8 and 2-9.)
- Preacceptance Assistance Team availability for newly constructed or modernized dining facilities (para 3-4).
- Formula to determine consolidation and utilization rates(para 4-2).
- Action Plan frequency when not used as quarterly review(para 5-2).
- Surcharge policy clarification for nonprofit youth groups and field duty (paras 6-16 and 6-27).
- RC meal authorization during IDT (para 6-19).
- RC dining facility review (para 6-35).
- Subsistence supply sources (para 10-1).
- Consolidated HQ cash turn-in (para 11-9).
- Review of installation PWS and QASP (para 13-2).
- Request document when procuring raw ingredients (app D).
- Correction of headcount data, DA Form 2970 (app D).
- Submission of headcount data, Section F, DA Form 2970 (app D).
- Utilization of the Guide to Good Eating Card (app J).
- Accounting for self-serve and SOP items (fig 6-2).
- Recording of RC subsistence expenditures, DA Form 3980-R (fig 8-2).
- Recording of returned operational rations (figs 8-3 and 8-4).
- Definition of the term unitized meals (glossary).

Headquarters
Department of the Army
Washington, DC
15 August 1989

*Army Regulation 30–1

Effective 1 October 1989

Food Program

The Army Food Service Program

By Order of the Secretary of the Army:
CARL E. VUONO
General, United States Army
Chief of Staff
Official:

MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This publication was originally printed on 1 January 1985.Since that time, permanent changes 1 through 5 have been issued. As of 1 October 1989 those changes remain in effect. This UPDATE printing incorporates those changes into the text. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This regulation on the operational and administrative procedures for Active Army and Reserve Component appropriated fund dining facilities has been revised. This revision includes energy conservation; requirements of the food adviser, food service technician, and food service supervisor; the decentralization of special food allowances to the major Army commands; revised procedures for inventory management of subsistence and subsistence accountability and reviewing dining facility accounts; operational ration and box lunch accountability; and the signature headcount system. The revision also redefines special subsistence situations and includes the Food Service Management Plan. It implements food service responsibilities assigned to the Secretary of the Army in DOD Directive 1338.10.

Applicability. This regulation applies to the Active Army, the Army National Guard, the U.S. Army Reserve, and nonfixed medical treatment facilities when in garrison and field training exercises.It applies to all proponent agencies of food service publications.It does not apply to the cadet dining facility at the United States Military Academy or fixed medical treatment facilities. It does not apply to hostile fire areas. (See FM 10–23 and FM 10–60.)

Proponent and exception authority. Not applicable

Army management control process. This regulation is subject to the requirements of AR 11–2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are contained in DA Circular 11–86–1.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DALO–TST–F), WASH DC 20310–0564.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Logistics. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through command channels to HQDA (DALO–TST–F), WASH DC 20310–0564.

Distribution. Distribution of this publication is made in accordance with the requirements of DA Form 12–09–E, block number 2041, intended for command level A for Active Army, ARNG, and USAR.

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*This change supersedes AR 30–1, 1 January 1988.

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Glossary

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Chapter 1
The Army Food Service Program Objectives

1–1. Purpose
This regulation establishes policies, procedures, responsibilities, objectives, and basic standards for the Army Food Service Program in garrison and field training exercises. This regulation covers policies and procedures relating to—

a. Menus and menu boards.

b. Dining facility operating procedures under the Field Ration Issue System (FRIS) and the Army Ration Credit System (ARCS).

c. Use of civilian food service personnel in appropriated fund dining facilities.

d. Support to other Services and components.

1–2. References
Required and related publications are listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Functions of the Army Food Service Program
a. The Army Food Service Program is part of the Army Food Program as defined in AR 700–126 that includes—

(1) Acquisition, accounting, and data reporting of food, supplies, and equipment.

(2) Menu planning.

(3) Meal preparation and serving.

(4) Sanitation.

(5) Training.

(6) Inspection of contractor performance pertaining to the program.

b. The functions of the Army Food Service Program apply to—

(1) All major Army commands (MACOMs), Active Army units, and activities with responsibility for appropriated fund dining facilities operating with in–house assets or under Government–owned contractor–operated contracts.

(2) The Army National Guard (ARNG) and the US Army Reserve(USAR) units that provide subsistence to personnel on garrison or field food service equipment in the ARNG armory, USAR training center, or in training sites during inactive duty training (IDT) and annual training (AT).

(3) The ARNG and USAR units that are authorized to purchase subsistence ingredients from commercial sources and to contract for catered meals to be served in the armory, center, or the vendor's establishment.

1–5. Communications
a. Direct communication pertaining to the contents of this regulation is authorized between the Commander (Cdr), US Army Troop Support Agency (TSA), Fort Lee, Virginia 23801–6020 and major Army commanders, as prescribed in AR 10–45.

b. Major Army commanders may authorize subordinate commanders to communicate directly with the Commanding General (CG) TSA. Such authorizations will be by letter. In addition, direct communication is authorized between Active Army installations or activities submitting the monthly DA Form 2970 (Subsistence Report and Field Ration Request) and DA Form 4811–R (Food Service Summary) to the CG, TSA.

1–6. Deviation
a. Requests for deviation from this regulation by Active Army units will be submitted through command channels to the Cdr, TSA, (DALO–TAF), Fort Lee, VA 23801–6020, for review prior to referral to HQDA (DALO–TST–F), WASH DC 20310–0564.

b. Request from ARNG units will be submitted through the State adjutants general to the Chief, National Guard Bureau(NGB–ARL), WASH DC 20310–2500 for reference to HQDA(DALO–TST–F), WASH DC 20310–0564.

c. Requests from USAR units will be submitted through command channels and HQDA (DAAR–LO), WASH DC 20310–2414, to HQDA(DALO–TST–F), WASH DC 20310–0564.

1–7. Objectives
The objectives of the Army Food Services Program are to—

a. Modernize, standardize, and automate management methods including—

(1) Menu and recipe service.

(2) Food acceptability determination.

(3) Requisitioning and inventory control.

(4) Sanitary methods.

(5) Program management information.

b. Provide nutritionally balanced meals to personnel who are entitled to be subsisted for each day that they are on active duty, IDT, or AT.

c. Achieve the most efficient and effective use of personnel, materiel, and financial resources.

d. Provide the highest quality, cost–effective, subsistence supply and food service for authorized military and civilian personnel under garrison, in transit, and field conditions.

e. Establish an auditable headcount system that identifies entitlement classification of persons fed; for example, subsistence–in–kind, common–service, cash, and payroll deduction.

f. Recover applicable operating and food costs for meals provided to authorized personnel on a cash, payroll deduction basis, or through local or central reimbursement procedures.

g. Provide all authorized diners quality meals in a dining facility environment comparable to commercial cafeterias.

Chapter 2
Responsibilities

2–1. Deputy Chief of Staff for Logistics(DCSLOG)
The DCSLOG has Army General Staff responsibility for managing the Army Food Service Program. The DCSLOG will—

a. Serve as the principal staff adviser for the Food Service Program to the Secretary of the Army, the Chief of Staff, US Army;the Army Staff; and all other elements of the Department of the Army.

b. Develop plans, policies, programs, doctrine, and standards for management.

c. Coordinate food service matters with the Office of the Secretary of Defense, other military services, and private industry.

2–2. Deputy Chief of Staff for Personnel(DCSPER)
The DCSPER will—

a. Serve as principal staff adviser on matters pertaining to plans, policies, and programs for personnel.

b. Develop policy concerning food service personnel selection, utilization, evaluation, classification, and career development.

c. Program, budget, and execute the subsistence portion of the Military Personnel, Army (MPA) appropriation.

2–3. Deputy Chief of Staff for Operations and Plans (DCSOPS)
The DCSOPS will provide overall coordination for—

a. Developing organizational, operational, and materiel concepts.

b. Training military food service personnel.

c. Related matters involving combat, combat support, and combat service support activities.

2–4. Deputy Chief of Staff for Research, Development, and Acquisition (DCSRDA)
The DCSRDA is the principal staff adviser on research, development, test, evaluation, and procurement of materiel for the Army. The DCSRDA will supervise the Department of Defense (DOD) Food Research, Development, Testing, and Engineering Program.

2–5. The Surgeon General (TSG)

TSG will—

a. Establish appropriate nutritional and dietary standards for personnel subsisted under normal and special operating conditions(for example, arctic, desert, and tropic climates).

b. Provide guidance on ideal weight for personnel and methods for achieving prescribed weight.

c. Provide qualified representatives to—

(1) Advise and serve as liaison with procurement personnel, food service personnel, and local menu boards (when applicable) to obtain and maintain nutritional adequacy of the food served under various conditions of operation.

(2) Assist in instructing food service personnel in the fundamentals of nutrition education, personal hygiene, and food service sanitation.

d. Review and recommend appropriate changes to standards for design, construction, operation, and maintenance of facilities and equipment where food is stored, processed, and served to comply with health and sanitation standards.

e. Develop hospital "B" ration menus, special hospital menus, and modified diet menu items for nonfixed medical treatment facilities.

f. Coordinate research and development activities to medical field feeding with appropriate activities.

g. Review requests for supplemental food allowances exceeding 8 percent for patient feeding in nonfixed medical treatment facilities prior to referral to HQDA(DALO–TST–F), WASH DC 20310–0564.

2–6. Chief of Engineers (COE)

The COE will—

a. Prepare designs and layouts for new construction and modernization of food service facilities at Army installations and facilities and will coordinate with TSA.

b. Design and construct Army facilities for storage, distribution, preparation, and serving of food.

c. Budget for new construction and modernization of food service facilities to include equipment requirements when funded with Military Construction, Army (MCA) funds (AR 415–10).

2–7. Commanding General, US Army Troop Support Agency (CG,TSA)

The CG, TSA will, according to AR 10–45—

a. Recommend changes in food service programs and systems and develop detailed procedures to implement policies and programs.

b. Develop continental United States (CONUS) and oversea command annual food plans, master menus, and special purpose menus.

c. Provide representation on DOD food service related boards.

d. Develop and administer the new food item program for the Department of the Army (AR 30–13).

e. Provide technical advice and assistance on the functions and operations of field bakeries and on the preparation of doctrine, training curricula, training policies, and other publications concerning the Army Food Service Program.

f. Review and recommend changes to The Army Authorization Documents System (TAADS) documents and staffing guides for Army dining facilities.

g. Review and validate dining facility new construction and modernization projects contained in the annual MCA construction programs and submit projects with required documentation to the DOD Food Service Facility and Equipment Planning Board.

h. Assist in the planning, review, and justification of programs for minor construction, operations, maintenance, space allocations, functional equipment layouts and criteria, and operational characteristics for the design of Army food service facilities.

i. Serve as the approving authority on requests, to support MCA projects for nonstandard items of food service equipment, except on items for hospital and nonappropriated fund dining facilities.

j. Validate all military construction projects for dining facilities.

k. Control and administer the Operations and Maintenance, Army(OMA) funds. TSA will—

(1) Identify and provide DCSLOG with the OMA dollar amounts required by fiscal year, by MACOMs, and by installation during the validation of the annual MCA program.

(2) Receive, review, and forward requisitions to the appropriate supply source for OMA funded equipment.

(3) Provide the responsible design and construction agency or installation Director of Industrial Operations (DIO), as determined by the installation commander, with funds needed for the OMA funded decor items.

l. Serve as a user representative and technical adviser pertaining to types and allowances for Army food service garrison equipment.

2m. Develop procedures for determining and measuring consumer satisfaction and administer the Army Food Service Data Feedback Program (AR 30–16).

n. Provide technical assistance on new starts for commercial and industrial type activities.

o. Provide technical assistance, evaluation, and guidance to commanders on food program objectives, policies, and procedures through the use of food management and technical assistance team visits.

p. Coordinate research and development actions with appropriate activities.

q. Review request for supplemental food allowances exceeding 15 percent prior to referral to HQDA(DALO–TST–F), WASH DC 20310–0564.

r. Administer the annual Philip A. Connelly Awards Program for excellence in food service.

s. Review, evaluate, advise, and assist in the development and administration of contracts for food service functions or the operation of food service facilities.

t. Establish, maintain, and publish a list of food service equipment that reflects the economic life of mechanical kitchen equipment.

2–8. Chief, National Guard Bureau (CNGB)

The CNGB will—

a. Exercise staff supervision and policy determination over the Army National Guard Food Service Program.

b. Take final action on all ARNG unit (see glossary) requests, that exceed $2,000.00, for special food allowances. Requests that do not meet the above dollar amount will be approved by the respective USPFO.

c. Consolidate the ARNG subsistence appropriation portion of the annual budget.

2–9. Chief, Army Reserve (CAR)

The CAR will—

a. Exercise staff supervision and policy determination over the USAR Food Service Program.

b. Prepare the USAR subsistence portion of the annual budget together with US Army Forces Command (FORSCOM).

c. Provide assistance to the COE and TSA in the design, layout, and equipment of USAR food service facilities.

d. Provides guidance to the CG, FORSCOM, who will—

(1) Plan and implement the Food Service Program for all USAR units.

(2) Establish the training criteria for the USAR.

e. Take final action on all USAR unit (see glossary) requests, that exceed $2,000.00, for special food allowances. Requests that do not meet the above dollar amount will be approved by the respective CONUSA.

2–10. Commanding Generals, the numbered armies in the continental United States (CGs, CONUSAs)

The CGs, CONUSAs will—

a. Exercise command control and supervision of USAR Food Service Programs. Plan and develop policy guidelines, compatible with USAR capabilities, to implement current directives.

b. Monitor the Food Service Assistance Program of the Readiness Groups (RGs).

c. Exercise final approving authority for local purchase of unprepared subsistence and catered meals by USAR units for IDT.

d. Provide technical assistance to USAR units on a scheduled and requested basis.

e. Take final action on all USAR requests, less than$2,000.00, for special food allowance.

2–11. Commanders of major US Army Reserve commands (MUSARCs)

MUSARC commanders will—

a. Establish and supervise the Food Service Program for all USAR units within their command.

b. Monitor subsistence expenditures and accounts.

c. Prepare and submit DA Form 2969–2–R (Food Cost and Feeding Strength Summary (US Army Reserves)) quarterly to the Commander, US Army Troop Support Agency (DALO–TAF–S), Fort Lee, VA 23801–6020, as required by AR 30–5.

2–12. Commanders of Army Readiness Mobilization Regions (ARMRs)

(Rescinded.)

2–13. State adjutants general

The State adjutants general will ensure—

a. Equipment is available and serviceable and that a viable program of instruction for user operation and maintenance is established.

b. Maximum effort is made to provide for school training of all food service operational and management personnel.

c. An awards program to recognize outstanding food service operations and personnel is established.

d. Designate a food service officer (FSO) as a central point of contact and coordinating agent on matters relating to the ARNG food service program.

2–14. Commanders of major Army commands (MACOMs)

MACOM commanders will—

a. Establish a Subsistence Review Committee in accordance with AR 15–13.

b. Establish a Command Menu Board in oversea MACOMs.

c. Designate a food adviser to recommend actions on the Food Service Program, interpret food service policies and directives, and provide assistance to subordinate units.

d. Exercise command supervision and operational management of appropriated fund food service activities.

e. Publish command food service directives as applicable.

f. Make maximum use of technical assistance available from TSA.

g. Program for new construction, alteration, modernization, maintenance, and repair of unit, consolidated, and central food facilities. Ensure that individual projects are submitted to HQDA(DAEN–ZCP–M), WASH, DC 20310, with the following documentation, as required by AR 415–15, Military Construction, Army (MCA) Program Development and TSA guidelines. TSA guidelines are as follows:

(1) A DD Form 1391 (Military Construction Project Data).

(2) An analysis of existing and future planned serving requirements and capacities of all food service facilities and barracks within a reasonable radius of the proposed project.

(3) An analysis of current rates of utilization (para 4–2*c*) of existing dining facilities.

(4) A site plan of the area analyzed with all existing and proposed food service facilities noted.

h. Compile and maintain an inventory of all commercial– and industrial–type in–house functions performed by Army or commercial resources.

i. Provide food advisory service to installations or activities when required by an intraservice support agreement(ISSA).

j. Coordinate and implement the requirements of the Phillip A.Connelly Awards Program for Excellence in Army Food Service, per procedures in chapter 14 of this regulation.

k. Ensure that each installation establishes and maintains a replacement program for food service equipment. The replacement of the equipment should be based on economic life as developed by TSA.Ensure the coordination of replacement equipment with housing or the facilities engineers as applicable.

l. Establish a nutrition awareness program for installation commanders in menu planning and make available resources for educational materials.

2m. Determine for the Active Army which method will be used for a mandatory quarterly review of dining facility account at each installation. The method of review selected will be either; Action Plan, paragraph 5–2, conducted by the food adviser, or Guide for Review of Dining Facility Accounts, appendix G, conducted by a disinterested officer.

n. Require a functional certification of food service contract packages by MACOM food service personnel as a part of the MACOM review of installation food service contract packages prior to solicitation. Purpose of the certification is to ensure that the installation is purchasing the contractual service needed; not more or less.

2–15. Commanding General, US Army Materiel Command (CG, AMC)

The CG, AMC will—

a. Comply with requirements in paragraph 2–14.

b. Develop the RDT Program in the areas of food, food service systems, equipment, and uniforms.

c. Conduct engineering and design tests to determine suitability of packaging, operational rations, subsistence items, and equipment through US Army Natick Research and Development Center.

d. Develop and maintain specifications and other procurement documents for subsistence items and food service equipment.

e. Process authorization documents for food service equipment and supplies.

f. Develop systems and procedures, and exercise control over the Army supply distribution system for food service equipment and general supplies.

g. Compute Army mobilization and contingency plan subsistence requirements.

h. Establish policies and procedures for the computation of requirements, requisitioning, stocking, rotating, and reporting operational rations.

i. Develop and monitor the Army Stock Fund Budget for Military Assistance Program subsistence, Army Prepositioned War Reserve subsistence, and special warfare subsistence.

2–16. Commanding General, US Army Training and Doctrine Command (CG, TRADOC)

The CG, TRADOC will—

a. Comply with requirements in paragraph 2–14.

b. Develop and maintain Active Army and Reserve Component (RC)food service training programs and supervise the training of food service personnel.

c. Conduct all food service combat developments not assigned by HQDA to other commands and agencies.

d. Direct studies and develop doctrine and materiel requirements documents concerning food service for the Army in the field.

e. Develop the organizational structure table of organization and equipment (TOE), personnel requirements, and military occupation specialty (MOS) descriptions to support food service operations for the Army in the field.

f. Serve as the Army user representative for field food service equipment.

g. Provide special training packages and on–site instruction to the RC upon request.

2–17. Commander, U.S. Forces Command (Cdr, FORSCOM)

The Cdr, FORSCOM will—

a. Comply with requirements in paragraph 2–14.

b. Plan and implement the food service program for all FORSCOM USAR units.

c. Establish the training criteria for the USAR, TOE and table of distribution and allowances (TDA) units, and reinforcement training units (RTU) within CONUS, Puerto Rico, and the Virgin Islands.

d. Supervise the readiness training of the ARNG and USAR units.

e. Provide technical assistance to USAR units on a scheduled and requested basis.

2–17.1. Commanding General, U.S. Army Western Command (CG, WESTCOM)

The CG, WESTCOM will—

a. Comply with requirements in paragraph 2–14.

b. Plan and implement the food service program for all WESTCOM USAR units.

c. Establish the training criteria for the USAR, TOE and table of distribution and allowances (TDA) units, and reinforcement training units (RTU).

d. Supervise the readiness training of the ARNG and USAR units.

e. Provide technical assistance to USAR units on a scheduled and requested basis.

f. Take final action on all USAR request, less than $2,000.00, for special food allowance.

2–18. US Property and Fiscal Officer (USPFO)

The USPFO will—

a. Support the ARNG Food Service Program to ensure that maximum results are achieved at the least cost to the Government.

b. Ensure that funding requirements are included in the annual budget for—

(1) Subsistence.

(2) MTOE and authorized garrison food service equipment.

(3) Maintenance requirements.

(4) Travel of key food service personnel.

(5) Training requirements (resident and mobile).

(6) Philip A. Connelly Awards Program.

c. Monitor all dining facility accounts to ensure that they remain within monetary tolerance and that required reviews are conducted. Ensure that all full time dining facilities (GOGO, GOCO)operate under the policy and procedures for the Army Ration Credit System (ARCS) and all requirements for Active Army operations.

d. Coordinate with and provide assistance and guidance to—

(1) ARNG State Menu Boards.

(2) State food service advisers.

(3) Others as required.

e. Take final action on all ARNG requests, less than$2,000.00, for special food allowance.

2–19. Installation commanders (CONUS and overseas)

Installation commanders (see glossary) will exercise command supervision, management and promote operational efficiency of all appropriated fund food service activities on the installation. Installation commanders are responsible for the following actions:

a. In CONUS, establish a Subsistence Review Committee in accordance with AR 15–13.

b. In CONUS, establish an installation menu board. In oversea areas, the MACOM will determine the installations and commands required to form menu boards.

c. Designate a food adviser to perform technical supervision of the installation's assigned, tenant, and satellite appropriated fund food service activities.

d. Designate, in writing, an individual(s) to conduct reviews(quarterly and year–end inventory), other than those specified for the FSO or FA, in each operational dining facility. The person designated should be a disinterested person; an officer, DA Civilian(DAC), or noncommissioned officer (NCO).

e. Establish measures to preclude diversion of subsistence to support social functions (para 10–16, this regulation). AR 215–1, paragraph 3–14*e*, outlines procedures for the source of funds to be used to support social functions.

f. Determine the conditions under which officer and civilian personnel are authorized to subsist in appropriated fund dining facilities on a cash basis.

g. Provide adequate supporting activities for maintenance and repair of food service facilities and equipment.

h. Establish training programs for sanitation per TB MED 530, paragraph 3–6*b*, and equipment operations for food service personnel per AR 420–22.

i. Conduct annual participation reviews of the installation dining facilities per paragraph 4–2*b*, this regulation.

j. Establish a system that ensures uniformity in evaluating all dining facilities.

k. Be the approving authority to authorize enlisted personnel or civilian staff officers to perform functions normally assigned to the unit commander or FSO to include the signing of all food service forms.

(1) ***(Rescinded.)***

(2) ***(Rescinded.)***

(3) ***(Rescinded.)***

l. Submit the Food Service Management Plan (FSMP), Appendix F.

2m. Approve the establishment or disestablishment of appropriated fund dining facilities on the installation to include isolated sites.

m.1. Designate a sufficient number of dining facilities in garrison to subsist enlisted personnel and officers who, for administrative, medical, or other reasons, return to garrison during field training.

n. Verify the adequacy of menus being served, ensure that required subsistence items are available, and that accounting procedures as prescribed herein are followed.

o. ***(Rescinded.)***

p. Monitor the monetary credit or meal status of installation dining facilities.

q. ***(Rescinded.)***

r. Control the issue of DD Form 1544 (Cash Meal Payment Book).(See chap 11.)

s. Establish procedures to ensure that officers, civilians, and enlisted personnel receiving per diem or basic allowance for subsistence (BAS) reimburse the Government for all meals consumed to include box lunches and operational rations. Be the approving authority for the use of deferred payment procedures (app E).

t. ***(Rescinded.)***

u. Coordinate the implementation of an energy management program per the guidance contained in paragraph 5–14, this regulation.

v. Budget and obtain new and replacement food service equipment.

w. Budget for maintenance, repair parts, installation of new and replacement equipment, and utilities.

x. Authorize a change fund for the dining facility when appropriate.

y. Establish a program to recognize outstanding food service personnel and operations.

z. Submit the semiannual DA Form 4811–R to TSA with information copy furnished to monitoring HQ (see app H).

aa. Promote a comprehensive nutrition program for all operational dining facilities on the installation per the standards in Appendix J.

ab. Ensure procedures contained in this regulation regarding staff duties of food advisers and the operational duties of FSOs will not be performed by one individual at any level of command without prior approval from the installation's respective MACOM.

ac. Ensure that the policy and procedures for the collection and exemption of surcharge (para 6–16) are consistently applied throughout the installation. Unit requests for exemptions based on

the requirements of paragraph 6–16 must be submitted, reviewed and approved/disapproved prior to implementation.

2–20. Unit and organization commanders

a. Active Army. Unit and organization commanders responsible for the operation of a dining facility will—

(1) Ensure that assigned food service personnel are working in their primary MOS and that adequate food service personnel are assigned to accomplish the mission.

(2) Ensure that assigned personnel are properly trained and proficient in preparing and serving subsistence items and in dining facility operations applicable to their skill levels.

(3) Ensure that the ARCS or FRIS procedures are correctly implemented.

(4) Enforce measures to conserve, safeguard, and account for all subsistence supplies issued, prepared, and served per appendix I.

(5) Ensure that dining facility operations conform to the highest attainable standards in food preparation, service, atmosphere, and sanitation by—

(a) Conducting unannounced visits to the dining facility to observe actual operations.

(b) Soliciting diner comments (verbally or by use of a suggestion box).

(c) Taking necessary action to correct deficiencies noted.

(d) Attaching all food service personnel to the unit that maintains operational control of the dining facility whenever possible.

(6) Appoint a FSO and alternate(s) in writing for the purpose of administering duties as specified in this regulation. The alternate(s) will normally perform the duties of the principal FSO during his or her absence however, the commander may also assign specific duties to the alternate(s) if the requirement exists. The commander should also ensure that the appointed FSO, and alternate(s), receives the required training per paragraph 5–4*a*. To ensure uniformity in the unit food service program it is recommended that the FSO be appointed for a minimum of 1 year. In dining facilities ensure the food adviser does not perform those functions assigned the FSO.

(7) Ensure that subsistence items are not used in support of social type activities (para 10–16, this regulation).

(8) Ensure that reimbursement procedures for meals furnished to personnel during field training are effected in accordance with procedures in AR 600–38.

(9) Establish smoking and no smoking areas in the dining facility in accordance with the guidance set forth in AR 1–8.

(10) Ensure that the dining facility account remains within prescribed tolerance.

(11) If receiving subsistence support from other units and organizations, coordinate any special requirements with food service personnel in charge.

(12) Provide readily accessible information regarding nutrition to food service personnel and promote nutrition education for the troops.

(13) Ensure that authorized field and garrison–type food service preparation and serving equipment is available and operational.

(14) Ensure that separate seating or personal services are not utilized for officer, BAS, or civilian personnel.

b. Reserve Components. In addition to the areas of responsibilities in *a* above, RC commanders will—

(1) Ensure that subsistence ingredients are procured from commercial sources only when prior authority has been granted in writing by the USPFO for ARNG or CONUSA for USAR units.

(2) Ensure that commercially prepared (catered) meals are procured only when food service personnel and equipment are not authorized or available, and support cannot be obtained from another RC or active military unit with food service capability through an ISSA. (Prior written approval from the USPFO or CONUSA is also required for this type procurement.)

Chapter 3
Food Management Assistance Teams, Transition Assistance Teams, and Training and Doctrine Command Transition Teams

3–1. Food Management Assistance Teams (FMATs)

a. General. FMATs available from TSA provide assistance on a scheduled or requested basis to the Active Army and RCs. The teams are designed to provide assistance in current operations or in training personnel in operational procedures for a new facility.

b. Objectives. The objectives of the FMATs are to improve the quality of support provided to the soldier, achieve economy, and increase effectiveness through the following actions:

(1) Review installation food service program guidance and policy documents.

(2) Evaluate and encourage application of standard and uniform policies and procedures.

(3) Review the use of facilities, equipment, equipment management including maintenance repair parts support, personnel, subsistence, and other food service resources.

(4) Review food service energy conservation programs.

(5) Evaluate the practical application of food service techniques learned through technical, on–the–job, and formal training programs.

(6) Induce and stimulate professional pride in food service personnel.

(7) Provide on–the–job training to food service personnel.

(8) Instill food service management discipline in all responsible personnel with special emphasis on—

(a) Quality of prepared foods.

(b) Improved merchandising of food items.

(c) Productivity and efficiency of food service personnel.

(d) Food service safety requirements.

(e) Energy management.

(f) Fire prevention.

(g) Crime prevention.

(h) Physical security.

(i) Sanitation.

(9) Assist in the development of a patron education program.

(10) Record observations that will assist the commander in improving the program or provide a basis for follow–up actions that will assist in resolving problems beyond the control of installation food service program personnel.

c. FMAT composition. TSA teams will be composed of personnel who have extensive knowledge and experience in food service operations to include—

(1) Facilities layout and equipment.

(2) Accounting.

(3) Food preparation.

(4) Food and personnel management.

(5) Personnel training and supporting activity functions.

(6) Materiel management.

d. Types of visits. FMAT visits are categorized as scheduled or requested.

(1) Scheduled visits.

(a) Active Army. TSA teams will visit each MACOM or installation at least once every 18 months and visit Europe and Korea every 12 months.

(b) Reserve Components. TSA will schedule and coordinate visits to lower headquarters and units of the ARNG and USAR with NGB for ARNG and OCAR for USAR.

(2) Requested visits.

(a) Active Army. FMAT will be tailored to respond to particular problem areas as identified by a command or installation that are beyond local capabilities to resolve. Requests for special assistance should describe the problem; include the name, rank, and telephone number of the individual designated as the contact point for the requesting installation; and be forwarded through command channels to Commander, US Army Troop Support Agency(DALO–TAF), Fort Lee, VA 23801.

(b) ARNG. A request from an ARNG unit for management or

technical assistance will be forwarded through command channels to the State adjutant general. If the request is deemed appropriate, and assistance cannot be gained from other sources, the State adjutant general will forward the request through the CONUSA and FORSCOM to the CNGB who will take appropriate action. Requests from WESTCOM ARNG commands will be forwarded directly to WESTCOM who will forward the request to CNGB who will take appropriate action.

(c) USAR. A request from a USAR unit or command for management or technical assistance will be forwarded through command channels to the CONUSA. An information copy will be provided to the RG. If the CONUSA determines that assistance cannot be adequately provided from other sources, the request will be forwarded through FORSCOM to TSA for action. Requests from WESTCOM USAR commands will be forwarded directly to WESTCOM who will take appropriate action.

e. Letters of visits.

(1) Active Army. Upon completion of each visit, a letter denoting observations and recommended corrective actions and improvements will be prepared. Additionally, the observations and the recommended corrective actions and improvements will normally be out–briefed with the installation commander or a designated member of the command group in the commanders absence, prior to the FMAT teams departure from the Installation. Letters will be routed as follows:

(a) Letters for scheduled visits will be routed to the visited command or installation as prescribed by the MACOM.

(b) Letters on requested visits will be furnished directly to the installation commander who requested the visit.

(2) Reserve Components. After each scheduled or requested visit, a letter of findings and recommendations will be routed as follows:

(a) ARNG. Letters will be forwarded through the CNGB to the State adjutant general with an information copy to FORSCOM or WESTCOM as appropriate. A copy may be forwarded to the supporting installation, if appropriate. Letters of requested visits will be forwarded directly to the State adjutant general with a copy to the Chief, National Guard Bureau (NGB–ARL), WASH DC 20310–2500.

(b) USAR. Letters will be forwarded to Office of the Chief, Army Reserve (OCAR), FORSCOM or WESTCOM as appropriate, and the appropriate CONUSA (if applicable). Letters of requested visits will be forwarded directly to the unit.

3–2. Transition assistance teams (TATs)

a. Objectives. The objective of the TSA TAT is to assist installation commanders in opening and operating newly constructed or modernized dining facilities.

b. Visits. Visits will be scheduled by TSA (ATTN:DALO–TAE–F) based on projected completion dates of new and/or modernized facilities in CONUS. Additional visits and visits overseas may be requested by the installation commander as required.

c. Letters of visits. Letters will be prepared and submitted as prescribed in paragraph 3–1*e*.

3–3. TRADOC Training Assistance Teams

a. Objectives. The objectives of the TRADOC Training Assistance Teams are to provide assistance, upon request, in the following areas:

(1) In establishing command or installation level food service training programs.

(2) In conducting refresher training courses.

b. Visits.

(1) Active Army. Active Army units will submit requests through the Commander, US Army Training and Doctrine Command, ATTN:ATPL–TS, Fort Monroe, VA 23651, to the Commandant, US Army Quartermaster School, Fort Lee, VA 23801–5000 and will clearly state why the assistance is needed. The request must contain the name, grade, and telephone number of the individual designated as point of contact for the requesting organization and a statement on the ability of the requesting command or installation to provide the necessary funding.

(2) Reserve components. RCs will submit their request through appropriate channels per the procedures in paragraphs 3–1,*d*,(2),(*b*) or (*c*).

3–4. Preacceptance assistance team

a. Objective. To assist the installation commander in identifying facilities and equipment discrepancies, provide solutions and assist in resolving problems prior to the installation Directorate of Engineering and Housing (DEH) and the user accepting responsibility for new or modernized dining facilities. Preacceptance team will review the facility to determine if design layout and equipment meet Office Chief Engineer (OCE) and TSA construction standards and military specifications.

b. Visits. The installation food adviser must coordinate with the DEH and Corps of Engineers and notify TSA as early as possible when the contractor furnished/contractor installed (CFCI) equipment is completely installed. The team will be invited to attend the preacceptance inspection for new construction and modernization MCA projects as prescribed by OCE instructions. Request for preacceptance assistance team will be directed through the appropriate MACOM to the Commander, U.S. Army Troop Support Agency, ATTN: DALO–TAE–F, Fort Lee, VA 23801–6020.

c. Letters of visits. Letters will be prepared and submitted as prescribed in paragraph 3–1*e*.

Chapter 4
Establishment and Disestablishment of Active Army Appropriated Fund Dining Facilities

Section I
Establishment

4–1. Policy

Army enlisted personnel normally will be subsisted in an Army appropriated fund dining facility. The installation commander will provide the food service support that is in the best interests of the Government, the installation, and the personnel. Prior to establishment of initial or additional dining facilities, the installation commander will first evaluate the most advantageous method of subsisting personnel. Consideration will be given to supply, service, administration, economy, and desires of personnel to be subsisted. Other consideration will be given to—

a. The number of personnel to be subsisted.

b. Subsisting personnel in an existing facility.

c. Establishing a new dining facility in accordance with the installation's FSMP.

d. Authorizing enlisted personnel to be placed on basic allowance for subsistence (BAS).

e. Contracting with a commercial or nonappropriated fund (NAF)activity for the Service. If this alternative is selected, which requires the use of MPA funds, a request must be submitted through channels to the Commander, US Army Troop Support Agency(DALO–TAF–T), Fort Lee, VA 23801 for review and evaluation prior to referral to HQDA, (DALO–TST), WASH DC 20310, for approval.

4–2. Active Army unit or consolidated dining facility

a. Requests to establish a unit or consolidated dining facility will be submitted by the unit or organizational commander to the installation commander for approval. Isolated units, not located on an installation, will forward their requests according to paragraph 2–19, through the commander providing food advisory services, for recommendations, to the major Army commander of the unit concerned. Requests will include—

(1) Identification of unit to be subsisted.

(2) The number of personnel to be subsisted.

(3) The number of food service personnel to be authorized and assigned.

(4) Equipment required.

(5) Identification of existing dining facility desired, if known.

(6) The unit designated to operate the facility if the request is for a consolidated dining facility.

b. Installation commanders must annually consider consolidation of dining facilities when total participation of any facility drops below 65 percent of the design capacity.Participation rates for a facility can be calculated by; determining the number of operational duty days (excluding days when the facility is closed due to a break in training, field duty and weekend days) for a three month period; determining the total high meal headcount (regardless of patron entitlement) during these duty days; dividing this headcount by the number of duty days to arrive at the average weekday attendance; dividing the average attendance by the design capacity to arrive at the total participation rate. An example to compute the total participation rate is as follows—operational duty days (66); total headcount (lunch) (12445) divided by duty days= average weekday attendance (188); average weekday attendance (188) divided by facility design capacity (245)= total participation (77%). The design capacity (when modern standard design facilities are being determined, use the maximum figure of the capacity range) of each dining facility can be obtained from the installation food adviser, Directorate of Engineering and Housing(DEH), or from the Dining Facility Modernization and Improvement Planning Guide.

c. When dining facilities are proposed for replacement (New Construction), modernization or alteration via the Military Construction, Army (MCA) program development (AR 415–15)process, the current utilization rate must be 70 percent of design capacity. The installation food adviser in coordination with the installation master planner (DEH) will provide required project information (para 2–14, g this regulation) to their Major Command and TSA (ATTN: DALO–TAE). In addition, the analysis of current rates of utilization required to support validation of the proposed MCA project will be determined by using *only* personnel authorized subsistence–in–kind (SIK).The formula for computing this utilization rate differs from the total participation rate formula in 4–2,b (above) in that*only* the SIK headcount will be used.

d. Requests to establish ARNG full time dining facilities to support training programs at State operated training sites will be forwarded by the USPFO to C, NGB, ATTN: NGB–ARO, WASH, DC 20310–2500 for approval. An information copy will also be provided to NGB–ARL–T. Requests will include the same information as required for the Active Army in *a*above.

4–3. Transient dining facility

a. A dining facility will be designated as a transient dining facility to subsist newly assigned or departing military personnel and their dependents.

b. Additional transient dining facilities may be designated when the size of the installation makes the use of only one such facility impractical or when the number of transients is too large to be supported by one dining facility.

4–4. Short order or specialty dining facilities

a. The installation commander may establish a separate short order or specialty dining facility to enhance the Food Service Program and provide the diners a variety of menus. The facilities must be within the total number of dining facilities authorized by the installation FSMP.

b. Specialty dining facilities (pancake, pizza, chicken, etc.)will feature ethnic or geographical type meals, which differ from those being offered in regular dining facilities, in a different environment and during hours that extend beyond the closure of the regular dining facility.

4–5. Senior Reserve Officers' Training Corps(ROTC) cadet dining facilities

Separate dining facilities may be established to support cadets while attending summer training at an Army installation in accordance with the provisions of AR 145–1. When separate dining facilities are established, the supporting installation commander will—

a. Operate the dining facility as an ARCS account.

b. Supply the necessary dinnerware, glassware, tableware, kitchen equipment, curtains, etc. so as to provide the best possible support in a pleasant atmosphere. These items will be issued under the provisions of AR 710–2.

c. Provide necessary officer and enlisted food service personnel to meet cadet training support requirements.

4–6. Officers' garrison dining facilities

a. A separate officer's garrison dining facility may be established when the average headcount per meal may reasonably be expected to exceed 50. Requests for establishing officers' garrison dining facilities will be submitted to the installation commander and will include—

(1) The number of officers to be subsisted.

(2) Number of dining facility personnel required.

(3) Equipment required.

(4) Facility desired if known.

b. Officers' garrison dining facilities will not be operated as a subaccount of an enlisted facility. They will be operated as individual accounts and will be subject to the same policies and procedures applicable to enlisted dining facilities. If located within the same facility as a NAF activity, neither supplies nor funds will be commingled nor will the account be operated as part of the NAF account.

Section II
Disestablishment of Dining Facilities and Army Installation Food Service Management Plan

4–7. Disestablishment of appropriated fund dining facilities

When a dining facility is scheduled to close, every effort will be made to bring the dining facility account status to a zero or underspent balance by the closing date. Food advisory personnel will monitor the operation to ensure that existing subsistence stocks are incorporated into the remaining menus. After the last meal is served, a disinterested officer will conduct a physical inventory of all subsistence. Disposition of this subsistence is outlined in paragraph 7–8. When a dining facility is disestablished and closed and the account cannot be brought to a zero or underspent status, a report of survey (RS) will be initiated as outlined in AR 735–5.

4–8. Food Service Management Plan (RCS CSGLD–1881)

a. The purpose of the FSMP is to ensure the continuation of a viable modern food service system. The plan will be administered by TSA for HQDA. All MACOMs are responsible for submitting a FSMP for each of their Active Army installations per appendix F.

b. The installation food adviser will maintain the FSMP and list all dining facilities, including temporary buildings used by RCs for mobilization, and those that were constructed and modernized with host nation funds (wholly or partially). The FSMP must be reviewed and revised when there is a change in the Army Stationing and Industrial Plan or a change in the annual MCA Program due to action by the MACOM, HQDA, or the Congress. Instructions and an illustrated copy of DA Form 4945–R (Dining Facility Modernization Plan Development) are provided at appendix F.

Chapter 5
Personnel, Equipment, and Energy Conservation Program

Section I
Personnel

5–1. General
Guidance on personnel staffing, qualifications, detailing, training, work schedules, and utilization, for dining facilities not operated under a Government Owned, Contractor Operated (GOCO)contract is presented in this section.

5–2. Food adviser
a. The food advisers, technicians, and supervisors (military or civilian at all levels regardless of component) collectively and individually assist the FSO and FSS. They also advise their respective commanders on all food service matters related to food, equipment, facilities, training, and food service personnel.

b. Assistance to the FSO and FSS can be provided by presenting classes, giving demonstrations, soliciting comments or ideas, and providing advice during the operation of the dining facility. When required by the MACOM (para 2–14,m this regulation) the action plan will be completed by the food adviser and will serve as the quarterly review of the dining facility account. If the MACOM determines that the quarterly review will be conducted by the guidance contained in appendix G, then the requirement to conduct the action plan will be semi–annually.

c. Advice to the commanders having operational control of the dining facility will be by formal written action plans. These action plans will note deficiencies with regard to this regulation and will contain recommended corrective measures. These action plans and recommended corrective measures will be submitted by the food adviser to the commander on a semi–annual basis (except annually for RCs); one copy will be forwarded through division food service to the installation food service office.

d. As a minimum, the action plan will address the following areas for both garrision and field feeding:

(1) Administration.

(2) Subsistence (requisitioning, storage, preparation, and accountability).

(3) Sanitation (food handling, facility and equipment sanitation, and personal hygiene).

(4) Personnel (contract employees, skill qualification test(SQT), supervised on–the–job–training (OJT), education, and incentive awards).

(5) Equipment (operator knowledge of equipment in garrison and field), adequacy of the food service equipment training program by the facilities engineers, calibration, workorder equipment log, and maintenance.

(6) Facilities (energy conservation, safety, fire evacuation plans, and grounds).

(7) RC food advisers action plan, in addition to the above, will address those areas identified as a result of annual reviews(IDT and AT), CLRTX visits, Annual General Inspection (AGI) or Command Readiness Inspection (CRI) reviews.

e. Installation food adviser will—

(1) Review all action plans submitted.

(2) Correlate the common deficiencies, relating to food service that exist throughout the installation.

(3) Advise the installation commander and Subsistence Review Committee of these deficiencies. When addressing these deficiencies, also state the recommended solutions and actions that have taken place to resolve these problem areas.

(4) As a minimum, on a semiannual basis, review with the commander and Subsistence Review Committee the progress accomplished for correcting the common deficiencies previously addressed.

(5) Conduct visits and classes as necessary for units having recurring deficiencies in food service operations.

f. The general duties of food advisers at various levels of command are contained in FM 10–26.

5–3. Personnel staffing and qualifications
a. Guidance in determining the number of personnel required to operate the TDA dining facilities is contained in the staffing guide, DA Pamphlet 570–551 series. Work measurement standards contained in the staffing guide will also serve as a management tool in identifying personnel requirements. Approved personnel requirements and authorizations will be reflected in the TDA.

b. Guidance in determining the number of personnel to operate the TOE or modification table of organization and equipment (MTOE)dining facilities is contained in AR 570–2.

c. The following categories of civilian personnel may be employed in appropriated fund food service facilities or activities:

(1) Personnel directly paid from appropriated funds.

(2) Indirect hire personnel provided by a host government receiving reimbursement from appropriated funds.

5–4. Training requirements
a. Training is a continuing requirement and a responsibility of the commander as well as the individual. The installation commander is responsible for establishing local training programs, supervising OJT, and providing the personnel and facilities for its implementation. Each commander who is responsible for operating a dining facility will prepare a list of personnel who need to attend a service school. It will contain the type of schooling the individuals need. This list will be submitted to the installation food adviser or food service supervisor as appropriate. The installation food adviser or supervisor will complete the information and submit it to the proper staff element requesting funds to send qualified food service personnel to service schools.In addition, the food adviser will conduct training and orientation courses for all newly assigned dining facility FSO.

b. The installation food adviser will provide this support to units that do not have food advisory personnel assigned. Quotas for attendance at service schools can be requested through channels to the MACOM or CONUSA in accordance with the provisions of AR 614–200, chapter 11.

c. The inability to obtain a quota to attend a resident school does not relieve individuals from the responsibility to continue their food service training. Schooling is available through enrollment in the nonresident training program offered by the US Army Training Support Center. An individual can enroll in a nonresident course by submitting a DA Form 145 (Army Correspondence Course Enrollment Application) to the Commander, US Army Training Support Center, Newport News, VA 23628. Training can also be obtained by enrollment in local community colleges.

5–5. Food service career field
Guidance is included in AR 611–201, which outlines the types of duties, qualifications, career goals, and skill identifiers for enlisted personnel. DA Pam 600–3 provides guidance on the food management specialty for commissioned officers.

5–6. Promotions
a. The Army policy is to promote the soldier who is qualified.Individuals will be recommended for promotion only after they develop the skills and abilities to perform the duties and assume the responsibilities of the next higher grade. Individuals with leadership potential or increased technical skill in their chosen field of specialization will be recognized for promotion. The objectives of the Army promotion system are to—

(1) Fill authorized enlisted spaces with qualified men and women who have demonstrated potential for increased responsibility.

(2) Provide for career progression and rank that is commensurate with ability and potential.

(3) Attract and retain the high caliber individual for a career in Army food service.

(4) Provide an equitable opportunity for all soldiers to be promoted and preclude those individuals who are nonproductive and nonprogressive from advancement in grade.

b. Promotion criteria for grades E2 thru E9 are contained in AR 600–200, chapter 7, for the Active Army; NGR 600–200 for the ARNG, and AR 140–158 for the USAR.

5–7. Dining facility attendants (DFAs)

a. Dining facility attendants' duties will be performed by civilians except as outlined in paragraph 13–1.

b. The hiring of civilian personnel paid from other than appropriated funds is prohibited. Funds will not be collected from the soldiers for this purpose. Additional guidance on DFAs is contained in FM 10–23.

c. Federal funds for ARNG and USAR are not authorized for payment of civilian DFAs except as authorized by the CNGB or the CAR, see chapter 13 this regulation.

d. Military personnel will be selected from a duty roster (AR 220–45) when required to perform these duties. The normal allowance of military personnel is 4 per dining facility serving 100 and 1 additional DFA for each 50 additional persons or major fraction thereof subsisted. This staffing guideline is based on use of personnel unskilled in performance of DFA duties who require extensive supervision and frequent redoing of work. Consequently, such data is not appropriate for use in estimating the cost of performance by civilian personnel, either direct hire or contractual.

5–8. Clerks

A military or civilian clerk may be required in all Active Army and RC dining facilities regardless of the size facility or headcount. (See AR 611–201.) The commander will assess the feasibility of assigning a clerk, military occupation specialty (MOS 71) to the dining facility to afford maximum use of food service personnel (MOS 94B) assigned to the dining facility. When personnel having a MOS 71 are assigned to a dining facility as a clerk, they will be assigned administrative duties exclusively; such as, preparing ration requests, taking physical inventory, preparing production schedules, carrying requisitions and reports to the Troop Issue Subsistence Activity (TISA), and shopping for expendable supplies. Personnel in a career management field (CMF) of 71 assigned to a dining facility will not be used to perform 94B functions such as picking up rations, serving, or preparing food items. When 94B personnel are used to perform administrative or clerical duties, they will be rotated on a periodic basis to ensure that MOS proficiency is maintained.

5–9. Headcounter

a. The headcounter will be—

(1) A military individual, grade E–4 or above, detailed to the dining facility according to AR 220–45.

(2) A food service individual (military or civilian) assigned or working in the dining facility, when specifically authorized by the installation commander. This authority will be granted only when adequate staffing exists to preclude adversely affecting services to the soldier.

b. The MACOM, TAG, or CONUSA may authorize, on a case–by–case basis, an exception to policy to place enlisted members (EM) in grade E–3 on the headcount roster when there are less than 10 eligible personnel on the duty roster to perform this function(these personnel will augment, but not constitute the entire roster). The exception to this policy will be reviewed annually.

c. Commanders of dining facilities with an average headcount of 25 or less may authorize the cook on duty to perform the headcount. The commander will verify all headcount forms and sign them. The authorization should be granted only when headcount duties do not detract from the food service operation.

	MON		TUE		WED		THU		FRI		SAT		SUN	
	ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF
Cook One	0500	1330	1100	1930	0530	1400	Off	Off	Off	Off	1100	1900	0700	1530
Cook Two	0500	1330	Off	Off	Off	Off	1100	1930	0530	1400	1100	1900	0700	1530
Cook Three	0530	1400	1100	1930	0500	1330	1100	1930	0500	1330	Off	Off	Off	Off
Cook Four	Off	Off	Off	Off	1100	1930	0500	1330	1100	1930	0700	1530	1100	1900
Cook Five	1100	1930	0500	1330	Off	Off	Off	Off	1100	1930	0700	1530	1100	1900
Cook Six	1100	1930	0530	1400	1100	1930	0500	1330	Off	Off	Off	Off	1100	1900
Cook Seven	1100	1930	0500	1330	1100	1930	0530	1400	1100	1930	Off	Off	Off	Off
Cook Eight	Off	Off	1100	1930	0500	1330	1100	1930	0500	1330	1100	1900	Off	Off
Fd Svc Sgt [1]														

[1] Program Schedule Based on Requirements of Facility

Figure 5-1. Sample dining facility work schedule (7 day operation)

5–10. Work schedules

a. The FSS will develop work schedules that result in an equitable use of all personnel. Particular attention should be given to consolidated facilities where several separate unit FSS (E7s and E6s) are assigned or attached for duty. Senior dining facility staff personnel should be placed in responsible positions as shift leaders or in specific preparation areas; for example, pastries, desserts, ingredient preparation, stock control, and training programs.

b. Food service personnel arrival and departure times should be scheduled so that only those personnel required to accomplish the task are on duty. The maximum staff should be present during peak periods. Proper scheduling will assist the FSS in arranging the working hours as close as possible to a 5–day workweek. A sample work schedule is shown in figure 5–1. Annual leave, training requirements, days off, and passes must be considered when preparing this schedule.

Section II
Food Service Equipment and Installation Food Management Plan and Energy Conservation

5–11. Equipment

a. Active Army.

(1) Allowances for food preparation, serving, and storage equipment for appropriated fund dining facilities are contained in CTA 50–909.

(2) Funds for equipment in modernization, renovation, and new construction projects are included in the MCA program.

(3) The document for budgeting and funding for replacement equipment or equipment that is not economically repairable is DA Form 3988–R (Dining Facility Equipment Replacement Record).(See para 5–13.) Replacement equipment is funded with the OMA or OPA program.

(4) Base–level commercial equipment (BCE) that is Other Procurement, Army (OPA) funded is contained in the DA Cir 310–series.

(5) Commanders and food service personnel must ensure that funds for expendable supplies for the above projects are programmed.The CTA 50–970 should be used to determine expendable requirements such as brushes, glassware, and china when opening a newly constructed, renovated, or modernized dining facility.

b. Army National Guard.

(1) These facilities designed and constructed as dining facilities at training site, new ARNG armories and renovated armories may be equipped with dining room and kitchen equipment in accordance with CNGB approved equipment schedule, CTA 50–909, chapter 9, and NGR 415–10.

(2) Certain items listed in the miscellaneous section of CTA 50–909, chapter 9, are also authorized for ARNG units. The CTA is authority for retention of items on hand and for procurement authorization for items in part B (Army vessels) and in part C(Miscellaneous) for items that were formerly listed in the MTOE and required for deployment of the unit.

(3) ARNG units are authorized to procure an ice chest (L E 10972 of part C, CTA 50–909) (one chest for every 200 pounds of ice required for field training) for transporting and maintaining perishable subsistence according to TB MED 530. When Federal funds are used to procure items other than those indicated in the CNGB approved equipment schedules, CTA 50–909, chapter 9, and in parts B and C of CTA 50–909, prior approval from the CNGB is required. Request for approval should be addressed to CNGB(NGB–ARL), WASH DC 20310–2500.

c. US Army Reserve.

Note. Food service functions at USAR centers and garrison facilities will use installed equipment according to local government safety and ecological regulations and ordinances. USAR centers are authorized only those items of dining facility equipment listed in CTA 50–909 for USAR use.

d. Reserve Components.

Note. ARNG armories and USAR centers will schedule maintenance of food service equipment to sustain the facility equipment at an acceptable level of maintenance and sanitation. Equipment replacement programs (para 5–13) will be implemented.Supplemental use of MTOE equipment is encouraged to maintain MOS proficiency and adherence to SB 10–263.

5–12. Operation and maintenance

a. Operational dining facilities must be provided with a copy of the manufacturer's technical manual for each item of mechanical food service equipment. Two copies of all manuals are provided with each new piece of equipment. One copy will be retained in the dining facility and the other by the supporting facilities engineer. If the copies are not included with new equipment, a General Services Administration (GSA) Standard Form (SF) 364, Report of Discrepancy should be submitted to Commander, Defense General Supply Center, ATTN: DGSC–DSF, Richmond, VA 23297–5000. Information copies of GSA SF 364 will be furnished to the MACOM and Commander, US Army Troop Support Agency (DALO–TAE), Fort Lee, VA 23801–6020.

b. If the manufacturer's technical manual for an existing piece of equipment is not available, the FSS should contact the installation food adviser or the Director of Engineering and Housing(DEH).

c. If manuals are not available at the installation, assistance may be requested from Commander, US Army Troop Support Agency (DALO–TAE–F), Fort Lee, VA 23801–6020.Operator and maintenance manuals for Federal Supply Class (FSC)4110, 7310, and 7320 refrigeration and food service equipment are listed in Defense General Supply Center Manual 4140.1. Forward the request for manuals to the Defense General Supply Center, ATTN:DGSC–SDA (Technical Manual), Richmond, VA, 23297–5000.The request should include all information contained on the equipment data plate; such as, national stock number (NSN), nomenclature, manufacturer, make, model, and contract number.

d. A training program for all dining facility personnel on the operation and proper operator maintenance of food service equipment should be requested from the DEH in accordance with AR 420–55.

e. The FSS or contractor will establish and maintain, in the dining facility, the Maintenance Request Register (DA Form 2405). A properly maintained register will be used as a historical record of equipment failure(s) and as a means to determine uncompleted work requests requiring follow up actions. This register will also serve as a ready source to answer questions on maintenance requests, and as a means for formulating budget requests when the cost of repair(s) exceeds the maintenance expenditure limits as outlined in the Technical Bulletin peculiar to the equipment. The register will be completed in accordance with DA Pam 738–750.

5–13. DA Form 3988–R (Dining Facility Equipment Replacement Record)

a. DA Form 3988–R (fig 5–2) is used to identify kitchen equipment (electrical, mechanical, nonelectrical, nonmechanical) by make, model, and age that requires engineer support, and to develop the equipment replacement budget estimates for inclusion in the annual OMA, OPA, OMARNG, or OMAR budget.

(1) The FSS or contractor will update DA Form 3988–R whenever a piece of equipment is replaced, turned–in, or deleted from use, or annually, or as required by the CONUSA. A single entry will be made on DA Form 3988–R for each piece of electrical and mechanical equipment.

(2) Nonelectrical or nonmechanical equipment with the same NSN, and nonserial numbered equipment (all equipment listed must have the same acquisition date) may be listed on the same line. For example:

(a) Dispensers, Tableware, Plate—4 each (each dispenser should be numbered 1 through 4).

(b) Table, Food Preparation, Stainless Steel—30 x 30—6 each (each food preparation table should be numbered 1 through 6).

(3) Detailed instructions for preparing this form are in figure 5–2. A blank copy of DA Form 3988–R is located at the back of this regulation. This form will be reproduced locally on 8 1/2–by 11–inch paper.

b. The contractor or using unit FSS for the Active Army or senior unit's representative for the ARNG armory or USAR center will—

(1) Establish a DA Form 3988–R for each existing dining facility, and when opening a new, modernized, or renovated dining facility.

(2) Provide original and three copies of DA Form 3988–R to the responsible food adviser.

(3) Notify the food adviser, within 5 working days, when a piece of equipment is replaced, installed, or deleted.

(4) Initiate action to ensure that the replacement equipment requirement is submitted to the responsible food adviser.

(5) After equipment replacement funds have been approved requisitions will be prepared and submitted to the food adviser. The requisition to be accepted for processing will include a statement by the DEH indicating that—

(a) The piece of equipment to be replaced is not economically repairable.

(b) Funds are available to install the replacement equipment upon receipt.

(c) Utility service is available to operated the equipment.

(d) Space of dimensional limitations indicated on the certification or requisition is adequate.

(6) The FSS or contractor should also follow–up on requisitions every 90 days until equipment is received.

c. The responsible food adviser will—

(1) Review and verify the accuracy of the dining facility DA Form 3988–R and sign the form.

(2) Retain one copy of DA Form 3988–R, forward two copies to the installation food adviser, and return one signed copy to the submitting FSS for the responsible dining facility file.

(3) Prepare a consolidated replacement equipment list from DA Form 3988–R listing all like equipment by manufacturer of dining facilities under the control of the responsible food advisor.

(4) Consolidate food service equipment replacement requirements list and submit requirements for the annual budget to the installation food adviser.

(5) Notify the installation food adviser, within 5 working days, when a piece of equipment is replaced, installed, or deleted.

(6) Initiate action to ensure that the replacement equipment requirement budget is submitted to the installation food adviser and that the installation food adviser or supporting supply personnel submit approved requisitions for new and replacement equipment per the procedures outlined in AR 710–2 and AR 725–50.

d. The installation food adviser will—

(1) Verify the accuracy of the dining facility DA Forms 3988–R.

(2) Retain one copy of DA Form 3988–R and forward one copy to the Directorate of Engineering and Housing (DEH) or contracting services responsible for maintenance and repair of food service equipment.

(3) Prepare a consolidated replacement equipment list as well as (a listing of all like equipment) for all installation dining facilities.

(4) Submit separate annual budgets to proper staff elements for appropriate funding for equipment costing under $15,000 under the Operation and Maintenance, Army (OMA) budget; and for equipment costing $15,000 and above under other procurement, Army (OPA)budget.

(5) Consolidate food service equipment replacement requirements prior to approving and submitting requisitions.

e. FSS or unit technicians for ARNG armories or USAR centers with assistance from the food adviser and facilities engineer are responsible for preparing and submitting a SF 368, Quality Deficiency Report (QDR) on equipment that does not conform to specifications. AR 702–7, AR 702–7–1, and DA PAM 738–750 provide guidance for all installed dining facility equipment that fails to perform satisfactorily because of a defect in design, construction, or operation. QDRs will be submitted through command food service channels to the Commander, U.S. Army Troop Support Command (AMSTR–Q), 4300 Goodfellow Boulevard, St. Louis, MO 63120–1798 with an information copy to Cdr, TSA(DALO–TAE–F), Fort Lee, VA 23801–6020. An information copy of each QDR pertaining to field food service equipment will be submitted to the Commandant, U.S. Army Quartermaster School (ATSM–CD–M), Fort Lee, VA 23801–6020.

5–14. Energy conservation

a. Commanders at all levels have the responsibility for initiating the energy conservation programs throughout their command. The installation or MUSARC DEH will oversee and monitor energy conservation programs at the installation level. To ensure that energy is conserved consistent with the mission, readiness, health, and safety requirements of the command, a food service energy conservation program will be implemented at each operational dining facility.

b. Commanders will provide the resources (program and guidance) and training. FSSs will be responsible for implementing the program and reducing the energy consumption of the food service operation.

c. Commanders have the following choice of energy conservation plans:

(1) The local installation energy plan may be endorsed with specific guidance for the food service operation.

(2) One of three plans from the Army Food Service Energy Management Program Manual published by TSA may be used. The plan that is selected must be implemented and enforced. Reporting on the plan that is selected will be accomplished on DA Form 4811–R(fig H–1).

5–15. Sketch designs and functional layouts

To assist the food adviser in improving present facilities or initiating action for new construction, TSA has developed food service functional layouts and equipment lists. These documents should be used by design and construction agencies as guides when developing dining facilities for permanent barracks complexes. Food service functional layouts include new dining facilities of various serving capacities and modernization of existing standard permanent–type dining facilities. Requests for copies of the functional layouts and equipment lists, as well as the development of similar documents for nonstandard permanent dining facilities, should be forwarded through command channels to Commander, US Army Troop Support Agency (DALO–TAE), Fort Lee, VA 23801–6020.

Chapter 6
General Provisions for Dining Facility Operations

Section I
Introduction

6–1. General

a. This chapter establishes policies and procedures applicable to operating dining facilities. It includes food service operations under the FRIS or ARCS in garrison or during field training. Neither the type of food service equipment (installed or mobile, garrison, or field) used to prepare food nor the type of accounting system alters the fact that the facility is considered as an appropriated fund facility. For the purpose of this regulation, a dining facility includes the Active Army, ARNG, and USAR food preparation facilities on—

(1) An installation.

(2) In an ARNG Armory or a USAR Center.

(3) In a nonfixed medical treatment facility.

(4) In a field environment.

b. The following forms apply to procedures covered in this chapter. Instructions for preparing the forms are also provided.

(1) DA Form 4808–R (Table of Meal Rates) (fig 6–1).This form will provide the method to identify categories of diners, meal rates, and surcharge (if applicable) for all meals served on the regular, weekend, or holiday schedule.

(2) DA Form 3034 (Production Schedule) (fig 6–2). This form will provide the method for written guidance for food service personnel on menu preparation and meal service. It will be used for routine documentation of subsistence usage.

(3) DA Form 3034–1 (Sensitive and High Dollar Item Disposition) (fig 6–3). This form will provide the method to document items of subsistence that will require intensive management.

(4) DA Form 3032 (Signature Headcount Sheet) (fig 6–4).This multi—purpose form will be used to record individual signatures of personnel authorized to subsist.

(5) DA Form 3033 (Headcount Record) (fig 6–5). This form will provide the format to summarize the headcount data for 1 day.

6–2. Forms

a. Preparation.

(1) All forms in dining facility administration will—

(a) Be completed with an ink marking device dispensing blue, black, or blue/black ink (pen or typewriter). The use of erasable ink pens as an ink marking device is not authorized.

(b) Have a single line drawn through all posted changes and initialed by the person making the change. Blocking out devices such as correction fluid, correction tape, or markers are not authorized.

(c) Be locally reproduced on 8½ by 11 inch paper if the form

number ends with an –R. Reproducible forms are located at the back of this regulation.

(2) Exceptions to *a*(1) above are—

(a) DA Form 3034 will be marked with a red–ink marking device to highlight and record left–over food items authorized to be retained in accordance with TB Med–530.

(b) DA Form 3980–R (Dining Facility Account Card) may be in pencil, except for the initial posting, final figures, and initials when entered by the TISO's representative. ***(A copy of this form is located at the back of this regulation and will be locally reproduced on 8½– by 11– inch paper).***

(3) DA Forms prescribed in this regulation for use by RC will be changed as required by marking through inapplicable words and entering the applicable RC designation (for example, Active Army will be marked out and the USAR or ARNG entered).

b. Transmittal.

(1) Food service forms, not prenumbered during publication will be transmitted by the most expeditious or economical means. When blank or completed forms must be transmitted through the mail, they will be sent first or third class (depending on weight). Under no circumstances will such forms be transmitted as certified or registered mail.

(2) Food service forms, prenumbered during printing will be transmitted as a controlled (accountable) document by procedures prescribed for the specific form. When it is impractical to physically pick up or turn in controlled forms between the issuing headquarters and the using unit, or monitoring headquarters and the using unit, they will be transmitted as certified mail with return–receipt requested.

c. All forms bearing a signature block of an officer will be signed by the commander, FSO, designated individual (per para 2–19), or as required by the installation food service contract. When an officer is not assigned to the unit or detachment such as NCO academies or small isolated sites, the installation commander may authorize enlisted personnel , or a civilian to sign for the officer when approved in accordance with paragraph 2–19*k*.

6–3. Files

a. Dining facility records will be filed in accordance with the functional file procedures of AR 340–2 and 340–18 for RCs for the remainder of calendar year 1987 and AR 25–400–2 beginning in calendar year 1988. Active Army filing procedures will be in accordance with DA Pam 25–400–2. Active Army and RC units will maintain dining facility files on a fiscal year basis.

b. RC files will be maintained in accordance with the following procedures:

(1) Separate records will be maintained for IDT and AT.

(2) ***(Rescinded)***

(3) ***(Rescinded.)***

(4) Dining facility records will be filed in accordance with the Modern Army Record Keeping System (MARKS) per the procedures of AR 25–400–2 and DA Pam 25–400–2. Units will maintain dining facility files on a fiscal year basis. RC units will maintain separate records for IDT and AT.

6–4. Enlisted Dining Facility Advisory Council

The establishment of an Enlisted Dining Facility Advisory Council is encouraged but is not mandatory. The purpose of this council is to advise the FSS or contractor on desired adjustments to the menu to meet diner preferences or services that will provide a more effective Food Service Program. Representatives from advisory councils will be included in the installation's consumer representation program established in accordance with AR 608–17.

6–5. Menu planning

a. Active Army. Suggested menus contained in the Master Menu(SB 10–260) including short–order and ethnic menus should be used as a planning guide. When separate specialty or short–order dining facilities have not been established at an installation, every effort will be made to offer short–order items for both lunch and dinner meals. At installations where the mission (such as basic training units) or dining facility design; for example, having only one serving line precludes offering short–order menus on a regular basis, the short–order menu should be offered as well as the regular menu during the dinner meal and on weekends. Menu planning considerations are—

(1) Nutritional adequacy in accordance with AR 40–25.

(2) Monetary constraints.

(3) Seasonal considerations.

(4) Supply factors.

(5) Troop food habits.

(6) Staffing.

(7) Equipment.

(8) Special occasions.

(9) Troop activity.

(10) Menu variety such as color, shape, flavor, texture, and temperature.

(11) Low calorie entrees (assistance in planning these menus or entrees should be obtained by consulting the food adviser or the local dietitian).

b. Reserve components. The A ration menu to be prepared and served during IDT and AT periods will be as prescribed in the 14–Day US Army Reserve Component and Field Training Menu (SB 10–263), as amended by the component menu board. The meal–day sequence to be followed by CONUSA RC units will be prescribed by FORSCOM. The meal–day sequence to be followed by RC units in US Army Europe(USAREUR) and US Army Western Command (WESTCOM) will be as prescribed by the respective command. Under the FRIS, all ingredients will be issued that are required to prepare the meal, unless a deletion or reduction is requested in the "Remarks Section" of DA Form 2970 (Subsistence Report and Field Ration Request) by the FSS. RC units that operate under the Combat Field Feeding System (CFFS) will use the T Ration menu as established by the supporting TISA.

c. The menu will be conspicuously posted where it may be read by the diner before or upon entering the Active Army and RC's dining facility. The posted menu will include all meals scheduled for service that day and will include the caloric value of each menu item as indicated in SB 10–264. These items, appearing on the menu that have no caloric value listed in SB 10–264, will be posted as they become available from official Army sources. The menu for the following day should be posted before serving the dinner meal.

6–6. Meal service schedule

a. The serving and eating time for full–service dining facilities will be 90 minutes. The installation commander will approve or disapprove all requests to deviate from the 90–minute serving period on a permanent basis. The installation commander will also approve the operating hours of the short–order, fast food, and specialty dining facilities. Operating hours will be based on the—

(1) Number of diners.

(2) Size and type of facility.

(3) Work or training schedules.

(4) Distance between the facility and duty station, and other factors.

b. Meals (normal 3 meals scheduled for that day) may be served on weekends and holidays over 2 extended serving periods instead of the 3 regular–length periods. This will permit a diner to consume three meals if desired. The type meal served must be identified on the headcount forms; for example, breakfast meal cutoff time will be when the first lunch item is served. Meal rates and the monetary credit for the dining facility account for three meals will be as specified for breakfast, lunch, and dinner.

c. When brunch and supper meals are authorized by the installation commander, the following meal conversion percentages are allowed. The percentage value of the brunch meal is 45 percent of the Basic Daily Food Allowance (BDFA). The supper meal is 55 percent of the BDFA. Serving of the brunch and supper meals are not authorized under FRIS.

d. The installation commander may authorize the serving of a midnight meal to personnel unable to attend the normal breakfast or

dinner due to the mission of the unit. The majority of personnel subsisted must be those authorized subsistence–in– kind (SIK). The serving of a midnight meal will not be established primarily to support personnel receiving BAS. USAR units will not serve a night meal during IDT without CONUSA approval.

(1) Subsistence items required to serve this meal will be requisitioned using the same procedures as for the regular breakfast or dinner meal.

(2) The DA Form 3032 (fig 6–4) and DD Form 1544 (fig 11–3) will be used to record the signatures of personnel served. To ensure that this headcount data is not forgotten when preparing the DA Form 2970 (fig D–2), the appropriate meal heading column (breakfast or dinner) on the DA Form 3033 (fig 6–5) will include the headcount for the regular meal and also for the night meal for that day.

(3) A separate DA Form 3034 (fig 6–2) will be used for preparing the night meal.

(4) Meals drawn for this purpose are not authorized to be served to persons who have already signed for the normal three meals that day, nor will they be served as a supplement to the normal ration.

(5) To ensure the night meal is available to personnel who cannot be present for the normal breakfast, or dinner, the unit commander will—

(a) Provide a DA Form 2496 (Disposition Form)(DF) to the supporting dining facility, listing those SIK personnel authorized to attend the night meal on a nonreimbursable basis.

(b) The list will include the name, grade, meal card number, and the inclusive dates that personnel are authorized to receive this meal.

(c) Admission to the dining facility will be per appendix E.

6–7. Production Schedule (DA Form 3034)

a. General. The DA Form 3034 (fig 6–2) is used by the FSS or contractor to provide written guidance to cook personnel on menu preparation, meal service, and for routine documentation of subsistence items used in meal preparation. For detailed guidance to prepare DA Form 3034, see figure 6–2.

(1) The DA Form 3034—

(a) Will be prepared for each meal served (breakfast, lunch, dinner, short–order, box lunch, operational rations (except non–enhanced package rations or unitized T rations), night meal, brunch, and supper) regardless of the size of the dining facility, the type of subsistence being served, the number to be subsisted, or whether the meal is served in a garrison or in a field environment.

(b) Must be completed with care and with common sense in a way that can be easily followed by the cook.

(c) Will be completed legibly. The form may be printed or typed.

(d) May be reproduced for such meals as a la carte breakfast, short order, specialty menus and any meals that have items of a repetitive nature. Reproduced information will be limited to columns(b, c, d, e and h).

(e) Is not required when commercially prepared meals are served.

(f) May be prepared for more than one production area; that is, pastry, salads, and box lunches.

(2) For the preparation of box lunches (SB 10–540/263)the following applies:

(a) A separate DA Form 3034 will be prepared.

(b) All lines, blocks, and columns will be completed.

(3) When the FSS is also the cook, the following applies:

(a) A separate DA Form 3034 will be prepared for each meal served.

(b) Only the heading and columns b and f must be completed unless additional data is required by the MACOM.

b. Sensitive and high dollar value item disposition.

(1) The DA Form 3034–1 (fig 6–3) is used by the FSS and shift leader to document those subsistence items that are required to be intensively managed. (See *c*(1)(*b*) below.)

(2) The DA Form 3034–1 will be—

(a) Prepared per instructions at figure 6–3.

(b) Attached to each DA Form 3034 prepared for breakfast, lunch, dinner, brunch, and supper. The sensitive and high dollar subsistence items prepared for short order, box lunches (except SB 10–540/263), night meals, and flight meals will be added to the corresponding DA Form 3034–1 for breakfast, lunch, dinner, brunch, and supper. The DA Form 3034–1 is not required when a FRIS account has been established.

(c) Completed legibly and printed or typed.

c. Documentation of subsistence. The use of all class I subsistence received, regardless of type, will be documented on DA Form 3034. The disposition of all high dollar or sensitive items will be documented on the DA Form 3034–1. Fraud, waste, and mismanagement of subsistence, garrison or field, will not be condoned under any circumstances.

(1) There are two procedures used to document the preparation of meals. They are—

(a) Routine documentation. Routine documentation will be accomplished by completing all columns on DA Form 3034 for all menu entrees. This documentation will reflect actual portions prepared and also reflect what has become of the menu items that were left over after each meal served.

(b) Intensive documentation. Intensive documentation will be accomplished by completing DA Form 3034–1 for high dollar or sensitive items per (2) below. Intensive documentation is the accounting for high dollar or sensitive items in the unit of issue as issued or drawn from the storage area in the dining facility to support the menu reflected on DA Form 3034. These items can be reflected on DA Form 3034 as a menu entree, an ingredient of a menu entree, or when used as a backup item. This documentation will be used to compute the column "Prepared" (QTY) DA Form 3034–2–R, per appendix I. (See fig I–1.)

(2) Subsistence items required to be intensively documented are—

(a) All items listed in the Federal Supply Classification FSC 8905 group in the C8900 SL which are meats, fish, and poultry products.

(b) All commercial pastry.

(c) Coffee.

(d) Those items of subsistence required by the MACOM and installation commander. (See (3) below.)

(3) The MACOM and installation commander may require any item of subsistence deemed to be sensitive and intensively managed;however—

(a) Each MACOM and installation commander should not require more than two additional line items of subsistence to be managed during any one accounting period.

(b) Guidance must be provided by the installation food service through the unit commander or Contracting Officer having operational control over the dining facility to the FSS or contractor.

(4) Application of above procedures to items of subsistence in excess of those specified in (3) above will not be imposed without prior written approval from HQDA (DALO–TST–F), WASH DC 20301.

6–8. Sanitation

Strict sanitary procedures must be practiced at all times by food service personnel. The extreme importance of sanitation and personal hygiene in the handling, preparation, and serving of food requires constant attention, especially under field conditions. Food service sanitation practices are outlined in TB MED 530, FM 10–23, FM 8–34, Military Handbook 740 and FM 21–10.

Section II
Meal Attendance Headcount Procedures

6–9. General

Dining facilities are primarily designed to provide meals to enlisted personnel, to include those personnel under the provisions of paragraphs 6–23*b* and 6–23*c*, who are entitled to be subsisted at Government expense. The headcount procedures are governed by the following:

a. The signature headcount system, as defined in appendix E,

will be used to record the signature of each individual authorized to subsist in an appropriated fund dining facility unless one–line entries are authorized according to paragraph 6–12. Adding or causing signatures to be added on signature headcount sheets (DA Form 3032) or the altering of other dining facility forms for the purpose of obtaining additional/monetary credits, regardless of purpose, is a violation of the Uniform Code of Military Justice and will be cause for investigation and action by the commander.

b. Other military and civilian personnel may be authorized to subsist on a reimbursable basis in dining facilities when approved by the installation commander. The Assistant Secretary of Defense(Comptroller) establishes the rates that are to be charged for each meal to recover the food cost with a separate surcharge for operating expenses. The rates are published by HQDA(DALO–TST–F), WASH DC 20310–0564, and the amounts to be collected from each category of diner are based on the type of meal served and conditions contained in Table of Meal Rates, figure 6–1. Specific guidance pertaining to each category of personnel is discussed in this chapter. Whenever new rates are prescribed, they will be posted by the FSS or contractor on DA Form 4808–R as depicted at figure 6–1.

6–10. Headcount instructions

a. The contractor, FSS or a designated representative will brief each headcounter on the responsibilities before the individual assumes headcount duties. A headcount standing operating procedure(SOP) (sample at app E) will be used for briefing purposes. In addition, the headcounter will be provided with—

(1) Proper forms and procedures to use in obtaining signatures and recording headcount data. The headcounter will be provided sample illustrated copies of DD Form 1544, DA Form 3032, and DA Form 4808–R (Completed with current food cost and surcharge rates).

(2) A list of civilian personnel authorized to be subsisted.

b. When required and approved by the installation commander, and authorized by the installation food service contract, the headcounter or other person designated to make cash collections for meals may be provided with a change fund in accordance with AR 37–54 and AR 37–103. As an alternative, money collected during previous meals may be issued to the headcounter for the purpose of making change; however, monies scheduled for turn–in to the finance and accounting office (FAO) will not be retained for the purpose of a change fund.

c. The contractor, FSS or designated representative will periodically spot– check the headcounter during the meal to ascertain that proper headcount procedures are enforced. In addition, the FSS, or contractor, will ensure that all members of the dining facility staff; that is, cooks in SIK and BAS status, food service contractor employees, civilian attendants, visitors, and guests sign the proper headcount or cash collection document when consuming a meal or any portion of a meal during scheduled meal service or between meals. Consuming food such as a sandwich, putting food in bowls and consuming the contents thereof, or consuming food in any quantity (other than sampling as defined in the glossary)will be considered as a meal consumed, and therefore must be accounted for by a signature on a headcount form or by paying cash and signing the DD Form 1544.

6–11. Procedures to collect cash

a. The DD Form 1544 (Cash Meal Payment Sheet) (fig 11–3)is used to record cash collected from individuals subsisted in dining facilities who are required to reimburse the Government for meals consumed. Cash collection procedures for meals are discussed in detail in appendix E.

b. When an individual is designated to pick up rations, regardless of type, for a group, the designated individual will be responsible for collecting money in advance from each individual required to reimburse the Government for the meal. The individual receiving the meals will give the cash to the contractor, FSS, or designated representative and make a one–line entry on the DD Form 1544 for all cash meals. See paragraph 7–12 for detailed procedures.

6–12. Procedures to collect signatures

The DA Form 3032 (fig 6–4) is the basic multi–purpose document used to account for meals served.

a. Individual signature headcount procedures. The procedures for obtaining individual signatures for personnel on SIK will be followed per appendix E, paragraph E–3.

b. One–line entries. One–line entries are permitted under the following conditions:

(1) Hostile fire areas as defined by DOD Military Pay and Allowance Entitlement Manual.

(2) Under emergency conditions of disaster and civil disorder.

(3) During troop movement via motor convoy.

(4) Military prisoners confined in US Army confinement facilities. The individuals in charge of prisoners will enter and verify the headcount of prisoners subsisted on the DA Form 3032 by category such as Marines, Air Force, and Active Army. Other diners using the facility will individually sign the proper form for their meal entitlement category.

c. One–line entries. One–line entries may be authorized under the following conditions:

(1) Training in the field where the collection of signatures is impractical as determined by the unit commander, or FSO (for example, limited feeding time, troop dispersion, and weather conditions).

(2) Installation personnel control facilities and reception stations. When approved by the installation commander, the one–line entry is authorized provided that personnel are taken to the dining facility as a group by the designated individual (must be E–4 or above) signing for the group. Personnel arriving at the dining facility on an individual basis will use the regular individual headcount accounting procedure.

(3) For those activities described below and only during those meals when personnel are taken in a group to the dining facility by a designated individual. This designated individual will make the one–line entry for this group.

(a) Active Army NCO academies and officer candidate schools(OCSs) and warrant officer candidate school (WOCs).

(b) ROTC cadets and students enrolled in the ROTC basic camp.

(c) Students at USMA Preparatory School.

(d) ***(Rescinded.)***

(4) When rations are picked up at the dining facility per the procedures of paragraph 7–12.

d. Subsisting personnel in the field. When subsisting personnel in the field where a signature system is not practical, as determined by the unit commander, or FSO; the DA Form 3032 and DD Form 1544 will still be required and completed as follows. A designated representative, E–4 or above, will make a physical count and identify all diners by category. The FSS or designated representative will enter the data required to make a one–line entry on the DA Form 3032. The unit commander, or FSO authorizing the one–line entry will explain in the "Remarks" section of the DA Form 3032 the conditions that warrant the use of these procedures and sign his or her name and grade in the "Remarks" block. Personnel required to pay for meals in cash will sign the DD Form 1544 at the time the meal is consumed. Additional guidance for one–line entries is contained in figure 6–4.

e. Personnel who may make a one–line entry on DA form 3032.

(1) When a field hospital is in support of an exercise and is physically located at a field site, the individuals in charge of groups of patients will enter the headcount on the DA Form 3032 by category of patients subsisted.

(2) During troop movements via motor convoys, the individual in charge of the group or convoy commander will make a one–line entry and sign DA Form 3032 for each category of diner.

f. Reserve Components. RC personnel will use DA Form 3032 during IDT and AT for all enlisted personnel assigned or attached to the organization.

(1) ARNG.

(a) Permanent. ARNG personnel of one State who consume a meal with any unit of the same State.

(b) Transients. ARNG personnel from another State who consume a meal.

(c) Reimbursements. Personnel from another Service or Reserve Component who consume a meal.

(2) USAR.

(a) Permanent. USAR personnel from one MUSARC who consume a meal with another unit in the same MUSARC.

(b) Transient. Personnel from another MUSARC who consume a meal.

(c) Reimbursements. Personnel from another Service or Reserve Component who consume a meal.

g. Additional guidance. Additional guidance for use of DA Form 3032 is contained in paragraph E–3*b* (See app E).

6–13. Procedures to summarize headcount data

The DA Form 3033 will be used to summarize the data contained on the DD Form 1544 and DA Form 3032 for garrison and field feeding. The form is also used to report headcount data to the Class 1 or TISA in lieu of DA Form 2970 when RC (IDT and AT) and Active Army operate under the FRIS system. The FSS or contractor must ensure that all persons served were counted. Early and late diners must be counted for each meal served.

a. Garrison, ARNG armory, or USAR center. The contractor, FSS or designated representative will—

(1) Extract from DA Form 3032 and DD Form 1544 the total number of personnel served in each category.

(2) Enter the amount on the appropriate line and column on DA Form 3033 and sign the form. Only one DA Form 3033 will be used each day for a garrison dining facility to include field feeding and one for a facility operating under FRIS during field training in excess of 5 days.

b. Field feeding procedures.

(1) ARCS. Subsistence support will not be for more than 5 days-.Forms required for the collection of headcount data are DA Form 3032 and DD Form 1544. Forms must be returned to garrison for consolidation on DA Form 3033. Of special significance is the prompt return of all headcount data from the field to garrison when the training period spans two TISA accounting periods.

(2) FRIS.

(a) Active Army. When subsistence support is for more than 5 days , the FRIS system must be used. Forms required to collect, consolidate, and report headcount data are DA Form 3032, DD Form 1544, and DA Form 3033. Data will be consolidated and posted to DA Form 3251–R. (Over and Under Record–Meals). The forms used for this purpose will not be maintained in garrison dining facility files, but will be retained on file and be available for review with the unit that established the FRIS account.

(b) Reserve components. Forms required to collect, consolidate, and report headcount data are DA Form 3032, DD Form 1544, and DA Form 3033. Data will be consolidated and posted to DA Form 3251–R, Over and Under Record–Meals (for AT or major training exercises) or DA Form 3980–R for IDT.

c. Corrections. When it becomes necessary to make corrections on the original DA Form 3033, the original figures will be lined through (original entry must be readable), the correct figure inserted, and the initials of the individual making the change entered adjacent to each correction. The supporting documents causing the change will be attached to the DA Form 3033. An explanation of why the correction had to be made will be explained in the "Remarks" block by the FSS or contractor.

d. Transposing headcount data. In garrison (ARCS), headcount data contained on DA Form 3033 will be entered on the DA Form 2970 by the procedures prescribed in appendix D.

e. Retention of headcount data. All headcount data, (except deferred payment documents (app E)) including DFs requesting subsistence support, will be affixed to DA Form 3033 prior to filing. Refer to paragraph 6–3 for filing procedures.

6–14. Cash registers

a. Cash registers may be used in lieu of DD Form 1544 when approved by the installation commander. As a minimum, the cash register will have the following features:

(1) Keyboard $99.99.

(2) Separate keys to record the two different food cost rates, surcharge, no sales, and total.

(3) Operate both electrically and manually.

(4) Produce a printed sales slip that includes the dining facility identification and date.

(5) Print a detailed audit strip.

(6) Have an autographic opening for audit strip.

(7) Contain a nonresettable audit total for each food cost rate and surcharge rate.

(8) Have a readable total window from the front and rear.

(9) Contain a clearance lock with key.

(10) Include a clearance lock and unlock counter.

b. The cashier will follow the following procedures:

(1) The cashier(s) will perform all required headcount duties .A change fund, when approved by the installation commander, will be provided in accordance with AR 37–54 and AR 37–103. When a diner pays for a meal, the cashier will make separate entries into the register; such as, the appropriate food rate for the meal being served, applicable surcharge, and the total to be charged the diner.The sales slip will be given to the individual paying for the meal.

(2) At the conclusion of each meal, the cashier will annotate the audit tape in ink with the date and meal served and initial the tape. The FSS or contractor will then record the total number of meals sold on Cash (DD Form 1544), DA Form 3033. The cashier will turn in all funds, including the change fund, to the individual designated to clear the cash register.

c. A designated individual on unit orders (commissioned or warrant officer; NCO,DA civilian,) or contractor representative, will clear the cash register. An alternate will also be designated to act in the temporary absence of the principal individual. The clearing procedures are as follows:

(1) The cash register will be cleared daily consisting of a 24–hour period (for example, breakfast/lunch/dinner (B/L/D), L/D/B, or D/B/L).

(2) The clearing keys will be maintained in a safe or secure location and made accessible only to the individual designated to clear the cash register.

(3) The total transactions for the 24–hour period will be entered on the audit tape and clearance slip (sales slip). The individual will remove the tape from the register, annotate the lock and unlock numbers, and date and sign the tape and clearance slip.The audit tape forms the basic accounting record for all cash meals and surcharges collected.

(4) The individual clearing the cash register will reset the total meters to zero. He or she will then sign and date the new audit tape.

d. A permanent record (book or memorandum) will be maintained to record each clearance. This record will include date, lock, and unlock number of the clearance counter; total amount of cash received for the day; and the signature of the individual clearing the cash register. The sequence of lock and unlock numbers will be continuous and, when the cash register is unlocked for any other reason than clearance, an appropriate explanation of the circumstances will be entered in the ledger by the designated individual. The book or memorandum will be filed according to paragraph 6–3.

e. The following procedures will be followed for cash turn–in:

(1) Cash will be turned–in according to the procedures outlined in paragraph 11–8, except that the clearance slips will be verified by the finance officer in lieu of the DD Form 1544. DD Form 1131 (Cash Collection Voucher) will be prepared and submitted as prescribed in paragraph 11–9 and figure 11–4. The detail(audit) tape will be filed with the dining facility's copy of DD Form 1131.

(2) When the designated individual is transferred or relieved of duties, another individual will be designated. Cash turn–in procedures will be followed as prescribed in paragraph 11–8.

Section III
Meal Rates for Appropriated Fund Dining Facilities

6–15. General
This section prescribes the rates to be charged the various categories of personnel who are authorized to be subsisted in an appropriated fund dining facility.

6–16. Policy
a. Charges for meals will be sufficient to provide for reimbursement of both food cost and operating expense (surcharge) to the applicable appropriation. Surcharge is established to comply with statutory requirements to recover operating expenses in appropriated fund food service activities from officer and civilian authorized meals on a reimbursable basis. Additionally, surcharge is collected when meals are furnished to officers, civilians, and enlisted personnel when receiving a subsistence per diem allowance.The rates to be collected from each category of diner, based on the type meal served, are contained in figure 6–1. The rates reflected in figure 6–1 are prescribed by DOD and published by HQDA, DCSLOG. Food advisory personnel will ensure that a corrected DA Form 4808–R is posted to the headcount folder whenever new rates are prescribed.

b. Reimbursement is based on the conditions outlined below.Specific guidance pertaining to each category of personnel is discussed in section IV of this chapter. Reimbursement charges for persons authorized to eat in an appropriated fund food service activity are as follows:

(1) Officer or civilian—

(a) Receiving per diem will pay the food cost and the surcharge.

(b) Not receiving per diem and not exempt under *c* below will pay the food cost and the surcharge.

(c) Not receiving per diem and exempt under paragraph *c* below will pay the food cost but not the surcharge.

(2) Enlisted personnel—

(a) Entitled to SIK and not in a travel status, do not pay the food cost or the surcharge.

(b) Entitled to BAS and not in a travel status will pay the food cost but not the surcharge.

(c) In a travel status, and receiving the subsistence portion of per diem, will pay the food cost and the surcharge.

(d) In travel status, and not receiving the subsistence portion of per diem, will not pay the food cost or the surcharge. For personnel in a travel status in the local area for less than 10 hours, apply the rule stated in *a* or *b* above.

c. The following personnel who are not receiving per diem are exempt from surcharges:

(1) All patients in hospitals.

(2) Spouses and dependent children of enlisted members in pay grades E–1 through E–4.

(3) Red Cross personnel, and applicants for military academies.

(4) Members of organized nonprofit youth groups sponsored at either the national or local level, when extended the privilege of visiting a military installation and permitted to eat in an appropriated fund dining facility by the commanding officer of the military installation.

(5) Officer candidates, cadets and midshipmen, Naval Reserve Officer Training Corps (NROTC), ROTC, Air Force Reserve Officer Training Corps (AFROTC) students, and International Military Educational Training (IMET) students.

(6) DOD school children in those oversea areas where alternative student meal facilities are not available.

(7) Personnel on official duty—

(a) In hostile fire areas as designated in accordance with the Military Pay and Allowances Entitlements Manual, chapter 10, part 1.

(b) When performing field duty, as defined by the Joint Federal Travel Regulations as— All duty under orders with troops operating against an enemy, actual or potential; or serving with troops participating in maneuvers, war games, field exercises, or similar type operations, and the member is subsisted in a Government mess or with an organization drawing field rations, and is quartered in accommodations normally associated with field exercises, or students are participating in survival training and forage for subsistence and improvise their own shelter. Members furnished quarters and subsistence obtained by contract may also be considered as performing field duty when so declared by competent official. For the purposes of this regulation Annual Training (AT) for the Reserve Components will also be considered field duty whether conducted at a field site or in garrison.

(b.1) When RC and Active Guard–Reserve(AGR) Officers are performing IDT and AT.

(c) While aboard ship.

(d) On mass troop movements.

(e) As a commanding officer (see glossary) or a designated representative when the purpose, for eating in the dining facility, is to determine the quality and quantity of food served to his or her soldiers.

(f) Performing food service assignments (such as dining facility personnel (including foreign nationals) and direct hire cooks). These include Government employees (such as contractor employed cooks and attendants) and other personnel whose responsibilities are to consume meals being served to fulfill compliance with food service contract specifications.

(g) When on an alert status and departure from the unit area is restricted.

(h) When no other feeding facility or food sources (such as vending machine, personal sack lunch) are available and the nature of the individual's duty assignment, as a matter of mission essentiality, requires his or her immediate availability thereby precluding the individual from eating except in the appropriated fund dining facility. For the food service program, this specifically refers to the Duty Officer (staff) when required to consume a meal(s) as part of his or her duty assignment. This exemption criteria can be applied to civilian personnel only with prior approval from HQDA, per procedures in paragraph 6–27.

(i) When being fed in an appropriated fund food service activity as a result of an Act of Providence when no other dining facilities are available.

(j) When engaged in flight operations as a crew member or as a passenger.

d. ***(Rescinded.)***

(1) ***(Rescinded.)***

(2) ***(Rescinded.)***

(3) ***(Rescinded.)***

(4) ***(Rescinded.)***

(5) ***(Rescinded.)***

e. ***(Rescinded.)***

f. Installation commanders will establish procedures to ensure that headcount personnel can identify personnel (noted above) who are exempt from surcharge. Anyone without such identification (per AR 600–38 or roster) would be required to pay a surcharge. The installation commander may also waive (in writing) the requirement to enter an abbreviation, on the DD Form 1544, above the grade, for personnel exempt from surcharges. (See para E–3*a*(1)(*a*) through (*h*.)

g. Accounting and turn–in of funds collected will be as prescribed in paragraph 11–9.

h. ***(Rescinded.)***

(1) ***(Rescinded.)***

(2) ***(Rescinded.)***

(3) ***(Rescinded.)***

(4) ***(Rescinded.)***

(5) ***(Rescinded.)***

6–17. Special religious holiday meal rates
Meals prepared in a dining facility using both chaplain and appropriated funds will be sold to officers and civilians at the food cost and surcharge rate indicated in Table of Meal Rates, table 6–1. Enlisted personnel receiving BAS will pay the food cost meal rate only.

6–18. Catered meals
(Moved to paragraph 10–3.)

Section IV
Personnel Authorized to be Subsisted

6–19. General

a. DOD 1338.1O–M specifies that appropriated fund dining facilities are established for the purpose of subsisting enlisted military personnel authorized SIK. It further authorizes the Services to prescribe the conditions under which enlisted personnel receiving BAS, officer, and civilians may be authorized to obtain meals on a reimbursable basis from an appropriated fund facility. It further stipulates that no increase in resources will be made available for such support.

(1) Enlisted members of the Active Army are entitled to a daily food allowance for each day that they are on active duty except when entitled to a BAS or to a per diem in lieu of subsistence.

(2) For enlisted members of the RC, the allowance is based on the scheduled hours of training as prescribed in *d*below.

(3) Enlisted personnel normally will be subsisted in the dining facility of the unit to which they are assigned or in a consolidated dining facility that has been designated to subsist the unit to which they are assigned.

(4) Enlisted personnel, when authorized by the installation commander, may subsist in a dining facility of their choice(sometimes called the "Open Door Policy")particularly when the meal hours, official duty, or distance from duty station to the dining facility would cause a hardship on the individual.

(5) Transient enlisted personnel will be subsisted in designated transient dining facilities as prescribed in paragraph 4–3.

b. Enlisted personnel authorized BAS, and officers and civilians authorized to be subsisted are required to reimburse the Government for meals consumed as follows:

(1) When reimbursement for a meal consumed is to be effected at the time of consumption through cash, the rates will be the current food cost and applicable surcharge rates as prescribed in section III.

(2) When reimbursement for meals consumed is to be effected through payroll deduction procedures, the rates to be deducted from an individual's pay by FAO will be the current food cost and surcharge rates, if applicable, as prescribed in section III.

c. Active Army enlisted personnel receiving BAS and on TDY for a period of less than 10 hours will continue to receive BAS and will be required to pay the food cost rate only.

d. RC enlisted personnel are authorized subsistence in accordance with the following:

(1) AT. During AT, RC enlisted personnel are entitled to three meals for each full day of active duty training and from one to three meals, as required, on the days while traveling to the training site and returning to home station. When AT is authorized to be conducted at the home station armory or center, meal authorization will be as prescribed by the Adjutant General or the CONUSA commander.

(2) IDT. Normally, only one meal is authorized for each 8 hours of scheduled training. However, when circumstances warrant (weather, convoy delays, unannounced practice mobilization alerts, requirements for individual(s) to complete work tasks, or other valid circumstance) an additional meal for unit or individual(s) may be authorized. Requests for an additional meal for this purpose must be approved by the MUSARC commander for USAR units or by the State Adjutant General for ARNG units and appropriate Army Reserve or Army National Guard funds must be available. When scheduled training exceeds 8 hours in any calendar day, or the unit is required to remain overnight, additional meals may be authorized. Units are not authorized to serve more than 3 meals per any scheduled or extended training day. Additional meals, not to exceed two per day, are authorized for enlisted RC soldiers under the parameters of AR 135–91. These meals, when possible, will be provided through commercial contract sources. Routine serving of additional meals without regard to peculiar training circumstances is not authorized.An example of authorized meals based upon an approved unit training scheduled is shown at Table 6–1, below.

(3) RC. Reserve Component and AGR enlisted personnel receiving BAS at the Rations Not Available (RNA) rate are authorized to receive and pay cash for meals consumed during IDT. AGR personnel will normally be placed in a SIK status when participating in AT with an RC unit or training with an Active Army unit.

Table 6–1
Examples of authorized meals based upon an approved unit training schedule

Training	Assemble	Dismiss	Meals
MUTA 2	0800	1700	1
MUTA 3	0800 SAT	1700 SAT	1
	0800 SUN	1200 SUN	0
MUTA 4	0800 SAT	1700 SAT	1
	0800 SUN	1700 SUN	1
MUTA 5	1700 FRI	2200 FRI	0
	0800 SAT	1700 SAT	1
	0800 SUN	1700 SUN	1
MUTA 3	0800 SAT thru	1200 SUN	3
MUTA 4	0800 SAT thru	1700 SUN	4
MUTA 5	1700 FRI thru	1700 SUN	6

6–20. Active Army enlisted personnel

a. All enlisted personnel of the Active Army, except those receiving BAS or a per diem subsistence allowance will be subsisted without charge.

b. The unit or organization commander operating a dining facility may authorize enlisted personnel who receive BAS and/or per diem subsistence allowance to purchase meals in an appropriated fund dining facility.

c. Enlisted members in a travel status, who receive per diem subsistence allowance will be required to pay the food cost and the surcharge rate and sign DD Form 1544 for meals furnished in an appropriated fund dining facility.

d. To the maximum extent possible, installation commanders will authorize military personnel, in a permanent change of station(PCS) status, and their family member to purchase meals in a designated appropriated fund dining facility. A copy of the military members PCS orders must be presented for identification. Family members will pay both food cost and surcharge, unless exempt under paragraph 6–16.

e. Prospective enlistees, escorted by Army or RC recruiters, are authorized to consume meals in Army–appropriated fund dining facilities on a reimbursable cash basis only. The prospective enlistee or recruiter will pay the food cost meal rate, plus the surcharge rate for his or her meal as specified in figure 6–1.If the meal is paid for by the recruiter, the recruiter is entitled to claim reimbursement for this expenditure in accordance with the provisions of the Joint Federal Travel Regulation, volume 1, chapter 5, part L.

f. Enlisted personnel receiving BAS at the RNA rate (as authorized by the DOD Military Pay and Allowances Entitlements Manual) will not be authorized to receive and pay for a meal furnished by an appropriated fund food service activity; exceptions are when the fulfillment of military duties requires enlisted personnel to visit occasionally a DOD installation or assigned for duty at an ARNG or USAR unit during IDT.

6–21. Officers

a. Active Army officers normally will be subsisted in nonappropriated fund or commercial facilities (officers club, post exchange cafeterias, or commercial restaurants). When authorized the use of appropriated fund dining facilities, the payment of surcharge by officers is required (unless exempt under para 6–16) to cover the operating cost; it is not related to—

(1) Whether the dining facility is operated on a continuing basis.

(2) The manner in which the facility is equipped.

(3) The type meal being served.

(4) The reason it is being served.

(5) The conditions under which it is consumed.

b. Authority for officer personnel to use appropriated fund dining facilities will be in accordance with the following provisions:

(1) When the installation commander determines that officers'field ration, nonappropriated, or commercial dining facilities are not available, adequate, or readily accessible to the officers'place of duty, the officers may be authorized to purchase meals in enlisted dining facilities, provided support is not decreased to authorized enlisted personnel. When authorized to subsist in an enlisted appropriated fund dining facility, special menus or service will not be provided.

(2) During PCS, officers and their family members are authorized to purchase meals in a designated appropriated fund dining facility. A copy of PCS orders of the military member must be presented for identification. Officers and their family members will pay both food cost and surcharge.

(3) During AT, RC and AGR officers will be subsisted with the unit to which assigned . Officers will reimburse the Government for all meals available at the rate specified in figure 6–1 per the procedures of AR 600–38. Officers will also pay the applicable surcharge unless exempt under one of the conditions listed in paragraph 6–16.

c. Commanders operating an appropriated fund dining facility or a designated officer representative will consume a minimum of one meal each normal duty day at the dining facility to determine the quantity and quality of food being served. When only one officer is assigned, a senior NCO (E–7 thru E–9) may be delegated to perform this function. Officers consuming a meal under the provisions of this paragraph will reimburse the Government for the food costs only. (In a consolidated dining facility the next higher headquarters will determine the number of officers required to consume at least one meal each normal duty day). Procedures should also be established to consume meals on the weekend.

d. Duty officers, inspectors for sanitation or preventive medicine, food advisers and FSO, when required by the nature of their duty to evaluate officially the food service operation, will pay only the food cost rate, unless receiving a per diem allowance for subsistence. Personnel receiving a per diem allowance for subsistence will pay the food cost and surcharge.

e. Officer patients subsisted while in aeromedical evacuation channels are exempt from all meal charges.

f. The following factors will govern the surcharge rates to be charged officers (Active Army and RC) while participating in RC AT—

(1) Officers in a travel status receiving per diem will pay the applicable food cost rate and surcharge.

(2) The per diem subsistence allowance is not payable to RC personnel during AT at an installation where a Government dining facility is available (AR 37– 106). When participating in field training and an appropriated fund dining facility is available, the per diem subsistence allowance should be discontinued(AR 37–52). Personnel will reimburse for these meals per the procedures in AR 600–38.

(3) Active Army personnel while participating as a unit dedicated adviser, observer, or umpire to a RC do not receive per diem (AR 37–52) during the time that they are operating under field conditions. They will reimburse for these meals per the provisions of AR 600–38.

g. When officers are participating in an exercise supported by other than Army sources, officers will effect cash reimbursement even though payroll deduction was initiated in accordance with AR 600–38 . Adjustments to exclude meals paid for in cash will be accomplished at the conclusion of the exercise.

6–22. Members of other military services and foreign military personnel

Installation commanders may authorize, on a common service or reimbursable basis, the furnishing of meals in Active Army appropriated fund dining facilities to active officers and enlisted members of the Air Force, Navy, and Marine Corps. Support to officers and enlisted members of foreign military services will be on a reimbursable basis. The issue and control of Meal Cards will be per AR 600–38.

a. Enlisted and officer personnel of other military services in a travel status will be subsisted as specified in their orders and under the conditions of paragraph 6–16*b*.

b. Military officers and enlisted personnel of foreign governments.

(1) Foreign military trainee students (officer and enlisted)participating under the Security Assistance Training Program will pay food cost only. Commanders responsible for operating dining facilities should coordinate with the installation US foreign training officer for proper identification of referenced students.

(2) All other foreign military officers and enlisted personnel will reimburse the US Army for meals furnished at the same rate as their US counterparts. Reimbursement will be in cash or in accordance with the agreement made between the appropriate military commander and the foreign government specifying reimbursement through local or central billing.

6–23. Members of RCs and ROTC

Meals may be furnished to members of the Army and Air National Guard, the ROTC, and personnel of the USAR, US Marine Corps Reserve, US Navy Reserve, and US Air Force Reserve when such members are in a training status (other than field duty) with an Active Army unit. Members of RCs may be furnished meals in an appropriated fund dining facility on the same basis as their Active Army counterpart.Reimbursement is obtained in one of three ways: from the individual in cash, advance payment or central billing.

a. Officer personnel will reimburse the Government for meals consumed at rates specified under the conditions as prescribed in paragraph 6–16.

b. Enlisted members of the USAR and ARNG consuming meals in an Active Army dining facility will sign DA Form 3032. Reimbursement for these meals will be obtained through central billing at HQDA level.

c. Enlisted members of the Air Force and Navy Reserves consuming meals in an Active Army dining facility will sign DA Form 3032. Reimbursement for these meals will be obtained through central billing.

d. Enlisted members of the U.S. Marine Corps Reserve and the Air National Guard consuming meals in the Active Army dining facility will sign DA Form 3032 in accordance with the special instructions contained in appendix E. Reimbursement for these meals will be obtained through central billing procedures.

e. Meals consumed by Senior ROTC students in a training status at an active Army installation will be reimbursed through central billing procedures. Meals consumed by junior ROTC students in training status at an active Army installation will be reimbursed in cash by the student at time of consumption or through advanced payment procedures as specified in the Memorandum of Understanding between the supporting installation and the supported school. When reimbursement is in cash, the student will sign the DD Form 1544 and pay the applicable food cost rate. When reimbursement is through advanced payment a designated representative will make a one–line entry on the DD Form 1544 for all meals sold for cash. ROTC students are exempt from surcharge. Students consuming meals to be reimbursed through central billing will sign the DA Form 3032. Reimbursable headcount data will be reported in Section E, DA Form 2970.

f. ROTC students who are participating in the Simultaneous Membership Program (SMP), as authorized by AR 601–210, will be furnished subsistence–in–kind when performing IDT or AT. When satisfying the requirements of the ROTC Advanced Camp Programs, as authorized by AR 145–1, meals furnished will be on a reimbursable basis.

6–24. Cadets of US Military Academies

a. Cadets served meals while on TDY orders will reimburse the Army either on a cash or local billing basis at rates prescribed in

figure 6–1 and in accordance with the provisions of AR 350–18. Cadets will not be assessed the surcharge.

b. Cadets while attending camp will be subsisted under ARCS or FRIS.

6–25. Retired military personnel

Retired military personnel may be authorized by the installation commander to purchase meals on holidays and special occasions in appropriated fund dining facilities. The commander is responsible to ensure that the subsisting of retired military personnel is within the capability of the food service personnel and facilities. The food cost rate and surcharge as specified in table 6–1 will apply to retired military personnel and their family member or guests.

6–26. Foreign national personnel

a. Foreign national personnel employed in appropriated fund dining facility operations may be permitted to subsist in the dining facility during their daily tour of duty. Reimbursement for meals will be at the food cost rate. The food cost paid by foreign national personnel will be in accordance with the unified command guidance or the treaty or agreement between the United States and the host country.

(1) When the meal rates paid by foreign national personnel are the same as those outlined in figure 6–1, the following procedures will be used:

(a) Foreign national employees paying cash for the meal in US currency will pay the food cost rate and sign the DD Form 1544.Employees paying the food cost in local currency will also sign a DD Form 1544, specifically marked "Foreign Cash Collected" at the top of the form. Turn–in of cash sheets will be in accordance with paragraph 11–8.

(b) Foreign national employees using payroll deduction procedures for the payment of meals will sign a DA Form 3032 in three copies (an original and 2 copies) marked "Foreign National Personnel." The original will be forwarded by the FSS with the employee's time and attendance record to the office responsible for payroll in order that meals consumed can be deducted from the employee's pay. The finance officer will be advised by the payroll office as to the amount of money to be deducted from the employee's salary. These funds will be posted to the subsistence portion of MPA as full payment for meals served to local nationals.One copy will be forwarded to the TISO at the end of each pay period and the final copy retained by the FSS and filed in the dining facility records.

(c) A separate DA Form 3032 will be prepared for each employee and used until completed or until the end of the employee's pay period. The unused portion of the form will be lined out.

(2) When foreign national personnel are charged food costs other than those specified in figure 6–1, procedures listed below will be followed to ensure that the amount paid by the employee and the portion paid from the OMA appropriation equals the total food cost rate. (See fig 6–1.)

(a) That portion paid by the employee in US or local currency will be recorded on the DD Form 1544 as reflected in *a*(1)(*a*) above. Under no circumstances will the same DD Form 1544 be used to record the receipt of both full and partial meal payments by different categories of foreign nationals.

(b) Foreign national employees using payroll deductions will follow the same procedures as specified in *a*(1)(*b*) above. Since part of the money is deducted from the employee's pay and part of the money is transferred from OMA funds, the FSS will submit this data on the form and in the format prescribed by the FAO. The FSS will advise the finance officer of the computed value of each type meal sold to foreign nationals, indicating the portion chargeable to the employee and that portion required to be reimbursed from the OMA salaries appropriations.

b. Foreign national employees, other than those employed in the dining facility, may be permitted to subsist on a continuing basis in appropriated fund dining facilities only upon approval of HQDA (DALO–TST–F), WASH DC 20310. Approval will be based on the nonavailability of nonappropriated fund facilities and recommendation of the major oversea commander as being in the best interest of the Government. This will include third country nationals. The determination must be made by the major oversea commander in accordance with the command needs and will be in harmony with the governing treaty or agreement which exists between the United States and the host country. Meals furnished these personnel will be reimbursed at the food costs and surcharge rates specified in figure 6–1. When the unified command guidance or the US or host country agreement prescribes the use of meal rates lower than those specified for civilian personnel in figure 6–1, the procedures specified in *a* above will be followed.

c. Meals furnished foreign national personnel will be reported on DA Form 2970 in accordance with the following procedures:

(1) When foreign national personnel pay, in cash, the full or partial food cost rate and sign the DD Form 1544, the number of meals sold will be reported on the DA Form 2970 in the total headcount, lines 4 and 7. An asterisk will be placed by the entry on line 7 and explained in the remarks section as prescribed in appendix D (preparation instructions for DA Form 2970).

(2) When foreign national personnel purchase meals through payroll deduction procedures or when the rate paid by the employee is supplemented by OMA funds, the number of such meals will be reported on the DA Form 2970 in the headcount, lines 4 and 9. An asterisk will be placed by the entry on line 9 when the employee pays only a portion of the prescribed food cost. The explanation required in (1) above will be made for payroll deduction procedures.

6–27. Civilians

Active Army installation commanders will establish the conditions and frequencies under which civilians, including Red Cross and USO personnel are authorized to purchase meals in appropriated fund dining facilities. The State adjutants general will publish guidance for ARNG units and the CONUSA will publish guidance for USAR units. The commander should determine the potential adverse impact on the quality of service to the diners authorized SIK, the nature and hours of civilian duties, and the availability and suitability of nonappropriated fund and commercial dining facilities prior to granting approval. Authority to subsist the following categories of civilian personnel will be in accordance with the following specific guidance:

a. Food handlers. When authorized to be subsisted while on duty in military dining facilities, the following persons are exempt under paragraph 6–16, this regulation, and will pay only the food cost rates, unless a lower rate has been established as indicated in paragraph 6–26.

(1) Civilian cooks.

(2) Kitchen helpers.

(3) Bakers.

(4) Dining facility attendants.

(5) Other persons engaged in preparing or serving meals, including contractor employees.

b. Civilian employees other than food handlers.

(1) Civilian employees include DOD, DA contract hired (other than food service contractor employees), private contractor employees, or direct or indirect hired employees. The installation commander may authorize civilian employees at CONUS or oversea installations to purchase occasional meals or subsist on a continuing basis in an appropriated fund dining facility as a convenience to the diner. This approval will normally be granted only when commercial or nonappropriated fund food service facilities are not readily available or duty assignment precludes departure from the duty area, which would necessitate the purchase of meals in an appropriated fund dining facility. Additionally, the approval will be granted only when it will not adversely affect service to the authorized diners. The approval will be accomplished in writing and will explain the justification to subsist civilians on a continuing basis. It will not exceed a two year time period before review and revalidation. The authorization will remain on file in both the dining facility and installation food adviser office for review if required. The installation commander will provide the dining facility a list of names for

those civilians and a list of specific meals which authorized civilians may purchase. The list will be reviewed and revised as necessary. Reimbursement for meals purchased under this provision will be at the food cost meal rate plus surcharge, unless exempt under the provisions of paragraph 6–16. Payroll deductions for civilian employees of the installation (serviced the installation FAO) may be authorized only when cash payment at time of consumption is not feasible.

(2) When the command determines that there is a requirement for civilian personnel to be exempt from the payment of surcharge, unless exempt under the provisions of paragraph 6–16, advance written approval must be obtained from HQDA (DALO–TST). Upon approval, the installation commander will provide the dining facility a list of names for those civilians exempt from the payment of surcharge. The list will be reviewed and revised as necessary.

(a) Civilian employees whose term of employment authorizes them to purchase meals in an appropriated fund dining facility will pay the food cost rate and applicable surcharge, unless exempt under the provisions of paragraph 6–16 or the terms of employment specify other rates as outlined in paragraph 6–26.

(b) Transient civilians, including employees of DOD, other Government agencies, or contractors on official duty at an installation may be authorized to purchase meals in appropriated fund dining facilities if the installation commander determines that nonappropriated fund dining facilities are not accessible, adequate, or readily available. Civilians receiving per diem must pay the surcharge in addition to the food cost rate.

c. Nonprofit youth groups and junior ROTC (member only) and applicants for military academies. Civilians participating under an Army sponsorship in encampments or meetings of organized, nonprofit youth groups (Civil Air Patrol Cadets, Boy Scouts, Explorers, or similar youth groups), when extended the privilege of visiting an Army installation, may be authorized to subsist in an appropriated fund dining facility. Members payment will be made at the food cost rate. Non member reimbursement for meals purchased under this provision will be at the food cost meal rate plus surcharge, unless exempt under the provisions of paragraph 6–16. Applicants for the military academies undergoing examinations at an Army installation may be authorized to subsist in an appropriated fund dining facility. Payment will be made at the food cost rate. These groups, which include the adult supervisor member, are exempt from paying the surcharge.

d. Entertainment groups. Entertainment groups may be authorized to purchase a meal on a one–time basis when the installation commander has determined that subsisting civilians is in the best interest of the Government. Payment will be made at the food cost and surcharge rate, unless exempt under the provisions of paragraph 6–16.

e. Civilians authorized to subsist without charge. Civilians who are unable to pay for meals served during disaster or emergency conditions may be subsisted without charge in accordance with paragraph 6–28. Such meals will be reported for as stated in appendix D.

f. Family members and guests of military personnel. Spouses and family members (children) of enlisted service members in pay grades E–1 through E–4 are exempt from surcharges and will pay food cost only. All other family members and guests of military personnel will pay the food cost and applicable surcharge.Authorization for spouses, family members and guests to be subsisted in an appropriated fund dining facility should be established under the following conditions:

(1) When the morale and welfare of military personnel and their family members or such support is considered to be advantageous to the Army in the form of good will or better public relations.

(a) Personnel must be a family member or guest of a military member authorized to use the facility or a family member of an officer or enlisted member who is a prisoner of war, missing in action, or serving in an isolated tour area.

(b) Sponsors assigned to the unit must accompany the guest.Family members, whose sponsor is overseas, must provide some form of proof as to entitlement, such as an ID card and copy of sponsor's orders.

(c) Establish policy guidelines that will be consistent with the capability of the installation and the dining facilities to support the program without adversely affecting service to authorized diners. This policy should include, as a minimum, procedures for advance notification, identification, frequency limitations, and escort requirements. In oversea areas, the program should conform to the policy and status of forces agreement (SOFA).

(d) The average cost of meals being served under the provisions of this paragraph are within the BDFA. Procedures will be established to ensure that meals costing in excess of the BDFA meal value are not served consistently (such as steak, lobster, shrimp, and super suppers).

(e) Authorization is granted only when adequate resources are available to support the program. No additional resources or facilities will be made available to subsist civilian guests. These personnel will pay the food cost and applicable surcharge rates, unless exempt under the provisions of paragraph 6–16.

(f) Civilian dignitaries. On special occasions, civilian dignitaries may be authorized to purchase meals in appropriated fund dining facilities, even though commercial restaurants or nonappropriated fund facilities are available. The mere presence of the individuals described above does not, however, constitute a special occasion. When subsisted in an appropriated fund dining facility, they will pay food costs and applicable surcharge rates, unless exempt under the provisions of paragraph 6–16.

(g) Guests at Thanksgiving and Christmas meals.

(1) Traditional Thanksgiving and Christmas holiday meals may be served in appropriated fund dining facilities to family members and guests of military personnel who are authorized to subsist in the dining facility. In determining the support to be given to this group of guests, the installation commander should consider the adequacy of facilities, equipment, and manpower to support the increased workload of subsisting them, and the impact on both the dining facility account status and diners regularly subsisted in the facility. Charges for holiday meals are outlined in figure 6–1.

(2) Dining facility employees may be authorized, by the installation commander, to invite family members to join them for traditional Thanksgiving and Christmas holiday meals. Participation will be limited to the ability of the facility to support them without adversely affecting service to enlisted personnel who regularly subsist in the dining facility. The family members will be required to pay the holiday food cost and surcharge rate as shown in figure 6–1 for family members.

(h) Department of the Army Domestic Action Programs (DADAP).When civilians or RC personnel in a nonpay status, participating in an approved domestic action project as prescribed in AR 28–19, are subsisted by the sponsoring Active Army or RC military unit, the Government will be reimbursed for all meals at the applicable food cost rates. Payment may be made by the individual or from approved special project funds.

(i) Youth Conservation Corps (YCC) Personnel. Reimbursement for meals consumed by YCC personnel in appropriated fund dining facilities will be at the food cost rate only.

6–28. Disaster or emergency conditions

Civilian personnel, who are authorized by AR 500–60 and paragraph 10–10 of this regulation, to be subsisted during disaster or emergency conditions will be required to do the following:

a. Sign DD Form 1544 and pay for their meals (food cost rate only) if financially able to pay.

b. Sign the DA Form 3032 reflecting the type meals served if financially unable to pay for their meals. The local disaster coordinator or his or her representative will identify those persons unable to pay for their meals. If it is not feasible or possible to obtain individual signatures, meals may be accounted for by one–line entry.

Section V
Cash Turn–ins

6–29. Accounting for funds collected

a. The money collected by Active Army and USAR units in connection with meals served in an appropriated fund dining facility will be accounted for in the following manner:

(1) Cash collected in appropriated fund dining facilities as the "food cost" portion of meal sales will be reflected on the Cash Collection Voucher (DD Form 1131) as a deposit to the subsistence reimbursement account under the MPA or Reserve Personnel, Army (RPA) appropriation fund as specified in the AR 37–100 series.

(2) Surcharges collected as a result of meal sales will be reflected on the DD Form 1131 for deposit as follows:

(a) Fifty percent of the surcharge will be credited to the OMA for Active Army or OMAR for USAR.

(b) Fifty percent of the surcharge will be credited to the appropriate subsistence reimbursement account under the MPA for Active Army or RPA for USAR.

(3) At Active Army installations where dining facilities are included in operations under the Army Industrial Fund System, cash collected as surcharge will be reflected as a deposit of—

(a) Fifty percent to the credit of the industrial fund.

(b) Fifty percent to the credit of the applicable subsistence MPA account.

b. The total amount of cash collected for meals provided in ARNG dining facilities to include food cost and surcharge will be deposited to the applicable subsistence reimbursement account National Guard Personnel, Army (NGPA) appropriation.

c. The total amount of money collected by ARNG or USAR units from the sale of prepared (catered) meals will be deposited to NGPA or RPA appropriation, as appropriate.

d. When an Active Army or ARNG appropriated fund dining facility is operated by a contractor, 100 percent of the surcharge will be credited to the OMA or OMARNG as appropriate.

6–30. Supplemental charges collected

Accounting for funds collected as supplemental charges, authorized in paragraph 10–6, will be as follows:

a. Installation commanders may authorize the collection of supplemental charges from personnel using an appropriated fund field ration dining facility when funds are desired to enhance the facility or to provide additional items not otherwise authorized through appropriated funds.

b. Supplemental charges collected will be administered as sundry funds as prescribed in AR 230–1, paragraph 5–12.Funds collected as supplemental charges will not be commingled with funds collected as meal costs and surcharges.

6–31. Collections from foreign national employees overseas

Collections from foreign national dining facility employee personnel overseas will be accounted for in the following manner:

a. When the foreign national pays applicable meal rates in cash, turn–in procedures will be as prescribed in paragraphs 6–26 and 11–8.

b. When the meal payment is to be deducted from the employee's pay, a copy of the DA Form 3032 signed by the foreign national will be turned in to the FAO in accordance with paragraph 6–26.

c. The difference between the amount actually paid by foreign national personnel and those prescribed in figure 6–1 will be paid from the OMA (foreign national personnel salary) appropriation.When a portion of the meal is paid by OMA, food costs will be credited to MPA; surcharge will be credited 50 percent to MPA and 50 percent to OMA funds. Commanders will budget for funds to provide the difference and establish internal accounting controls to ensure that full reimbursement to the MPA funds for all meals consumed is accomplished.

d. The turn–in of money collected as surcharge from foreign nationals, paragraph 6–26, will be the same as those prescribed in paragraph 11–8.

6–32. Procedures for depositing funds

a. Units conveniently located with the servicing FAO will make turn–ins in accordance with the guidance in paragraph 11–8.

b. Units at isolated locations or not conveniently located with the servicing FAO may make turn–ins by the use of a money order or cashier's check in accordance with the procedures of AR 37–100 and paragraph 11–8. The use of this method for making turn–ins must be coordinated with and approved by the supporting FAO and FSO.

c. Contractor operated dining facilities will make turn–ins per the procedures in paragraph 11–8, this regulation, and the applicable contract.

6–33. Reimbursements

Reimbursements for meals furnished to personnel will be made in accordance with the provisions of this regulation.

a. Individual reimbursement. Individual reimbursement will be made in cash only (excluding personal checks) as directed in Table of Meal Rates at the time of consumption. The individual will sign the DD Form 1544.

b. Payroll deduction. For field operations, the installation or exercise commander will follow the procedures outlined in AR 600–38 for the reimbursement of meals available in field locations.

c. Deferred payments. Deferred payments may be authorized by the installation commander for meals furnished to State and local units of government and nonprofit youth groups as outlined in AR 37–27, chapter 5. Local billing procedures will be accomplished for services furnished according to AR 37–27, paragraph 1–5. The responsibility to follow up and ensure that payment has been effected will be at the installation level.

Section VI
Reviews

6–34. Verification of DD Form 1544 and cash count

a. An unannounced verification and cash count will be conducted once each quarter, not in conjunction with the quarterly review, in all Active Army dining facilities operating under ARCS.The requirement of the audit is to ensure that all DD Forms 1544 issued and all cash collected from the sale of meals, being retained prior to turn–in, are physically present with the responsible person or activity. The audit for RCs under ARCS or FRIS will be conducted at least once during the fiscal year for IDT and once during AT. The audit for contractor operated dining facilities will be performed as a part of the quality assurance surveillance program.

b. Except for contract operated dining facilities the next higher headquarters will, in writing, appoint an individual(E–5 or above) other than the food advisor, or a member of his or her staff to conduct the audit and identify the units that require auditing. A letter report of findings will be prepared and submitted to the appointing headquarters for appropriate action. A copy of the report will be retained per paragraph 6–3. One copy of the report for RC will be provided to the appropriate consolidated headquarters cash meal payment book control officer, for action as required.

6–35. Review of dining facility accounts

The purpose of reviewing dining facility records is to provide an effective system to monitor the methods used to safeguard resources, assure accuracy and reliability of information, adhere to regulations and policies, and promote operational economy and efficiency. All appropriated fund dining facility accounts (garrison and field) will be reviewed (see paras 2–14 and 5–2).

a. Active Army. All dining facility records, particularly those pertaining to the collection and turn–in of cash and subsistence accountability, will be reviewed on a quarterly basis.Guidance for the quarterly review of dining facility records will be provided by the respective MACOM.

b. Army National Guard. The dining facility records for IDT and

AT of ARNG units will be reviewed annually. The food service officer (S–4), adviser or supervisor of the next higher headquarters of the unit or organization operating the dining facility is responsible for conducting a review of subordinate dining facility accounts. Reviews will be conducted using the HQDA checklist. A copy of the checklist and instruction to complete the checklist can be obtained by forwarding a request through command channels to the Commander, U.S. Army Troop Support Agency, ATTN:DALO–TAU, Fort Lee, Virginia 23801–6020. The AG, USPFO may supplement the checklist. Units will be scheduled in accordance with *c*(1)(*a*) and (2) below.

c. US Army Reserve. USAR records will be reviewed annually by the food adviser at the MUSARC. Food service advisers at lower levels of command may be designated by the MUSARC to perform this function. Reviews will be conducted using the HQDA checklist. A copy of the checklist and instruction to complete the checklist can be obtained by forwarding a request through command channels to the Commander, U.S. Army Troop Support Agency, ATTN: DALO–TAU, Fort Lee, Virginia 23801–6020.

(1) IDT. HQDA will prepare a definitive checklist and objective statement for use by the MUSARC in conducting the annual review-.CONUSAs may supplement the checklist.

(a) The annual review will be conducted within 6 months following the end of the fiscal year. Priority will be given during the first quarter after the close of the fiscal year to review those accounts ending the fiscal year in an overdrawn status. The balance of the accounts may be reviewed during the remaining 3 months.

(b) Copies of the completed review will be furnished to the commander of the reviewed unit (for dining facility records file), the organization conducting the review, and the MUSARC food adviser for comparison with the accumulative data base of the DA Form 2969–2–R prescribed in AR 30–5.

(2) AT. The records maintained during AT training will be reviewed within 60 days following the end of the month in which the AT was completed. A copy of the review will be forwarded to the MUSARC for comparison with the DA Form 2969–2–R data.

d. The review of contractor operated dining facilities will be conducted as a part of the quality assurance surveillance program.

Chapter 7
Subsistence and Allowances

Section I
Subsistence

7–1. General

This section sets forth guidance and policy to estimate subsistence requirements and requisition, receive, store, and safeguard class I supplies at the dining facility from issue to consumption. Also included are guidance and policy requirements for the unit and organizational commanders to follow in obtaining subsistence for field training and inventory management.

7–2. Subsistence supply support

Subsistence supplies required by Active Army and RC will be obtained from a TISA. Issues may be received direct from the TISA through a ration breakdown point, or commissary performing a troop issue mission. Active Army and USAR units supported by ARNG subsistence issue activities will reimburse the ARNG for the subsistence through central reimbursement. When RCs are unable to obtain subsistence ingredients from a military TISA or commissary, authority to procure subsistence from commercial sources must be obtained as outlined in paragraph 10–1.

Note. Procurement for harbor craft personnel is contained in paragraph 10–8.

7–3. Subsistence estimates

Subsistence requirements will be based on the estimated number of persons to be served each meal to include cash sales. In determining requirements, consideration must be given to inventory on hand, items on requisition, holidays, pass policy, day of the week, time of the month, and the dining facility account status.Even though the monetary or meal over or underdrawn status of the account must be considered, the most important factor is ensuring that the diners are adequately subsisted.

7–4. Requisitioning procedures

a. The unit commander will designate personnel authorized for the requisitioning of subsistence.

(1) The authorization will be accomplished on a DA Form 1687(Notice of Delegation of Authority—Receipt for Supplies) and a copy forwarded to the servicing TISA.

(2) It will be annotated for requisitioning only.

(3) It will be updated and maintained in a current status per AR 30–18.

(4) The DA Form 1687 will be posted at the receiving point of the dining facility or be maintained in the dining facility files.

(5) This authorization is only for requisitioning purposes and does not authorize receipt of subsistence. The requirement to designate separate requisitioning and receiving personnel is waived when a dining facility is staffed by seven food service personnel or less.

b. Personnel authorized for requisitioning will request subsistence using the document prescribed by the Troop Issue Subsistence Officer (TISO).

c. Detailed guidance for the review of requisitioning procedures is contained in appendix I.

7–5. Receipt and inspection

a. The unit commander will designate personnel authorized to sign for subsistence supplies.

(1) The authorization will be accomplished on a DA Form 1687 and a copy forwarded to the servicing TISA.

(2) It will be annotated for receiving only.

(3) It will be updated and maintained in a current status per AR 30–18.

(4) The DA Form 1687 will be posted at the receiving point of the dining facility or be maintained in the dining facility files.

(5) This authorization is only for the function of receiving subsistence at the receiving point in the dining facility. The requirement to designate separate requisitioning and receiving personnel is waived only when the dining facility is staffed by seven food service personnel or less.

b. For dining facilities that are serviced by TISAs with mini or maxi mart or unit pick–up service, the receiving function of subsistence is accomplished only at the dining facility, not at the TISA. The second signature block on the issue and receiving document will be completed by the person who is receiving subsistence at the receiving point in the dining facility per AR 30–18.

c. When subsistence supplies are received, quantities will be verified and inspected for condition by authorized receiving personnel only. See FM 10–23, chapter 4, for detailed procedures concerning receipt and condition inspection in dining facilities. The quantities received will be counted or weighed at the receiving point to ensure that quantities received agree with those shown on the issue document. Items issued to the dining facility by weight will be verified at the receiving point on scales before being accepted. Discrepancies will be corrected on the spot and entries on the issue document will be changed to reflect the quantities actually received; changes will be made in coordination with the TISO or authorized representative.

d. After the issue has been completed and the forms signed by the authorized receiving representative of the dining facility, a signed copy of the issue document will be retained for the dining facility files. The FSS is responsible for those subsistence items until they have been converted into products for meal services, consumed or disposed of.

e. Vendor–delivered items such as bread and dairy products are coded with a recommended date that the product should be consumed.Coding devices include color band and date. The authorized individual receiving such products at the dining facility should be familiar with coding devices to ensure that items are fresh and can

be consumed within a specified date; those items that are not the most recent date of stock or cannot be consumed before expiration date should be rejected.

f. Detailed guidance for the review of receiving practices are contained in appendix I.

7–6. Inventory management

a. The FSS or a designated representative operating an ARCS account will conduct a physical inventory of all on hand subsistence on the last day of each accounting month. When a dining facility is scheduled to be closed prior to the end of the accounting month such as for a break in training cycle or an extended holiday period, the end of the accounting month inventory will be conducted on the last operational day of the dining facility. Additionally, at the conclusion of each fiscal year the installation commander will designate an individual (para 2–19) to verify the year end physical inventory of all subsistence on hand per the procedures below. The designated individual will verify the year–end inventory procedures used by the FSS and the mathematical accuracy of the inventory in each operational dining facility on the installation.The designated individual must be present during the inventory process and is responsible to verify the quantities of *all sensitive and high dollar (para 67) subsistence items* as recorded on DA Form 3234–R and the requirements of figures 7–1, preparing DA Form 3234–R and 7–2, preparing DA Form 3234–1–R.

b. All subsistence on hand will be inventoried at the end of the month after the ingredients for the dinner meal for the last day of the month have been issued regardless of whether subsistence was purchased for the current or subsequent month's consumption. The only items that are excluded from the inventory are operational rations (MRE and LRPR), open containers (except sensitive and high dollar items) for kitchen use, and box lunch ingredients from the SB 10–540 and cooked prepared leftovers.

c. The inventory will be recorded on DA Form 3234–R(Inventory Record) (fig 7–1), or machine printout if available, in two copies. A copy of DA Form 3234–R is located at the back of this regulation and will be reproduced locally on 81/2 by 11– inch paper. The inventory will be priced and extended using the prices from the current accounting month's price list regardless of when the item was purchased. After completion of price extension, the DA Form 3234–1–R (Monthly Inventory Recap Sheet for DA Form 3234–R) will be completed (fig 7–2).Instructions for completion of figure 7–2 are located at figure 7–2. A copy of DA Form 3234–1–R is located at the back of this regulation and will be locally reproduced on 8½ by 11–inch paper.

d. The FSO will verify the mathematical accuracy and sign the DA Form 3234– 1–R within two working days after the inventory is taken. The value of the net verified inventory should be posted as the beginning inventory on DA Form 3980–R, Dining Facility Account Card, (fig 9–1) for the following month. The detailed guidance for conducting the review for inventory management by the FSO is contained in appendix I.

e. Within 2 working days after the final reconciliation of the dining facility account card, a copy of DA Form 3234–R, DA Form 3234–1–R, and DA Form 3980–R will be forwarded to the responsible food adviser for review and appropriate action. (See para 9–5.) Based on the inventory value and the account status, the food adviser will determine the true status of the account.

f. Accepted levels of subsistence that can be retained in the dining facility will be referred to as the maximum authorized dollar value of inventory. The maximum authorized dollar value of inventory is calculated by the following formula: The average daily cumulative allowance earned is multiplied by the normal issue cycle plus 1 day.

(1) To compute the average daily allowance, use the cumulative allowance earned from the current accounting month and divided that figure by the number of operating days in that month. For example,$36,000 (cumulative earnings) divided by 30 (the number of operating days in the accounting month) = $1,200 (average daily allowance).

(2) To complete the formula as given above:

$1200 (average daily allowance)
x 3 (days in issue cycle)

$3,600
+1,200 (plus one day)

4,800 (maximum authorized dollar of inventory)

(3) When the value of the inventory (net verified) is in excess of the authorized inventory level, guidance in paragraph 7–8*a* will be followed to bring the inventory within acceptable levels.

g. The purpose of the monthly inventory is to—

(1) Assist the FSS in rotating stocks thus reducing spoilage, deterioration, or misappropriation of subsistence.

(2) Assist in requisitioning only those items required to meet menu requirements.

(3) Assist in identifying items that are excess to requirements and should be integrated into the menu or returned to the TISA for credit.

(4) Alert food service advisory personnel and commanders as to the efficiency of the operation.

h. ***(Rescinded.)***

i. Reserve Component units operating under FRIS will maintain a record of inventory of unprepared subsistence remaining after IDT meal preparation. The inventory will include condiments in–stock (do not include open containers) and semi–perishable items returned to stock. When the armory or reserve center has the capability to retain in stock unprepared perishable subsistence (frozen) then these items will also be included in the record of inventory. The inventory will contain as a minimum the item description, amount on hand (in the unit of issue) and the date the unit will use the item(IDT) or turn–in. A separate record of inventory will be maintained for the following categories; condiments, semi–perishable and if applicable, perishable. Formats and procedures for the inventory will be established by each State (USPFO) for the ARNG or MUSARC for the USAR.

7–7. Safeguarding subsistence

a. Subsistence will be safeguarded during receipt, storage, issue, preparation, and serving. Prevention of unauthorized diversion of Government subsistence is to be included in the installation crime prevention program in accordance with AR 109–31 and the physical security program per AR 190–51.Minimum requirements for dining facilities are included at appendix I.

b. Misuse, waste, or mismanagement actions pertaining to subsistence will be cause for investigation and appropriate action as deemed necessary by the installation commander. Detailed guidance for the review of physical security are contained in appendix I.

c. The forms prescribed in AR 30–18 and this regulation will be used to account for the transfer of subsistence between the issuing activity and dining facility and for the disposition of excesses.

d. Transfer between dining facilities will not be made without the prior approval of the responsible food adviser. After the approval has been granted, procedures outlined in AR 30–18, paragraph 13–6, will be followed.

e. When dining facility accounts are scheduled to be closed, subsistence turn–in procedures will be accomplished as outlined in*d* above. Partial containers of subsistence suitable for consumption as determined by veterinary personnel will be issued to a dining facility designated by the installation food adviser by using a DA Form 3161 (Request for Issue or Turn–in) (fig 7–3).The receiving dining facility will not be charged for partial containers of subsistence. Subsistence found by veterinary personnel to be unfit for human consumption will be disposed of per paragraph 7–18.

7–8. Excesses

a. Active Army. Excess food will not be allowed to accumulate in a dining facility. Excesses are defined as subsistence items physically in stock at the dining facility that are not programmed or

included in the menu for consumption during a given issue cycle.Excess foods invite pilferage and spoilage, take up valuable storage space, and distort the dollar value status of the dining facility account. Excesses can be kept to a minimum through effective management. Some suggested ways that the FSS can control and reduce excesses are to—

(1) Evaluate the inventory of all subsistence items on hand, prior to preparing requisitions for future procurement.

(2) Plan menus well in advance, making allowances for troop preferences, holidays, and training.

(3) Make substitutions for items on hand whenever possible.

(4) Return excesses suitable for reissue to the TISA when the actions in (1) through (3) above have failed to achieve desired results. Procedures for turn–in are outlined in AR 30–18, paragraph 7–11 and 13–8.

b. Reserve Components.

(1) When subsistence support is being obtained from a military source, excesses will be handled in accordance with the provisions of *a* above.

(2) When subsistence support is being obtained from commercial sources or commissaries where turn–ins are not possible, non–perishable excesses will be stored for use during future training periods and like items deleted from subsequent procurements.

(3) Perishable subsistence that cannot be returned for credit and leftover items will be disposed of as follows:

(a) Raw or prepared food may be donated for immediate consumption to a charitable organization. This method of disposition will be used only under exceptional circumstances to prevent waste of food. A DA Form 3161 will be prepared listing food items, unit of issue, and quantities to be donated.

(b) The DA Form 3161 will also contain a Certificate of Donation, which includes a notice that the subsistence is for immediate consumption and releases the Government from any further responsibility concerning the subsistence donated. (See fig 7–3 for the DA Form 3161 format to be used.)

(c) Extreme caution must be exercised when using this method of disposition. Medical personnel will be contacted for a final determination as to the method of disposition of leftover food to be donated. When no medical staff personnel are available, the RC commander will make the determination.

7–9. New or improved subsistence items

a. When an installation or command has identified the need for a new or improved subsistence item, recommendations may be forwarded by letter to the Commander, US Army Troop Support Agency(DALO–TAF–S), Fort Lee, VA 23801–6020, with rationale for such action.

b. After preliminary screening by TSA, recommendations for new or improved subsistence items may be forwarded to the Armed Forces Product Evaluation Committee (AFPEC).

c. Policies and procedures concerning the introduction of new and improved subsistence items into the military supply system are in AR 30–13.

d. TSA also selects new food items to be field tested by the Army. The means for field testing the new subsistence items are coordinated between TSA, the respective MACOM and selected installation. See glossary for Test Item (TSA).

e. All Active Army, ARNG, and USAR activities may be requested to participate in field tests of new subsistence items.

f. Subsistence item surveys (SIS) may be conducted at selected installations in accordance with AR 30–16 to obtain feedback data from users and consumers in dining facilities. See glossary for Subsistence Item Survey (SIS)

7–10. Forced issues

a. Active Army. To preclude loss to the Government, forced issues will be used only when subsistence items require immediate consumption or subsistence items that cannot be incorporated into the Master Menu during scheduled or special menu board meetings as outlined in AR 30–18, paragraph 13–3. The following actions will be taken:

(1) Subsistence items will be issued using the DA Form 3294(Field Ration Issue Slip) or DA Form 3161 and will include the cost of the item entered on the issue document.

(2) The cost of the forced issue will not be charged to the dining facility account; however, the FSS will record the issues on the bottom of the DA Form 3980–R (except for IDT).

(3) Adjust the menu to use the forced issue items.

(4) The quantity of items issued under the forced issue procedures will not exceed that quantity that can be processed, prepared, or served within 3 days and within the remaining life of the product by the receiving dining facility. The installation food adviser will recommend the actual distribution to be made to each dining facility.

b. Reserve Components. Forced issues to RC units under the provisions of this paragraph will be made only during AT and then only upon prior approval of the appropriate ARNG Installation(State) Menu Board, USPFO, or the MUSARC.

7–11. Reporting unsatisfactory subsistence items

a. Subsistence items that exhibit unsatisfactory product characteristics, unwholesomeness, or poor quality and do not conform to required specifications detract from the worldwide Army Food Service Program. DD Form 1608, (Unsatisfactory Material Report)(UMR)will be submitted by anyone who can provide information concerning the fitness or suitability of subsistence (except fresh fruits and vegetables) for use in Army dining facilities purchased through Defense Personnel Support Center (DPSC) supply sources.

b. Participation by food service personnel to report unsatisfactory subsistence is required. Preparation instructions are provided on the reverse side of DD Form 1608. A list of descriptive terms and complete instructions have been provided in AR 30–16. It may be necessary to coordinate with veterinary and TISA personnel at the installation for technical assistance.Completed forms should be forwarded to the Commander, US Army Troop Support Agency (DALO–TAF–S), Fort Lee, VA 23801–6020 with an information copy forwarded to the installation food adviser.Information obtained will be used to take corrective action.

7–12. Unit request for support

(class I) (garrison or armory)

a. All subsistence (A rations, operational rations, or box lunches) required to support unit training, regardless of length or purpose, will be requested on DA Form 2496 (Disposition Form)(DF) by the commander of the unit desiring such support. The DF will be forwarded to the dining facility FSO for his or her review and initials. Then the FSO will forward the request to the dining facility for action. Short notice field duty, as outlined in AR 600–38, paragraph 3–6*c*, does not relieve the unit commander of his or her responsibility to complete administrative requirements prescribed above and in *b* below.

b. The DF will contain at least the following information:

(1) Nature of requirement.

(2) The date meals are required.

(3) Total number of meals required.

(4) The total number of SIK, and cash reimbursement identified separately.

(5) When subsistence is to be picked up at the dining facility the DF will also include:

(a) Time of pick up.

(b) The name and grade of the individual designated to pick up the meals.

c. The commander of the unit requesting support will ensure that the proper signature headcount and cash collection procedures are used as required in paragraph 6–12 and appendix E. The FSS will provide DA Form 3032 and DD Form 1544 to meet the requirements of the unit DF.

d. When subsistence is provided and is to be picked up at the dining facility, the FSS will provide the designated individual DA Form 3032 and DD Form 1544. The FSS will also ensure the DD

Form 1544 is issued and returned using the DA Form 3546–R (Control Record for Dining Facility) to the designated individual.Additionally, the designated individual will complete the DA Form 5309–R (Operational Ration/Box Lunch Control Sheet) when operational rations or box lunches (SB 10–540) are provided. ***(DA Form 3546R is located at the back of this regulation and will be locally reproduced on 8½– by 11–inch paper).***

e. When rations are to be picked up at the dining facility and provided to a unit or group of 50 or less and as an*alternative* to the signature procedures in *c* and *d* above, the following can be used:

(1) The DF will also contain the name, grade, and meal card number or BAS designation of each individual who will consume the meal.

(2) Time of pick up.

(3) The name and grade of the individual designated to pick up the meals.

(4) The FSS will brief the designated individual when rations are picked up at the dining facility. The briefing will include the following procedures to be completed by the designated individual at the time the meals are picked up at the dining facility:

(a) The requirement to make a one–line entry on the DD Form 1544 for those meals being reimbursed by cash. (The designated individual is responsible for providing the cash for these meals to the FSS.)

(b) The requirement to make a one–line entry on the DA Form 3032 for those meals provided to SIK personnel.

(c) The requirement to complete the DA Form 5309–R when operational rations or box lunches (SB 10–540) are provided.

(5) When these actions are completed the FSS will annotate the"-Remarks" block of the DD Form 1544 the number of meals sold for cash; and on DA Form 3032, the number of meals issued for SIK personnel; and attach the DF to the DA Form 3032. For operational rations and box lunches (SB 10–540) follow procedures in paragraphs 8–8, 8–7, figure 6–5 and appendix D.

f. When there is a difference in excess of 10% or 5 meals(whichever is greater) of the meals requested on the unit DF (when MREs are used, the meals requested can be adjusted by returning MREs which have not been issued to the diner for consumption), and the actual headcount as reflected on the unit headcount forms a report of survey will be accomplished by the commander having operational control of the dining facility per the procedures in paragraph 7–19.

Section II
Allowances

7–13. General

This section establishes guidance for the computation of meal values as it pertains to ARCS and conversion of meals to monetary values by use of the weighted ration under FRIS. It sets forth procedures to compute or request additional allowances and guidance for obtaining credit for subsistence losses during alerts and during normal dining facility operations.

7–14. Basic daily food allowance

a. Computation of the monetary value of the BDFA is provided by the TISA in accordance with AR 30–18, paragraph 12–2.

b. CONUS RC units will use the national average BDFA provided by NGB for ARNG or TSA for USAR on a monthly basis or the BDFA computed by a supporting ARNG TISA as appropriate. OCONUS units will use the BDFA provided by the supporting installation.

7–15. Holiday allowances

The value of the BDFA will be increased by 25 percent for the traditional "Thanksgiving and Christmas" holiday meal. The allowance will be applied to the holiday lunch meal, regardless of the time of day it is served. RC units are limited to serving either the Thanksgiving or Christmas holiday meal.

7–16. Supplemental food allowance

a. Active Army. The installation commander may approve supplemental allowances not to exceed 15 percent when a dining facility is feeding an average of less than 100 persons per meal.Supplements will be authorized only for the purpose of serving a menu comparable to the master menu. It will not be authorized for the purpose of adding additional or more expensive items.

(1) The commander of the dining facility will submit the following written justification:

(a) Conditions warranting the increase.

(b) That consolidation with another dining facility is not feasible.

(c) The average daily meal attendance for the previous month.

(2) A review of DA Form 3980–R (fig 9–1) and menus listed on the DA Form 3034 (fig 6–2) should be evaluated prior to determining the percent of supplemental food allowance.

(3) A quarterly analysis by the installation food adviser will determine if the allowance should be continued, terminated, increased, or decreased to meet actual needs. Supplemental food allowances will be temporarily suspended at the end of an accounting month when it is known that the dining facility will not require the supplemental allowance during the entire period for which it was approved. An example would be a dining facility that was eligible during the winter months, but has increased use during the summer months. The supplement would be suspended for the period that the allowance would not be authorized or required.

(4) The installation food adviser will forward copies of the notice of approval, termination, or suspension to the supporting TISO and the appropriate FSS.

(5) Requests for a supplemental allowance in excess of 15 percent requires DOD approval. Requests will be forwarded through command channels to the Commander, US Army Troop Support Agency, TSA(DALO–TAF), Ft Lee, VA 23801, with full justification.

b. ARNG. A supplemental food allowance not to exceed 15 percent of the computed value of the BDFA may be authorized by the State adjutant general when the average supported headcount during IDT or AT is less than 100 persons per meal. Approval will be based on the same conditions described in *a* above. The feasibility of consolidating with other dining facilities should be fully examined prior to granting a supplemental food allowance.

c. USAR. USAR units may be authorized a supplemental food allowance not to exceed 15 percent when the average supported headcount during IDT or AT is less than 100 persons per meal. All requests for a supplemental allowance must be submitted through command channels under the same conditions stated in *a* above and approved in writing by the appropriate CONUSA.

7–17. Special food allowance

a. Active Army.

(1) Harbor craft purchasing subsistence from the commercial source during a voyage are authorized the special food allowance as referenced in paragraph 10–8.

(2) A special food allowance may be authorized to provide warming beverages to participants in field training. Flavored beverage base may also be provided to participants performing field training in hot, arid climates, when consumption of cool water is insufficient for adequate body hydration. Prior to the unit requesting a special allowance for this purpose, the unit and menu board will analyze current operations and make every effort to fulfill this requirement within the BDFA. Requests not submitted in the installation COB will be submitted to the MACOM not later than 45 days prior to the start of the field training. The request will contain, as a minimum, the following information:

(a) The reason the support could not be provided within the BDFA.

(b) A complete description of the operating conditions that warrant the allowance and the period of time the allowance will be required. If the period of time spans 2 fiscal years, two separate requests will be submitted.

(c) Type, quantity, and cost of food items to be served and hours of service.

(d) The number of personnel to be supported with this allowance. The cost for one person per day and the total dollar cost for the duration of the request. The cost will also be reflected as a percentage above the current month's BDFA.

(3) Subsistence ingredients chargeable to each approved special food allowance will be issued, accounted for, and reported on DA Form 2969–R, according to the approving MACOM. (See AR 30–5.)

(4) Installations will submit annual special food allowance requirements through command channels as part of their command operating budget (COB). The report will reflect requirements by major exercise and will compare the past year's (12 months) actual requirements with the current year and each of the next 2 years'projected requirements. The DCSPER (DAPE–MBB–M) will issue MACOM ceilings based on funded requirements. These ceilings will not be exceeded.

b. ARNG. Requests by ARNG units for special food allowances, other than for box lunches or packaged operational rations, as specified in *a* above (which exceed $2,000), will be submitted through command channels to the Chief, National Guard Bureau WASH DC 20310–2500 for approval. The dollar value of issues charged to the special food allowance will be reported on the State quarterly DA Form 2969–2–R as required by AR 30–5.

c. USAR. Requests for USAR units for special food allowances, other than for box lunches or packaged operational rations, as specified in *a* above (which exceed $2,000), will be submitted through channels to the Chief, Army Reserve(DAAR–LO), WASH, DC 20310–2414. The dollar value of issues charged to the special allowance will be reported on the quarterly DA Form 2969–2–R submitted by each MUSARC as required by AR 30–5.

d. Others. A special food allowance up to 8 percent of the current BDFA is authorized for inpatient feeding, in nonfixed medical treatment facilities, during field training. This allowance will be used to provide special dietary subsistence requirements for inpatients. A special food allowance for warming beverages (per para 7–17*a*(2)) may be requested by units that use the T Ration menu as their primary field menu. Requests will be submitted by the requirements as outlined in paragraph 7–17*a*(2)(*b*) thru (*d*)except that the cost will not be reflected as a percentage of the current months BDFA.

7–18. Condemnation losses

When veterinary personnel or appropriate medical staff determines that subsistence is not fit for human consumption, it will be destroyed by authorized dining facility personnel. This method of disposition requires a Certificate of Unfitness. In addition, the items will be listed on a DA Form 3161 with the following statement signed by a disinterested person (officer, senior NCO, or civilian GS–9 or above) witnessing the destruction. "Disposal of the above subsistence was accomplished on (date) for the dining facility by (landfill),(contractor), (dumpster)." A sample format is shown in AR 30–18, figure 20–1. In addition, DA Form 3161 and the Veterinary Certificate of Unfitness will be forwarded to the TISA as prescribed in AR 30–18, paragraph 20–10.

a. For losses that exceed $200.00, a credit entry will be posted to DA Form 3980–R as prescribed in AR 30–18, paragraph 20–12, upon receipt of an RS.

b. When the total value of items certified for destruction does not exceed $200.00, and there is no known or suspected negligence involved in the loss, the commander may use the following instead of initiating an RS.

(1) Place a statement on the DA Form 3161 certifying that no negligence was known or suspected or the fault of dining facility personnel.

(2) Submit the DA Form 3161, with veterinary and commander's statements, to the RS appointing authority for concurrence/non–concurrence. Nonconcurrence will require initiation of an RS.

(3) A credit entry will be posted to the dining facilities DA Form 3980–R by the TISA upon receipt of the DA Form 3161 with the veterinary statement, commanders statement and RS appointing authorities concurrence.

7–19. Relief from accountability and credit for losses sustained during alerts and in support of field training

a. A RS should be initiated in accordance with AR 735–5 when—

(1) An alert is called during the serving of a meal in garrison or in the field, resulting in the discard of subsistence.

(2) Failure of anticipated personnel to subsist.

(3) Unavoidable spoilage because of mechanical failure.

(4) Contamination or damage of subsistence occurs during field training.

(5) Failure to support ration request with headcount as specified in paragraph 7–12.

(6) An account is out of tolerance as indicated in paragraph 8–4.

(7) At the end of the FY when an account is overdrawn and the value of inventory on hand is insufficient to defray the overdrawn amount as indicated in paragraph 9–7*b*,(2),*(b)*, the RS will be used to bring the account back into tolerance.

"Block 11" of RS will reflect the date, time, cause, number of meals, dollar value, items damaged, items discarded, and other pertinent data.

b. ***(Rescinded.)***

c. Initiation of the RS, DA Form 4697 (Department of the Army Report of Survey) will be in accordance with the procedures outlined in AR 735–5 and the following:

(1) The DA Form 4697 accountable officer block is signed by the commander directly responsible for the dining facility operation or the FSO when appointed to the duty. At dining facilities where no officers are assigned to the operation, such as NCO academies where a senior NCO is in charge, or at the Air Defense Artillery (ADA) and the Army Security Agency (ASA) isolated sites, the senior NCO would be the accountable officer. In contractor–operated facilities, the contractor or his or her designated representative would be the accountable officer.

(2) The survey number in block 2 is entered by the activity having responsibility for the RS approving authority. Generally, this is the activity at the next higher headquarters responsible for property accountability of the organization.

(3) The unit having direct operational control of the dining facility will enter the unit DOD activity address code (DODAAC) and the document control number in block 16.

d. Credit will be posted to the dining facility account upon initiation of the RS action when the document control number has been assigned. The result of final RS action has no bearing on the adjustment action of the account.

e. The person initiating the RS, after the survey number is assigned, will provide a copy of the DA Form 4697 to the TISO for posting to the unit's dining facility account.

Chapter 8
The Field Ration Issue System (FRIS)

Section I
Introduction

8–1. General

This chapter outlines procedures for operating dining facilities under the FRIS.

a. Active Army units will use FRIS under general mobilization, or when—

(1) Directed by HQDA.

(2) Continuous operations under ARCS in a garrison environment is no longer feasible subject to prior approval by ODCSLOG.

(3) Operating under field conditions in excess of 5 days or when the unit operating in the field is supported by a different TISA

(other than home station)(excluding units using Combat Field Feeding System (CFFS) Operations per the procedures in FC 21–150).

b. RCs will use the FRIS exclusively (except full time dining facilities) unless deviation authority has been granted by the NGB for the ARNG or OCAR for USAR.

c. The FRIS system will be used by the Active Army for field training , and by Reserve Components for Annual Training (AT) (or joint training with the Active Army) and IDT. Field training and AT may include either unitized meals or non unitized meals and individual packaged operational meal/rations. When using non unitized meals, dining facility operations will be by the procedures identified below. Procedures for dining facility operations when using unitized meals, or when the ration mix is primarily unitized meals (see glossary) during the duration of the field training will be per FC 21–150, Combat Field Feeding System (CFFS)Operations.

8–2. Subsistence Report and Field Ration Request(DA Form 2970)

a. Active Army.

(1) Subsistence requests will be submitted on DA Form 2970 (or other agreed upon requisitioning document) according to the schedule published by the TISA, ration breakdown, or supporting class I activity. The FSS will review the menu for days on which meals are being requested before preparing the requisitioning document. Menu components may be deleted or reduced by the FSS in the"Remarks" section of DA Form 2970 or on agreed upon requisitioning document.

(2) ***(Rescinded.)***

(3) Guidelines for operational rations and box lunch ingredients from SB 10–540/263 are located in paragraphs 8–7 and 8–8.

(4) Condiments will be requested per procedures prescribed by the supporting TISA.

(5) To determine the issue quantities of ingredients required for more or less than 100 persons, refer to AR 30–18, paragraph 13–9*g*.

b. Reserve components.

(1) ARNG and USAR units will use DA Form 2970 to request (IDT)meals from TISA sources. DA Form 2970 or an informal memorandum, will be used to request raw subsistence ingredients from other DOD sources or commercially prepared meals. For AT or field training units will follow the procedures for Active Army above. In addition, DA Form 3953 (Purchase Request and Commitment) will be prepared by USAR units when purchasing ingredients from commercial sources or when purchasing catered meals. In the ARNG, the USPFO will ensure the program manager (or units if so designated by the USPFO) forwards the necessary purchase request to support the authorized local purchase of ingredients or catered meals. File copies of DA Form 2970 will be retained in the dining facility records. (See para 6–3.) The USPFO and MUSARC may augment the use of the DA Form 2970 by adding other forms (Air Force, Navy, etc.) as necessary.

(2) ARNG and USAR units obtaining (IDT) meals from Army TISAs or commissaries will use the DA Form 2970 per appendix D. Additional guidance concerning requisitioning of subsistence is given below:

(a) The DA Form 2970 will be approved by the unit commander and forwarded to the USPFO or MUSARC for IDT rations. For AT, requests will be prepared and forwarded according to regulations and directives of each training site. USPFO or MUSARC may direct that DA Form 2970 be routed through USPFO or MUSARC to the training site.

(b) USPFO or MUSARC will review the DA Form 2970 for accuracy, prepare a DD Form 1149 (Requisition and Invoice/Shipping Document), or other authorized documents citing the fund appropriation to be billed and dollar limits authorized. The USPFO or MUSARC will forward both documents to the supporting TISA or commissary.

8–3. Monitoring the FRIS

a. General. Although the FRIS is operated on a meal basis(except for IDT) and the account may achieve a zero balance when an equal number of meals were requested and fed, the account could still be out of balance if the BDFA for the accounting period is exceeded. Published cyclic menus (SB 10–263) are designed to be within the BDFA when the entire cyclic menu is used.

(1) Balancing expenditures and allowances by higher headquarters is required since a unit is not authorized to expend funds in excess of earnings.

(2) A zero status is the objective and can be achieved by adjusting the current month's subsistence requisitions against allowances earned. The tolerance factors as indicated in paragraph 8–4 have been established to point out potential problems with the account.

b. Dining facility operation. Units will use non–unitized ration procedures when operating under the FRIS system. The procedures are as follows:

(1) The ration breakdown officer or class I officer maintains the account status for each supported unit according to procedures in both FM 10–24 and paragraphs 8–4*b*(1)and 8–4*b*(2). When units are operating under the unitized ration concept the Class 1 officer will maintain and forward records per the procedures in FC 21–150.

(1.1) Non unitized rations. Subsistence requisitions will be on DA Form 2970 or other documents as authorized by the supporting TISA. Collection of headcount data will be per the procedures in appendix E and paragraphs 6–9 through 6–14 this regulation. Reporting of headcount data to supply point or TISA will be on DA Form 3033. Account status, except for IDT, will be maintained on DA Form 3251–R and account tolerances will be according to procedures in paragraph 8–4. For IDT, RC units will maintain the account status in dollar figures on DA Form 3980–R. Preparation instruction for DA Form 3980–R are at figure 8–2.

(1.2) Individual packaged rations. Individual packaged operational rations (MREs, LRPRs, box lunches SB10–540/263)will follow the procedures in paragraph 8–7 and 8–8 this regulation.

(2) Upon termination of field training, all usable subsistence, as certified fit for reissue by veterinary personnel, will be returned by all units to the ration breakdown for credit. Accounts in an overdrawn status, after posting all credits to include turn–ins, will require action in accordance with paragraph 7–19 to obtain relief. Units that are supported by another Service will follow the policies and procedures relative to turn–ins according to the ISSA.

c. ARNG. The USPFO will monitor and determine the status of ARNG units form dollar expenditures (IDT).

(1) While an ARNG unit may be authorized to drop up to a 10 percent overdrawn monetary status, for IDT, the USPFO will be responsible for ensuring that the dollar value status of the State budget is not over–obligated. The USPFO is also responsible for ensuring that statewide expenditures do not exceed statewide earnings nor exceed the BDFA for the applicable accounting period(AT or IDT).

(2) ARNG units will use all procedures and forms as identified above, except that separate records will be maintained for AT and IDT.

d. USAR. The MUSARC will be responsible for monitoring and determining the status of USAR units for both meals and dollar expenditures.

(1) AT. During AT, units will use all procedures and forms as identified above, under the FRIS. During the first IDT following AT, each unit operating a dining facility will prepare and forward to the MUSARC a cumulative DA Form 3033 for the AT period. The report will reflect the cumulative overdrawn or underdrawn meal status, as reflected on the DA Form 3251–R maintained during AT, in the Remarks section of DA Form 3033 and action taken when the account is not within authorized meal tolerances.

(2) IDT. The unit will be required to maintain unit account status in dollar figures on DA Form 3980–R, (fig 8–2)regardless of whether subsistence is requisitioned as meals from a TISA, ingredients from a commissary or commercial establishment, or as prepared meals from a commercial restaurant. Preparation instruction for DA Form 3980–R are at figure 8–2.Subsistence requirements will be computed during each IDT for the subsequent IDT based on the lead time and cycle as established by the MUSARC. Requisitioning sources used will be as prescribed or authorized by the

CONUSA. Requisitioning procedures and documents will be specified by supply source authorized. After the requisitioning documents have been prepared, they will be submitted to the unit commander or designated individual for review and processing to the MUSARC.

(3) MUSARC. As a minimum, the MUSARC will review the monthly requisitioning documents for every USAR unit. The review will ensure that—

(a) Requisitions are properly prepared.

(b) The anticipated headcount being used to requisition meals or compute subsistence requirements is based on actual headcount reported for previous IDT or AT, or justification is based on anticipated changes in supported strength.

(c) The menu being used to requisition meals will be as prescribed by FORSCOM for both IDT and AT unless the dollar status of the unit is overspent. When a unit is overspent and the type menus scheduled for the remainder of the fiscal year will not reduce the overspent condition, the MUSARC will change the unit requisition to reflect a less expensive menu. When the anticipated headcount exceeds the actual headcount for previous IDT or AT by 10 percent, the MUSARC will contact the unit for justification prior to making changes and approving requisitions. After requisitions have been approved, the MUSARC will forward the DA Form 2970 and DA Form 3161 direct to the supporting activity for supply action.

(d) DA Form 2969–2–R is prepared for IDT in accordance with AR 30–5 on a quarterly basis.

8–4. Tolerances

a. Overdrawn or underdrawn meals. In any one day that meals are over or underdrawn by 10 percent of issues, the meal over or under status will be considered excessive. Consistent excessive over or underdrawn meals indicate a lack of effective management. At the end of the accounting period (monthly, fiscal year or field training), the dining facility account will be within an acceptable weighted ration tolerance. If the headcount is greater than issues, the account is underdrawn. If headcount is less than issues, the account is overdrawn.

b. Tolerance constraints. Tolerance constraints are outlined as follows:

(1) Active Army.

(a) Dining facilities will be within 3 percent weighted rations over or underdrawn at the end of the monthly accounting period or field training. All overdrawn status and up to 3 percent underdrawn status will be carried into the next month's account. At the end of the fiscal year, accounts must be at zero or in an underdrawn status. The entire underdrawn status of an account will be dropped at the end of the fiscal year. It will not be carried into the new fiscal year. Any overdrawn accounts will require action in accordance with the procedures outlined in paragraph 8–5.

(b) When the unit operating in the field is supported by a different TISA or ration breakdown, the garrison account will be suspended at the home station and a FRIS account established.Accounts will be maintained within tolerances indicated in*(a)* above. Upon termination of the FRIS account, those overdrawn in excess of 3 percent (the 3% tolerance will only be used when the unit will reopen the account prior to the end of the fiscal year. If the unit will not reopen the account, the termination tolerance will be 0%) will require relief action in accordance with *c* below. At the end of the fiscal year, accounts must be closed out at zero percent or action initiated per paragraph 8–5. The action will be initiated prior to the unit's departure from the supporting installation.

(c) When a unit has established or is supported by an ARCS account in garrison and also operates a dining facility during a field exercise in excess of 5 days, a separate FRIS account will be established (beginning with the first day) for the exercise.Subsistence will be requisitioned as determined by the supporting installation and the supported unit. At the conclusion of the exercise, the account will be closed and subsistence supplies on hand will be returned to the TISA. Accounts remaining in excess of plus or minus 3 percent weighted ration tolerance will require relief action in accordance with paragraph 8–5.

(2) Reserve components. The account will be operated so that the balance for IDT at the end of the fiscal year is within 10 percent plus or minus monetary status. The entire underdrawn amount and up to 10 percent overdrawn monetary status will be dropped at the end of the fiscal year. An account overdrawn by more than 10 percent at the end of the fiscal year will be surveyed as prescribed in paragraph 8–5for the entire amount overdrawn. For example, a unit is overdrawn by 10.9 percent or $500; the entire 10.9 percent($500) will be surveyed, not just the .9 percent ($45) of the overdrawn amount. For AT, the non–unitized ration account must be within 3 percent plus or minus, over or underdrawn, meal status. For IDT the account must be within 10 percent plus or minus monetary status. A DA Form 3251–R will be maintained for AT and a DA Form 3980–R for IDT.

8–5. Adjusting overdrawn accounts

a. Under no circumstances will diners be penalized by a continuous serving of less desirable meals or insufficient quantities of food to offset the overdrawn status. Accounts overdrawn can be brought into tolerance by the following methods:

(1) Reduce meals drawn by utilizing subsistence on hand.

(1.1) Delete from the requisitioning document subsistence items in excess of needs.

(2) Physical turn–in of excess subsistence to the TISA.Paperwork turn–ins to the TISA or paper work transfers between units are not authorized.

(3) Relief in accordance with AR 735–5. (See para 7–19.)

(4) Initiating DD Form 362 (Statement of Charges for Government Property Lost, Damaged, or Destroyed) when losses are incurred through negligence. (See AR 735–5.)

b. ***(Rescinded).***

8–6. FRIS accounting

a. Account Status.

(1) The DA Form 3251–R will be used to record the status of meals (overdrawn or underdrawn). This form is used to maintain the meal over and under status under the FRIS. This form applies to Active Army units and RCs (AT or field training) when using non unitized meals and operating under FRIS. At figure 8–1 is an illustration for use by Active Army and RC units and instructions for preparing the form. ***(DA Form 3251R will be reproduced on 8½– by 11–inch paper and is located at the back of this regulation).***

(2) The DA Form 3980–R will be used by RCs for IDT meals and will record the status of the account in dollar figures. This form will be maintained on a fiscal year basis. The form will be prepared by all units providing meals through in–house preparation or by catered meals. Instructions for maintaining the DA Form 3980–R are contained at figure 8–2. ***(DA Form 3980R will be reproduced on 8½– by 11–inch paper and is located at the back of this regulation).***

b. Headcount Headcount will be taken according to the procedures contained in paragraphs 6–9 through 6–14 and will be posted to DA Form 3251–R or DA Form 3980–R.

c. Food Adviser During field training or maneuvers, the adviser will monitor and assist FSSs who exceed tolerance factors. In addition, the food adviser will provide technical assistance necessary to adjust the status of the account within authorized meal tolerances and monetary constraints.

Section II
Box Lunches (SB 10–540, SB 10–263 and In–house) and Operational Rations

8–7. Box lunches

a. Box Lunches consist of meals from SB 10–540, SB 10–263 or Command adjusted (menu board) box lunch menus from SB 10–540 or SB 10–263.

b. The following procedures will be used when box lunches from SB 10–540 and SB 10–263 or Command adjusted (menu board)box

lunch menus from SB 10–540 and SB 10–263 are required to support mission objectives—

(1) *Requisitioning.* Units requiring box lunches will submit a DF per paragraph 7–12 to the supporting dining facility. The FSS will annotate the box lunch menu desired in "Section B" on DA Form 2970. The FSS will also enter a statement of the intended reason to use box lunches in the "Remarks" block of DA Form 2970.

(2) *Receiving.* A separate DA Form 5309–R (fig 8–4) will be maintained when box lunch ingredients are received at the dining facility. A copy of DA Form 5309–R is located at the back of this regulation and will be locally reproduced on 8½– by 11–inch paper.

(3) *Preparation.* The preparation of box lunches will be as close to pick–up time as possible. Immediately after preparation, the box lunch will be sealed, dated, and remain under refrigeration until time of pick–up.

(4) *Accounting.* A DA Form 3034 will be prepared reflecting the menu for the box lunch. Refer to paragraph 6–7 and figure 6–2 for specific instructions to complete DA Form 3034. DA Form 5309–R will be completed with the procedures prescribed in figure 8–4 at the time the box lunches are issued. The DA Form 5309–R, the DF requesting box lunches, and DA Form 3034 will be attached to one another for filing. Box lunches issued in this manner will not be counted as meals fed nor will allowances be earned as credits to the dining facility account.

(5) *Headcount and reporting.* All box lunches (SB10–540/263) must be supported by appropriate headcount data. A separate DA Form 3032, annotated top and bottom BOX LUNCHES SB10–540/263 will be used. Personnel required to pay cash or a designated individual will make the appropriate entries on DD Form 1544. The remarks block of the DD Form 1544 will be annotated with the number of box lunches sold for cash. The FSS will record the number of box lunch meals provided for each category of personnel supported in the appropriate block(s) of the DA Form 3033. Reporting of headcount for dining facilities operating under ARCS will be accomplished in Section F of DA Form 2970 (SIK, cash and FAO action) for assigned or attached personnel.Reporting of headcount for other categories of personnel that require reimbursement (central or local billing) will be in the Remarks block of DA Form 2970. RC units, and Active Army units operating under FRIS will report headcount data from box lunch meals on DA Form 3033.

c. Box lunches from in–house ingredients. Units requiring box lunches will submit a DF per paragraph 7–12 to the supporting dining facility. Ingredients or components of food used to prepare the box lunch should equal the BDFA value (20% or 40%) of the meal that the box lunch will replace.A DA Form 3034 will be prepared reflecting the menu for the box lunch. Refer to paragraph 6–7 and figure 6–2 for specific instructions to complete DA Form 3034. Box lunches prepared from the regular menu (in–house ingredients) will be accounted for, and credit earned by the dining facility in the same manner as a regular meal (A ration). Local menus developed using in–house ingredients must be approved in writing by the food adviser providing supervisory support to the dining facility.

d. RC Units procuring raw box lunch ingredients. RC units procuring raw box lunch ingredients from commercial sources or commissaries to prepare SB 10–540 or SB 10–263 menus will ensure that the ingredients do not exceed 65 percent of the applicable BDFA for procurement. Boxes and single service items required for the preparation of box lunches will not be procured with subsistence funds. Prepared box lunch meals procured from commercial sources will remain within the value rate prescribed in JFTR, volume 1, chapter 5 part A, paragraph U5018,C, for the meal for which the box lunch will be used.

8–8. Individual packaged operational meals/rations

Individual packaged operational meals/rations include MRE, Ration, Cold Weather (RCW). The following procedure is used to requisition operational meals/rations—

a. General. Operational meals/rations (MRE, RCW) will be requisitioned using the DA Form 3161. See AR 30–18, paragraph 18–8 for detailed guidance. RC units, will use requisition forms as designated by the USPFO, MUSARC, or supporting TISA.

b. Requisitioning operational rations. The FSS of the supporting dining facility will—

(1) Consolidate requests for operational rations.

(2) Prepare and submit DA Form 3161 to the supporting TISA as outlined in AR 30–18, paragraph 18–8.

c. Basic load.

(1) Operational rations authorized for stockage as a basic load or increases to the basic load will be requisitioned by the Property Book Officer (PBO) (DA PAM 710–2–1). The requisition will be submitted, as outlined in AR 30–18, paragraph 18–8, directly to the supporting TISA and charged to the unit consumer funds, OMA.

(2) When basic loads require rotation for a later date of pack, the exchange will be on a box–for–box basis between the TISO and the PBO.

(3) Requisitions for replacement of basic load for meals consumed will be initiated by the PBO and processed directly with the supporting TISA. When requests for replacement meals/rations cannot be supported by signature headcount data, an RS will be initiated by the PBO in accordance with AR 735–5. After the RS has been initiated, the reissue of replacement meals/rations will be directly between the PBO and the TISA. Under these conditions, replacement operational meals/rations will be charged to the unit consumer funds OMA.

d. Issues. Individuals, groups or units requiring operational rations will submit a DF (7–12) to the supporting dining facility. Operational rations will be issued by the dining facility to individuals, groups or units as appropriate. The following will be used; when an individual is designated to pick up operational rations for individuals, groups, or units the designated individuals will sign the DA Form 5309—R for the total number of meals received. Preparation instructions for DA Form 5309—R are contained at figure 8–3.

e. Headcount data to support the use of operational rations.Operational rations issued to individuals, groups or units will be supported by appropriate headcount records.

(1) A separate DA Form 3032 (fig 6–4) will be used when operational rations are served. The form will be annotated at the top and bottom in bold letters with the type of operational rations.

(1.1) The number of operational rations sold for cash will be annotated in the remarks block of DD Form 1544.

(2) Headcount data from operational rations is annotated on DA Form 3033, it will be entered in the appropriate column by category of diner.

(3) Operational rations issued to units or groups (more than 50) by the supporting dining facility for field training will be—

(a) Supported by appropriate headcount data, such as DA Form 3032 and DD Form 1544.

(b) Returned to the supporting dining facility for credit at the conclusion of the field training.

(4) Operational rations issued to individuals or groups of individuals (50 or less) by the supporting dining facility will follow the headcount procedures per paragraph 7–12.

(5) Operational rations that cannot be supported by headcount data or record of turn–in will be cause for initiating an investigation or report of survey.

f. Accounting. The supporting dining facility will maintain a record of all operational rations on DA Form 5309–R. When operational rations are issued they will be supported by a request for operational rations and appropriate headcount records to verify the entries on the DA Form 5309–R.

(1) Operational rations designated to be air dropped in conjunction with training, maneuvers, or joint exercises will be—

(a) Accounted for as prescribed in 8–8e when recovered.

(b) Surveyed according to paragraph 7–19 when destroyed or nonrecoverable as a result of air dropping.

(2) Operational rations returned by a requesting unit will be posted to "meals turned–in" column on DA Form 5309–R and maintained in the supporting dining facility as balance on hand and used for subsequent reissue.

g. Reporting. In garrison (ARCS), the supporting dining facility

will report headcount data per procedure in appendix D.Units who have received operational meals/rations from the supporting dining facility and are participating in field training away from home station will submit appropriate reporting document reporting all headcount data to the supporting dining facility—

(1) At the end of the accounting period.

(2) Not later than 2 working days after the conclusion of the field training.

h. FRIS requisitioning. When a dining facility is operating under FRIS, the following procedures will be followed:

(1) Requisitioning. The FSS will prepare and submit a DA Form 3161 directly to the TISA or ration breakdown officer as appropriate.

(2) Issues. The FSS will record all issue transactions on DA Form 5309–R as outlined in figure 8–3.

(2.1) Headcount data. Headcount data will be per the procedures in *e* above.

(3) Accounting.

(a) Operational rations will be accounted for as outlined in f above.

(b) At the conclusion of the field training all remaining operational rations will be turned–in to the supporting subsistence supply activity for credit.

(4) Reporting. The FSS will submit headcount data for operational rations on DA Form 3033 to the appropriate supporting subsistence supply activity.

i. Reserve Components.

(1) ARNG. Following are procedures to be used by ARNG units to requisition, issue, and account for operational rations:

(a) IDT.

1. The unit commander will submit a DA Form 2496 to the supply sergeant.

2. The unit supply sergeant will submit DA Form 2765–1(automated), or DA Form 3161 (manual) to the USPFO.

3. The USPFO will fill the requisition and prepare DD Form 1348–1 (automated) or DA Form 3161 (manual).

4. When the operational rations are received at the ARNG armory, the supply sergeant will complete DA Form 5309–R, (fig 8–3) and issue the operational rations to the FSS. Operational rations will be issued by the supply sergeant in complete boxes (12 meals to 1 box) and recorded on DA Form 5309–R in meals.

5. Upon receiving the rations from the supply sergeant, the FSS will prepare DA Form 5309–R (fig 8–3, Co. Level).The FSS will issue operational rations to individuals or groups and obtain and report headcount data by completing DA Form 3032, DD Form 1544, DA Form 3033.

6. When the FSS completes column i of DA Form 5309–R and DA Form 3033, the audit trail for operational rations will be complete.

(b) AT. ARNG units will follow the procedures in paragraph 8–7 and 8–8 to requisition and account for box lunches and operational rations during AT.

(c) Basic Load. When there is a requirement and authorization has been granted by NGB to maintain a basic load of operational rations in the ARNG armory, the following procedures will be used:

1. The unit commander will submit a DA Form 2496 to the supply sergeant.

2. The unit supply sergeant will submit DA Form 2765–1 or DA Form 3161 to the USPFO.

3. The USPFO will fill the requisition and prepare DD Form 1348–1 or DA Form 3161.

4. When the operational rations are received in the armory the PBO will make a property book entry as prescribed in DA Pam 710–2–1. The supply sergeant will not use DA Form 5309–R for operational rations designated as the basic load.

5. The requisitioning basis for basic loads is three meals per man, assigned and attached, for three days.

6. The basic load must be secure, stored in a cool dry place, and rotated according to date of pack.

7. Rotation of operational rations, when required, will be on a box for box basis for a later date of pack between the PBO and the USPFO.

8. Requisitioning procedures for replacement of the basic load will be the same as the procedures used for the initial request.Requests for replacement rations that cannot be supported by signature headcount data will require that a RS is initiated by the PBO. Under these conditions, operational rations will be charged to Operation and Maintenance, Army National Guard.

(d) Operational rations issued other than IDT or AT. The following procedures apply when operational rations are required to subsist ARNG unit SIK personnel who are scheduled to perform either split training (ST) or equivalent training (ET) after the units regularly scheduled IDT. The unit administrator (UA) will—

1. Be responsible for requesting the estimated number of operational ration meals from the dining facility and complete the appropriate column on DA Form 5309–R.

2. Complete the appropriate headcount forms that will be provided by the FSS.

3. Ensure that the operational rations are safeguarded, accounted for, and issued to authorized personnel only.

4. Ensure that unused meals and headcount forms are returned to the dining facility at the beginning of the next scheduled unit IDT assembly.

(2) USAR. USAR units will follow procedures outlined in the appropriate paragraph 8–7 or 8–8. Procedures for rations for other than IDT or AT will be as prescribed for the ARNG in (1)(*d*) above.

j. Operational Ration and Box Lunch Control Sheet. The Operational Ration and Box Lunch Control Sheet will be monitored by installation, State, MUSARC, division, brigade, or group food service supervisory personnel during routine food service visits, but not less frequently than once quarterly for Active Army and annually for RCs. Misuse, waste, and negligence of operational rations will be cause for investigation and for action as deemed appropriate by the installation commander for Active Army, USPFO for ARNG, or MUSARC commander for USAR.

Chapter 9
The Army Ration Credit System

Section I
Introduction

9–1. General

The Army Ration Credit System is a garrison subsistence requisitioning and accounting system. Procedures prescribed in paragraph 7–1 through 7–5 for subsistence support, estimates, requisitioning, receipt, and inspection will also apply for items and quantities of subsistence desired for garrison and support for field operation training for 5 days or less. The account status in dollar figures is reflected on the DA Form 3980–R(fig 9–1). Instructions for preparing the form are also at figure 9–1. A copy of DA Form 3980–R is located at the back of this regulation and will be locally reproduced on 8 1/2– by 11–inch paper.

9–2. Requisitioning procedures

a. Active Army. Requisitioning of "A" ration subsistence will be on a line item basis under the ARCS system.

(1) The quantity of subsistence desired will be entered on the issue document. When the quantities required are preprinted on the issue document, the FSS or designated representative on DA Form 1687(Notice of Delegation of Authority – Receipt for Supplies) may substitute, delete, increase, or decrease the amount desired by lining out the totals and recording the adjusted amount to be issued. Substitutions will be added to the bottom of the issue document immediately after those items already listed. Direct vendor delivery items will be requested and ordered in accordance with procedures established by TISA.

(2) Upon completion of the issue documents, the FSS will retain

one copy for the dining facility files and return the remaining copies to the TISA.

(3) The procedures in (1) and (2) above will not apply to items approved by the menu board as mandatory issues or substitutions and"B" ration items scheduled for rotation. A schedule of issue for these items will be established by the TISO together with the food adviser.

(4) Guidance for operational rations and box lunch ingredients(SB 10–540/263) when used in garrison are located in paragraphs 8–7 and 8–8.

(5) The FSS may submit special requests, DA Form 3161 for items authorized in the Federal Supply Catalog C8900–SL but not stocked by the TISA. Special requisitions will be submitted to the TISO. Subsistence brought into the TISA under special requisitioning procedures will be issued to the requesting unit unless unusual circumstances prevent the unit from consuming the item; for example, change of unit mission or deactivation.

(6) Installations may request exemption or deviation to the usage management code listed in C8900–SL. Requests will be forwarded through command channels to the Commander, US Army Troop Support Agency (DALO–TAF), Fort Lee, Virginia, 23801. Requests to use items not listed in this catalog will also be submitted through command channels to the Cdr, TSA for review. Procedures are outlined in paragraph 7–9.

b. Reserve components. CAR and CNGB may grant deviation authority for USAR and ARNG units, respectively, to operate under ARCS. When a RC unit is granted authority to operate under ARCS, it will follow the requisition procedures prescribed for Active Army units in *a* above. RC full time dining facilities will operate under ARCS and follow the procedures in *a* above except when authorized continued use of the SB 10–263 as a master menu by the appropriate menu board. Dining facilities granted this authority may follow the procedures in*a* above or continue to order in meals using DA Form 2970.

Section II
Dining Facility Account Card

9–3. General

The DA Form 3980–R is used to reflect all monetary transactions affecting the status of the dining facility account.The form is a record of allowances earned (persons served, excess cost credit, and turn–ins) and expenses (dollar value of subsistence received).

9–4. Maintaining the DA Form 3980–R

a. The DA Form 3980–R is maintained at the dining facility and the TISA for Active Army accounts operating under ARCS.All entries posted to the account card may be in pencil except the initial posting, final figures, and verification by the TISO. In addition to the preparation procedures outlined in figure 9–1, the FSS will—

(1) At the beginning of the accounting month, post the total dollar value of the inventory (net verified inventory value) taken on the last operational day of the previous accounting month in the beginning inventory line, block, 2a.

(2) Post to the DA Form 3980–R whenever there is a transaction affecting the account status, such as, direct vendor delivered items (milk and bread), or other transactions such as TSA directed test items and excess costs.

(3) At the bottom of the form, post a memorandum entry to record all issues that are not charged to the dining facility account, except operational rations.

b. The FSS or designated representative will reconcile the DA form 3980–R with the TISO. The purpose for the reconciliation is to verify the allowances earned, expenses, and status of the account. Reconciliation will be accomplished as published by TISO on the Schedule of Issues. After reconciliation, the TISOs representative places the date and his or her initials in the right–hand margin alongside the reconciled figure on the dining facility account card. The dining facility representative will, in turn, initial and date the TISA copy of the account card in the right–hand margin.

c. The FSS or designated representative of ARNG full time dining facilities operating at a State training site will reconcile the DA Form 3980–R with the ARNG TISO. When subsistence is procured from Active Army, other DOD troop issue or commercial sources, the DA Form 3980–R will be reconciled with the USPFO subsistence clerk.

d. The RC authorized to operate under ARCS (IDT) will maintain the DA Form 3980–R on a fiscal year bases. Preparation instructions will be per the procedures in figure 10–2 this regulation.

9–5. Balancing the ARCS account

a. The FSS should be constantly aware of the status of the dining facility account. Every effort will be made to close the account with a zero dollar balance at the end of each accounting period. The plus or minus 3 percent tolerance factor is established to alert commanders and managers of potential problems with the account. The FSS will submit a copy of DA Form 3234–R (fig 7–1), DA Form 3234–1–R and DA Form 3980–R to the responsible food adviser within 2 working days after the final reconciliation of the dining facility account card has been conducted. (See para 7–6*e*.)

b. At the end of each accounting period—

(1) A list of those dining facilities that have exceeded the authorized tolerance will be provided within 7 working days by the TISO to the installation or designated food adviser.

(2) The designated food adviser will conduct, within 7 work days, an analysis of the DA form 3980–R and DA Form 3234–R to validate the account status.

(3) Accounts remaining in excess of plus 3 percent will be reported immediately by the installation food adviser to the DOL or designated installation officer.

(4) The installation food adviser will also submit his or her recommendation for remedial action to the DOL.

(5) If discrepancies still exist after recommendations, the responsible food adviser will provide direct assistance. The unit commander of accounts exceeding the plus 3 percent for 2 consecutive months will submit a letter to the installation commander stating the causes and remedial action being taken to bring the account into tolerance.

c. FSSs whose monetary status exceeds plus 3 percent of the cumulative allowance will take immediate corrective action to bring the account status back within acceptable tolerance . The responsible food adviser will monitor and assist FSSs who consistently (2 consecutive months) exceed tolerance factors.Advisory personnel will provide technical assistance to unit commanders and FSSs of actions necessary to adjust the monetary status of the account and bring it within acceptable tolerance guidelines without detriment to the welfare of the diners. Excesses should be depleted by systematic adjustments to the menu throughout the accounting month.

d. To calculate a minus 3 percent or a minus 6 percent—

(1) Multiply the last entry in column h, DA Form 3980–R by either 3 or 6 percent; the answer will be in dollars.

(2) Compare the last entry column n, DA Form 3980–R with the answer in (1) above. All dollars in excess of the answer in (1)above could be dropped. Example: Dining facility #3, earnings$31,307.07, status $1,680.10 underdrawn (5.366 percent). $31,307.07 X 3 = $939.21 –$939.21 (3 percent) $1,680.10 (5.366 percent) minus$939.21 (3 percent) = $740.89 could be dropped.

9–6. Record of causes and remedial action

a. The FSS is responsible to the commander having operational control over the dining facility. The FSS will provide an explanation of the circumstances creating the excessive plus status and remedial action planned will be entered on the reverse side of the DA Form 3980–R by the FSS and approved by the unit commander at the end of each accounting month.

b. A record of causes and evaluation of remedial action taken by the FSS will be maintained by the installation food advisers on any dining facility exceeding the plus 3 percent tolerance 2 or more consecutive accounting months. The purpose of these measures is not punitive but to ensure that dining facilities operate with maximum flexibility while remaining within prescribed allowances.

c. The plus or minus status will be carried forward after each accounting period except at the end of the fiscal year at which time each dining facility should be at zero or in an underspent position.At the end of each accounting month, any dining facility account exceeding the plus or minus 3 percent status after the action in paragraph 9–5*b* will be reviewed to determine the causes. Based on the findings, the following actions will be taken—

(1) Overspent or overdrawn (plus) accounts. The food adviser and FSS will ensure the inventory on hand does not exceed the authorized dollar value as outlined in paragraph 7–6*f*(1),(2) and (3). Excesses over the maximum dollar value of inventory can be integrated into planned menus while reducing purchases. When excess inventory cannot be depleted in this manner, the excess inventory will be turned into the TISO on DA Form 3161 as prescribed in AR 30–18, chapters 7 and 13. In addition, action will be initiated by the commander to train the FSS in proper menu planning, requisitioning, and portion control procedures. The DA Form 3980–R and on–hand inventory will be closely monitored by the commander or designated representative to preclude recurrences.

(2) Underspent or underdrawn (minus) accounts. Units are not authorized to retain earnings in excess of minus 3 percent. However, food advisors may authorize, after the dining facility review the retention of a minus 6 percent earnings for special meals as indicated below.

(a) Earnings in excess of minus 3 percent will be deleted from the unit's dining facility account. Prior to initiating this action, however, a complete review of the entire dining facility operation must be conducted by the food adviser. The review will include an analysis of the type menus being served, quality of food served, diner satisfaction of both quality and quantity of items served, and adequacy of headcount procedures. As soon as this analysis is completed, the food advisor will advise the TISO and the unit of the dollar amount to be dropped from each unit's account to return the account to a minus 3 or 6 percent. Within 5 working days the approved amount of reduction should be posted to the TISA and dining facility DA Form 3980–R.

(b) Prior to initiating the requirements of (*a*), above to the TISO, the installation food adviser may authorize up to a minus 6 percent for approved special event or super supper.

9–7. Posting adjustments to the DA Form 3980–R

a. Monthly. An example of posting to the dining facility DA Form 3980–R follows:

(1) At the end of April accounting period, unit "A" is $700 (–7 percent) underdrawn. Not later than 5 May, the food adviser is notified by the TISO of the account status. The food adviser will conduct a review according to paragraph 9–6c(2).On 15 May he or she notifies the TISO and unit to reduce allowance earned by $400 in the May account.

(2) The FSS will—

(a) Enter the date in column a on the May DA Form 3980–R.

(b) Enter the words "Excess Credits Dropped" in columns b through f.

(c) Enter $400 in column g and circle to show a credit.

(d) Subtract the $400 from the last figure in column h.

(e) Bring down the last figure in column m.

(f) Enter the difference between column h and m in column n to adjust the monetary status. (This posting returns the account back to minus 3 percent underdrawn at the end of the previous month.)

b. End of the fiscal year.

(1) At the end of the fiscal year, all dining facility accounts should reflect a zero or minus percent status. Prior to the end of the fiscal year, FSSs will reduce their account to zero or an underspent condition.

(2) Any underdrawn status of accounts will be dropped at the end of the fiscal year. Overdrawn accounts will cause one or more of the actions in (*a*) and (*b*) below to be initiated.

(a) Effect a physical turn–in of excesses. Excesses are defined as subsistence items physically in stock at the dining facility that are not programmed or included in the menu for consumption during a given issue cycle. If excess subsistence is on hand, the FSS will list items on DA Form 3161 as prescribed in AR 30–18, chapters 7 and 13, and turn in the subsistence items to the TISA. Upon certification by veterinary personnel that the items are fit for reissue, the dollar value of the turn–in will be credited and posted to the DA Form 3980–R. The practice of a paper turn–in and reissue transaction to bring the account to accepted tolerances is not authorized under any conditions.

(b) The status of any dining facility account that cannot be reduced to zero status at the end of a fiscal year through the procedures in (*a*) above will be surveyed under the provisions of AR 735–5. The commander may initiate an adjustment action through a Report of Survey (AR 735–5) when negligence (fraud), misconduct, or misappropriation is not suspected. If negligence is suspected, the commander will initiate a Report of Survey or an investigation (AR 15–6) as necessary.On initiation (assignment of document number in block 2) of the Report of Survey, the entire overdrawn dollar amount remaining on the dining facility account card after all turn–ins or adjustments will be surveyed and posted to the DA Form 3980–R. This action will cause the account status to be at a zero dollar balance.

(c) ***(Rescinded).***

Chapter 10
Unusual and Special Subsisting Situations

Section I
Unusual Conditions

10–1. Unprepared subsistence supply support from commercial sources

a. Subsistence from commercial sources.

(1) Subsistence supply support to ARNG and USAR units from commercial sources will be authorized only when the unit has assigned food service personnel and equipment and a military TISA or commissary is not economically advantageous to the Government. When an ARNG or USAR unit determines that subsistence support from commercial sources would be more advantageous to the Government, due to time, distance to travel, item packaging or issue procedures from a military TISA or commissary, authority will be requested through channels to the State USPFO for ARNG units or CONUSA for USAR units.The approval may be for a period not to exceed 3 years. A consolidated listing of all approvals to include termination dates will be maintained.

(2) Units may also request authority to purchase subsistence from resale commissaries or commercial sources when support would normally be obtained from other military service troop issue activities. Units that have been granted approval to purchase subsistence ingredients from commercial sources will maintain their account and compute credits according to procedures prescribed in paragraph 10–2. Subsistence purchased from commercial sources must originate from sanitarily approved food establishments in accordance with AR 40–657.

b. Trading stamps.

(1) Reserve component units receiving subsistence items from commercial sources that furnish trading stamps will turn in all stamps received to the USAR Administrative Supply Technician (AST)or ARNG Unit Administrator (UA). The AST or UA will establish a ledger to record receipt and disposition of the stamps. Every effort will be made to negotiate a cash discount in lieu of trading stamps or to return these stamps to the stamp redemption center for a cash rebate. The cash would then be deposited to the ARNG or USAR subsistence appropriation.

(2) If the stamps cannot be converted to cash, they will be used to acquire items, which will enhance the dining facility, or to acquire recreational items not readily available through normal supply channels. The items so acquired will be turned over to the organization or unit accountable officer to be accounted for, based on the type or class of property. They will be available for use by all

personnel assigned to the center or armory for training. Trading stamps will not be used by any individual for personal gain. The training center or Armory Advisory Board of Control (as established and directed by AR 230–1) will determine which items will be acquired and how they will be controlled.

c. RC operating under ARCS. When authority is granted for the RC to operate under ARCS, subsistence ingredients obtained from commercial sources will be accounted for as follows:

(1) The FSS will—

(a) Submit requirements for ingredients on DA Form 3953(Purchase Request and Commitment) in accordance with the example and specific instructions at figure 10–1. A list of ingredients and quantity per 100 servings is provided in the issue chart for each menu in SB 10–263. Condiment requirements may also be determined from the Ingredients Chart. Requests for unprepared subsistence will be forwarded to the MUSARC and USPFO for review and approval prior to purchase.

(b) Obtain and file a copy of all requisition and receiving documents in the dining facility files.

(c) Compute and maintain the account status in dollars and record the data on DA Form 3980–R in accordance with the procedures and examples depicted on figure 10–2. Earnings will be computed based on the BDFA plus the authorized percentage increase.

(d) Prepare a monthly DA Form 2970 (fig D–1) reflecting the headcount in section C for all personnel subsisted. Meals served to personnel where reimbursement is required will be entered in section E. The "Remarks" section will be used to report or explain data not reflected elsewhere on the form, but required by higher headquarters. In addition, the dollar value of subsistence received will be reported in the Remarks section. The data may be obtained either from the vendor's invoice, SF44(Purchase Order – Invoice Voucher) or DD Form 1155 (Order for Supplies for Services/Request for Quotations).

(e) Forward to the MUSARC or USPFO a copy of the current DA Form 3980–R and monthly DA Form 2970 within 5 working days following the last IDT each month.

(2) The MUSARC and USPFO will—

(a) Establish a percentage ceiling to the BDFA authorized to each unit. The percentage will be limited to that amount required to purchase ingredients necessary to prepare comparable menus identified in SB 10–263 for the IDT. The maximum authorized increase will not exceed the BDFA plus50 percent when computed for all IDT meals scheduled for serving during the fiscal year. When the authorized percentage increase has been established as 50 percent, the actual allowance will be computed in the following manner:

BDFA x 150 percent = adjusted BDFA x meal value of meals served (breakfast–20 percent, lunch–40 percent, dinner–40 percent) =authorized dollars x headcount for each meal = earnings.

(b) Monitor the DA Form 3953 (fig 10–1) monthly to ensure that units authorized to purchase subsistence ingredients from commercial sources purchase only required items in prescribed quantities. The MUSARC and USPFO should take immediate corrective action whenever a unit's requisition reflects unauthorized items or quantities per 100 persons in excess of that prescribed by SB 10–263 (as amended by the appropriate menu board).

(c) Establish procedures to record earnings and expenditures in dollars to ensure that the monetary status of units purchasing subsistence ingredients from commercial sources remains within a plus or minus 10 percent tolerance during IDT for the fiscal year.The data required to accomplish this requirement will be extracted from the monthly DA Form 2970 and DA Form 3980 –R submitted by each unit operating under the provisions of this paragraph. When the monetary status exceeds plus 10 percent, the USPFO or MUSARC will require the unit to requisition less expensive meals until the dollar status of the account is within the plus 10 percent tolerance. This will ensure that sufficient subsistence is obtained to subsist the troops adequately, while reducing the over expended monetary status of the account. Accounts in an overdrawn status in excess of plus 10 percent at the end of the fiscal year will be investigated or surveyed.

d. When operating under the field ration issue system.

(1) USPFO for ARNG or CONUSA for USAR may authorize procurement of subsistence items from commercial sources when a TISA or military commissary is not economically advantageous to the Government and the unit has organic food service capability. CONUS RC units will use the BDFA provided by NGB for ARNG and TSA for USAR on a monthly basis. RC units located OCONUS will use the OCONUS BDFA provided by the supporting installation. Since the item and brand name pricing cost of subsistence items procured from commercial or commissary sources are generally higher than those from a TISA, the State adjutants general or CONUSA Commanders may authorize an increase not to exceed 50 percent of the BDFA for commercial sources and 15 percent for commissary for the procurement planning figure, as appropriate. This increase is computed in the same manner as prescribed in *c*(2)*(a)* above.

(2) RC units will be required to maintain accountability on a monetary basis (DA Form 3980–R) regardless of whether subsistence is requisitioned as ingredients from a commercial source or as prepared meals from a commercial restaurant.

10–2. Responsibilities when procuring unprepared subsistence

a. The FSS will—

(1) Compute the subsistence requirements during each IDT for the subsequent IDT.

(2) Prepare DA Form 3953 (as required per para 8–2,*b*,(1)) in accordance with the example in figure 10–1 and special instructions depicted in figure 10–1.

(3) Account for subsistence in monetary terms on DA Form 3980–R. DA Form 3980–R will be maintained according to the procedures in figure 8–2. In addition, all other documents to support the entries on the DA Form 3980–R will be maintained.

b. Unit commanders will—

(1) Review requisitions to ensure menu and ingredients being requested are as prescribed in SB 10–263 and follow the meal–day sequence as established by FORSCOM.

(2) Ensure that NGPA appropriation and RPA appropriation subsistence funds are being used to requisition food items only.Items such as paper plates, plastic eating utensils, and cleaning supplies will not be listed on the subsistence requisitions.Requisitions for these types of supplies will be in accordance with applicable supply regulations and appropriate supply funds cited.

c. RC unit technicians will—

(1) Forward the accounting documents to the MUSARC or USPFO within 3 working days following each IDT.

(2) Assist the unit ordering officer or supporting contracting officer in obtaining subsistence ingredients or prepared meals from commercial suppliers when authorized.

(3) Ensure that subsistence is picked up or delivered to the USAR Center and ARNG Armory prior to the weekend IDT. The supply technician must also ensure that subsistence items agree with the quantity on the vendor's invoice and are properly stored and secured upon arrival at the center.

(4) Ensure that all supply and procurement documents are processed in a timely manner and returned to the supporting installation. Invoices for catered meals (SF Form 44 or DD Form 1155) will be returned to the supporting procurement activity within 5 working days following each IDT.

d. MUSARC or USPFOs will—

(1) Ensure that only the units authorized by the CONUSA and State adjutants general requisition from commercial sources. A copy of each approval document will be on file in the MUSARC and USPFO.

(2) Review the DA Form 3953 to ensure that—

(a) The menu being requisitioned is prescribed by FORSCOM for that IDT unless the dollar status of the unit is overspent. When a

unit is overspent and the type menus scheduled for the remainder of the fiscal year will not reduce the overspent condition, the MUSARC or USPFO will change the unit requisition to a less expensive menu.This will allow the unit to receive sufficient subsistence to adequately support the projected headcount while reducing the overspent status.

(b) The anticipated headcount being used to requisition meals or compute subsistence ingredient requirements is based on actual headcount report for previous IDTs. When the anticipated headcount is greater than actual headcount during previous IDTs, the MUSARC or USPFO will contact the unit for justification prior to making changes and approving requisitions. If the higher headcount cannot be justified, the MUSARC or USPFO will post corrections to the requisition or return them to the unit for corrections prior to approval.

(3) Retain one copy of the approved DA Form 3953 and forward the remaining copies to the installation procurement activity.

(4) Establish monitoring and control procedures that ensure that the dollar value of all expenditures against the RPA or NGPA for subsistence do not exceed the dollar value earned by the unit, particularly at the end of each fiscal year.

(5) Compute and maintain dollar accountability of earnings and expenditures by each unit. The earnings data can be computed by multiplying headcount data reported on the DA Form 3033 times the authorized dollar value; that is, BDFA plus up to 50 percent. For example, the dollar value earned by a unit serving both a breakfast and lunch meal to 150 persons with a BDFA of $3.51 would be $474.00(for example, BDFA of $3.51 x 150 percent = $5.265 or $5.27 adjusted BDFA. $5.27 x .20 = $1.05; $5.27 x .40 =$2.108 or $2.11, $1.05 +2.11 = $3.16, 150 persons x $3.16 = $474.00).

(6) Monitor the Food Service Program to ensure that dollar expenditures do not exceed earnings for the fiscal year. The 10 percent plus or minus tolerance factor in meals and dollars is for management purposes only. The objective of the program is to close out the fiscal year at a zero or underspent dollar status.

(7) Ensure that the DA Form 2969–2–R is prepared on a quarterly basis in accordance with AR 30–5.

e. The contracting officer will—

(1) Procure unprepared subsistence or catered meals from commercial sources.

(2) Use the data contained on the DA Form 3953 as the requirement for solicitations of bids.

f. The unit ordering officer (USAR) will—

(1) Effect procurement, when in the opinion of the contracting officer the supported unit is located too far away for support and the dollar value of purchases is within limits authorized for ordering officer procurement.

(2) Obtain sufficient guidance from the contracting officer on proper preparation, use, and number of copies of SF Form 44, DD Form 1155, and other forms required to meet contracting office requirements. Completed vouchers must be forwarded to the supporting contracting officer or activity within 5 working days following the IDT meal.

10–3. Catered meals

a. Commercially prepared (catered) meals are procured only when food service personnel or equipment are not authorized or available and support cannot be obtained from another RC or Active Army unit with food service capability through an ISSA. All requests to purchase catered meals (including host nation meals) must be approved in writing before obligating funds by HQDA, the USPFO or CONUSA for Active Army, ARNG and USAR units respectively. The initial authority may be granted for 3 years and requests for renewal will be submitted in accordance with paragraph 10–1,*a*,(1).

b. The maximum monetary allowance in Joint Federal Travel Regulation (JFTR), volume 1, chapter 5 part A, paragraph U5018, C, will be the rate specified for a meal ticket. The MACOM (Army), MUSARC (USAR) or USPFO (ARNG) will be responsible for monitoring the status of each unit to ensure unit expenditures do not exceed actual earnings (based on JFTR meal rate times authorized personnel supported).

c. Since there are no food service personnel assigned to the unit, the unit commander or designated individual must prepare and maintain the necessary food service records. Records to be maintained include DA Form 2970, DA Form 3032, DA Form 3033, DA Form 3980–R, DD Form 1544, cash turn–in documents, forms required by the procuring office pertaining to the contract, and invoices for meals served. In the USAR, the two primary requisitioning documents will be the DA Form 2970 and the DA Form 3953. The DA Form 3953 will be prepared in accordance with instructions in figure 10–3. In the ARNG, the properly completed DA Form 2970 will be the primary requisitioning document from the unit to the Federal Fund Program Manager, unless otherwise designated by the USPFO. For the RC, the records identified above will be maintained for both IDT and AT(only one DA Form 3980–R) on a fiscal year basis.

d. All personnel, other than personnel authorized SIK, purchasing commercially prepared meals that are served at Active Army installations and RC armories and training centers will sign the DD Form 1544 and pay cash at the cost of the contract meal price. Surcharge will not apply for catered meals.

e. BAS and Officer personnel are not normally included in contractor–supplied commercial meals. However, if the local commander determines that a requirement exists, those personnel may be authorized to purchase contract meals by signing the DD Form 1544 and paying the contract meal price. When the unit is to subsist at the contractors facility those personnel who elect to consume a meal at the contractor's facilities should order from the menu as a private individual. This policy also applies to family members and guests of members when authorized to subsist.

10–4. Interservice support agreement

The installation commander responsible for support and the coordinating installation commander (US Air Force or US Navy)responsible for support to Active Army and RC units will establish an ISSA in accordance with AR 1–35.

a. Subsistence supplies obtained from sources other than the Active Army will be accounted for in accordance with the procedures outlined in this regulation. The only exceptions authorized will be those specified or required in the supporting agreement, or by the supporting activity. Active Army, ARNG, and USAR units must remain within prescribed monetary constraints and comply with all accounting requirements of this regulation. Active Army units will submit a monthly DA Form 2970 to the Commander, US Army Troop Support Agency, Fort Lee, VA 23801–6020, in accordance with the guidance in appendix D.

b. When funds are turned–in as a result of meals sold for cash, the complete accounting classification number to be credited will be cited on DD Form 1131 (Cash Collection Voucher). The accounting classification number will be provided by the parent organization's FAO.

10–5. Subsistence support from host nations

a. When there are no military cooks to prepare meals or there is a requirement for bulk ingredients to be furnished by contract with host nations during joint field training exercises, a request for funding authority will be submitted through the MACOM to HQDA(DALO–TST–F), WASH DC 20310–0564 prior to establishing support agreements that obligate military personnel appropriation (MPA) funds. Host nation support will not be used for change of command functions or to provide a separate menu for foreign national personnel eating in Army garrison or field dining facilities. The request will include—

(1) Unit designation.

(2) The designation and address of the host nation activity that will provide the support.

(3) The dates of the support.

(4) Number of personnel being supported.

(5) Anticipated consumption data.

(6) Estimated cost of support.

(7) The type of subsistence to be provided (that is, ingredients or meals).

b. Upon approval by DCSLOG, the unit will take the following action:

(1) Establish a support agreement with the host nation, which will include the data above plus the subsistence special open allotment account 21* 201001–17XX P1322 SXXXXX, as specified in AR 37–100 series (substitute the applicable 1 digit fiscal year designation in lieu of *, i.e., FY 88=8).

(2) ***(Rescinded.)***

10–6. Supplemental field ration dining facility fund

Supplemental field ration dining facility funds may be established as prescribed in AR 230–1,for the purpose of providing equipment, supplies, or services not available from appropriated funds. The service charge will not exceed the minimum amount required to meet the expenditures for which the charge is imposed. The hiring of additional personnel (cooks, bakers, or dining facility attendants) is not an authorized use of these funds.When the balance of cash and other liquid assets at the end of any accounting month and the anticipated expense for the following month exceeds the combined amount of accounts payable, the service charge will be reduced as required. The funds will be administered and accounted for as prescribed in AR 215–1 and AR 215–5.

10–7. Subsistence support to Air National Guard and US Marine Reserve personnel

a. When meals are to be provided by an Active Army dining facility to Air National Guard and US Marine Reserve personnel, the ISSA will, as a minimum, include—

(1) Number of personnel to be supported.

(2) Inclusive dates of support.

(3) Fund cite.

(4) Designation and address of agency to which the bill for reimbursement will be forwarded.

b. The FSS operating the dining facility that is providing the support will collect and report the data as prescribed in paragraph D–4.

Section II
Special Subsisting Situations

10–8. Harbor craft

Active Army harbor craft will operate the dining facility account under ARCS and procure subsistence from military supply sources. When the mission dictates that a vessel will be ferried through areas where military sources are not available, every effort should be made to stock provisions from military sources within the craft's space capabilities for the mission. When conditions warrant the purchase of subsistence from other than military sources, it is recommended that the commercial source of supply be a recognized grocery store chain.

a. Accounting procedures.

Accounting procedures are as follows:

(1) When subsistence is obtained from military sources, the dining facility account will be maintained within the constraints of the BDFA and up to 15 percent supplemental allowance when authorized by paragraph 7–16. Issues or purchases will be posted to the DA Form 3980–R in accordance with figure 9–1. Accounts will be maintained to be within the plus or minus 3 percent tolerance as required by chapter 9. When harbor craft are issued subsistence for an operation that extends beyond the accounting month, the account will be balanced upon return to the home port or station.

(2) When subsistence is obtained from commercial sources, the FSS will—

(a) Prepare an SF 44 (Purchase Order–Invoice Voucher) or DA Form 3953 for subsistence items required and submit it to the vessel's appointed Class A agent officer or imprest fund cashier to make the purchase. A sample form and preparation instructions for the DA Form 3953 is contained at figure 10–1.

(b) Maintain a separate DA Form 3980–R for commercially procured items. When the final purchase is made and posted to the DA Form 3980–R, a credit entry of 25 percent of the value of all purchases will then be made to adjust the account; for example, if the total value of purchases is $1,000 less 25 percent credit($250), it will reduce the amount actually charged against the account to $750. The figures will then be posted to the DA Form 3980–R used to maintain the account for issues by the TISA.The $250 figure will be entered in column g and marked"Special Food Allowances." In column l, enter the total dollar value of expenditures ($1,000). The DA Form 3980–R, used to record subsistence procured from commercial sources, will be attached to the DA Form 3980–R maintained for subsistence issued from military sources for the accounting period.

(c) The port steward (PS) or TISA responsible for the preparation of DA Form 2969–R (see AR 30–5) will enter the cost difference as a special food allowance on line 16 and explain the breakout on the continuation sheet.

(d) The vessel's appointed Class A agent officer authorized to make local purchases will furnish purchase receipts, cash register tapes, etc., to the Finance and Accounting Office in addition to any monies (cash or checks) advanced within 10 days after return to home port or station.

(3) The craft's master and FSS will submit headcount data in accordance with the PS or TISA schedule. For those days while at sea that headcount data was not submitted to the PS or TISA, it will be submitted upon return to home port or station. The FSS will also reconcile the account card with the PS or TISO within 2 working days upon return to home port or station. After the account is reconciled and found to be out of tolerance after physical turn–in of subsistence and posting of cost adjustment, relief will be initiated in accordance with the provisions of AR 735–5.

b. Reserve Components.

(1) RCs operating harbor craft are authorized to operate the account under ARCS. Accounting procedures will be in accordance with*a*(1) above.

(2) When subsistence is procured from commercial sources, up to a 50 percent increase to the BDFA is authorized as indicated in paragraph 10–2.

10–9. Religious holiday meals

MPA, NGPA, and RPA subsistence funds will not be used to purchase "special" religious foods for any single group or religious denomination. Items listed in C8900–SL stockage list and available in the supply system may be purchased within the BDFA. Items not listed in the C8900–SL stockage list must be purchased or provided through chaplain channels.Personnel subsisted must pay appropriate meal rates and surcharges and sign DD Form 1544 unless authorized SIK. SIK personnel will sign DA Form 3032 (fig 6–4).

10–10. Subsisting personnel during disaster or emergency conditions

The installation commander must issue a directive declaring that an emergency or disaster condition exists and subsistence must be provided to persons other than those normally authorized to be subsisted. Commanders should consult AR 500–60 before making any commitment for military support during emergencies or disasters.Subsistence will be drawn, prepared, and served in accordance with procedures prescribed in this regulation. Accounting procedures for meals served are contained in paragraph 6–28. A DA Form 2970 will be used to report all meals furnished under these conditions.

10–11. Motor convoys

Procedures for requesting, accounting, and reporting meals required for motor convoys are outlined in AR 30–18, chapter 16.

10–12. Field training

a. Operational rations. Operational rations are issued primarily for training, troop movements, and in support of a theater of operations. Normally, individual packaged rations will not be used as the

sole diet to subsist troops for more than 10 days. The Army peacetime feeding standard is two hot meals per day when the tactical and logistical situation permits.

b. Box lunches. Box lunches may also be used for troop movements to or from the cantonment area and field location.Procedures for requisitioning and accounting for box lunches and operational rations are contained in paragraphs 8–7 and 8–8, respectively.

c. Field Equipment. MTOE field kitchen equipment will be used during all field training. Field expedients that will replace or modify MTOE equipment, such as fabricated griddles, butane fired or charcoal grills, or any other unauthorized equipment will not be used during field training . Available installed food service equipment may be used during training at armories or during garrison operations on a military installation. Cargo trucks will not be modified for conversion to mobile kitchen trucks. Vehicles already modified as kitchen trucks may continue to be used until the kitchen, field, trailer mounted is received; however, the use of a kitchen truck to prepare subsistence while in movement or sole use in lieu of kitchen tent or GP tent is not authorized.

10–13. Flight meals and VIP beverage service

Box lunches or MRE are approved meals to be served during movement by military aircraft when prepared meals are not served during the flight.

a. Value of meal. When box lunches are served(SB10–540/263), they will not exceed 65 percent of the current value of the BDFA. When MREs are used for flight feeding only, a special food allowance, not to exceed 20 percent of the current BDFA for the meal being served, is authorized to purchase additional food items such as beverages and fresh fruit in accordance with AR 30–18, chapter 16.

b. Food to exclude. There are certain foods in the menu that will not be included in flight meals as they cause gas and are discomforting or hard to handle. These are—

(1) Gas causing. Examples are beans, onions, cabbage, and carbonated beverages.

(2) Hard to handle. Examples are uncut meat, fruit that requires peeling, crumbling bread, and pudding.

c. Requisitioning and Accounting Procedures. Procedures for requisitioning and accounting for box lunches and operational rations are contained in AR 30–1, paragraphs 8–7 and 8–8, and AR 30–18, chapter 16.

d. VIP beverage service. Aviation detachments required to provide VIP beverage service to passengers are not authorized to use MPA or OMA funds. Support for such service must be obtained from outside of the Army Food Service Program, per AR 215–1.

10–14. Single service items

a. Active Army. Supplies such as, but not limited to, paper or plastic cups, plates, napkins, lunch boxes or bags, knives, forks, and spoons may be issued by the installation accountable officer for use in special subsisting situations. The cost of these single service items will be charged to OMA funds and not included in the cost of rations nor paid for by MPA subsistence funds.

b. Reserve components. Single service items (paper or plastic cups, plates, knives, forks, and spoons) will not be used except under unusual circumstances and with prior approval of the State adjutant general for ARNG or MUSARC commander for USAR. The approval authority may be further delegated. The use of single service items by units within their State or MUSARC will be based on the following criteria:

(1) Consideration and subsequent approval or disapproval will be made on a case–by–case basis.

(2) MTOE mess kit laundry equipment will be used as much as practical. Garrison dishwashing equipment will be used if available.

(3) Single service items will be used only when sanitation, environmental restrictions, and safety is the primary consideration.

(4) Required funds must be available.

(5) Cost of single service items will not be included in the cost of subsistence nor paid for with subsistence funds.

10–15. Subsistence requirements for food service training courses

The installation commander or a designated representative will approve subsistence requirements to support installation food service training courses authorized by AR 350–1, paragraph 1–5. Subsistence used for training purposes will be charged to the MPA and RPA subsistence fund. The installation commander will ensure that procedures are carried out to preclude the unauthorized use and diversion of training subsistence items. Following are procedures for requesting and disposing of subsistence items for training purposes:

a. Subsistence for training purposes will be requested on DA Form 3161 and submitted to the TISA, as outlined in AR 30–18, paragraphs 16–2 and 16–5.

b. Subsistence used for training purposes will be safeguarded in training kitchens, as outlined in paragraph 7–7.

c. The DA Form 4552–R (Kitchen Requisition) (fig 10–4) will be used to document subsistence items (meals)prepared during the training period and the disposition of the end product. A copy of the DA Form 4552–R is located at the back of this regulation and will be reproduced locally on 8½– by 11–inch paper. Disposition of prepared or cooked subsistence will be documented on the DA Form 4552–R as follows:

(1) When prepared or cooked subsistence items are consumed in the training kitchen, the instructor–in–charge will make a notation after the last listed subsistence item; such as, “18 students consumed 5 pounds of roast beef.”

(2) When cooked or prepared subsistence items are found to be unfit for human consumption, the instructor will make a statement on the DA Form 4552–R stating the reason and amount of subsistence discarded. The instructor will sign his or her name and grade after the statement. When only a portion of the amount is discarded, the instructor will indicate the amount of subsistence discarded and the amount consumed by the students.

(3) When cooked or prepared subsistence is transferred to an appropriated fund dining facility, the instructor will record the amount of subsistence items on the DA Form 4552–R. The instructor will also prepare a DA Form 3161 listing the item, quantity, receiving unit, date, etc. The receiving FSS or a designated representative will sign DA Form 3161 for the amount of subsistence received and retain a copy for his or her records. The instructor will coordinate with the food adviser before contacting the receiving dining facility in sufficient time to allow the FSS to program the donated subsistence items issued into the menu.

d. The receiving FSS will—

(1) Adjust the menu as necessary to incorporate subsistence items issued from the training kitchen.

(2) Ensure that excess subsistence is not allowed to accumulate in the dining facility as outlined in paragraph 7–8.

(3) Make a memorandum entry on the bottom of the dining facility account card to record the dollar value of each issue of prepared or cooked subsistence items. The dollar value will be taken from the main raw ingredient of the product. Issues from the training kitchen are not chargeable to the dining facility account status.

10–16. Social functions

The use of Government subsistence, dining facility equipment and or dining facility staff, military or civilian, to support social functions such as: retirements, promotion/awards ceremonies, religious activities, coffee calls, change of command functions, parties or other similar functions is prohibited. Support for such functions must be obtained from sources outside of the Army Food Program. Procedures to be used to support such social functions are outlined in AR 215–1.

10–17. Organization day activities

a. The use of Government subsistence and or the facility and it’s staff to support official unit organization day activities through serving of a meal or picnic is authorized only when–

(1) Approval is granted by the Installation Commander.

(2) The meal or picnic replaces the normal lunch or dinner (the menu should equal the BDFA value of the meal for which it is

being served). Subsistence is procured from an authorized source, in accordance with paragraphs 7–2 through 7–7.

(3) The dining facility is provided all essential data such as date, time, location, subsistence support required, and a breakout by category of personnel to be supported (to include officers, enlisted personnel receiving BAS, family members and guests) per the requirements of paragraph 7–12.

(4) Signature headcount procedures are established and followed to include the collection of applicable food cost(s) and surcharge(s).

b. Unauthorized diversion or misuse of Government subsistence, supplies, and facilities through failure to maintain essential data and or accurately document the headcount, cash and surcharge collection is considered mismanagement, and must be investigated under the provisions of AR 15–6 to determine the value and pecuniary liability. When there is a difference in excess of 10 percent of the meals requested on the unit support request and the actual headcount as reflected on the headcount forms, a report of survey will be accomplished per the procedures in paragraph 7–12*f*.

Chapter 11
Cash Meal Payment Books

11–1. Description of DD Form 1544

DD Form 1544 (Cash Meal Payment Sheet) (fig 11–3) is an accountable form used to record the cash payment for Government–furnished meals sold to authorized personnel. These sheets are issued in prenumbered, covered books consisting of 50 individual sheets. It contains instructions for using the book, transfer control and receipts, and a register for the issue of individual sheets.

11–2. Safeguarding the DD Form 1544 and cash

All DD Forms 1544 and cash will be accounted for at all times and properly safeguarded in a safe, or a field safe that is properly secured to an immovable object. Field cabinets using steel lock bars or those offering no forced entry protection are not considered adequate. The safe should be secured to a permanent part of the building, or in a room which is manned around the clock.Entire books will not be issued to a FSS for retention in the dining facility safe. Cash Meal Books will not be retained in the dining facility even though the FSO is a permanent member of the dining facility staff; that is, an officer whose place of duty is within a 1001 to 1500–man dining facility. The books, cash collected, and completed individual sheets will be retained in the headquarters, or the office of the FSO of the unit or organization operating the dining facility. Funds collected from the sale of meals will be safeguarded as prescribed in AR 37–103, chapter 3, section IV.Loss or misappropriation of cash or the sheets will require an investigation under the provisions of AR 15–6 and AR 735–5. When physical turn–ins of cash to the FAO is not practical, the DD Form 1544 and certified check or money order will be transmitted by certified mail, courier, or messenger, depending on the location of the recipient.

11–3. Control officer

a. The installation commander for Active Army units, the MUSARC commander for USAR units, and the State adjutant general for ARNG units will appoint, in writing, an officer of their headquarters (other than the installation food adviser, TISO, and members of their staff) as the installation control officer for DD Form 1544. An alternate control officer will be appointed to act in the temporary absence of the control officer.

b. The control officer is responsible for requisitioning and receiving DD Form 1544 books from the installation, State or MUSARC publications officer according to AR 310–1. The DD Form 1544 book will be accounted for in a register (book or memorandum). The register will contain DD Form 1544 book serial number, cash collection sheet numbers in the book, the date of receipt from the publication officer, date of issue to a consolidated headquarters or unit, and date of return of the completed book.

c. Whenever a Cash Meal Payment Book contains minor printing errors such as two pages with the same number or blurred numbers, the installation control officer can make corrections. The corrections will be completed in ink, by running a line through the incorrect entry and entering the correction and initialing and dating the entry. The installation control officer will also prepare a DF reflecting the book number and changes made. A copy will be provided with the book to the unit receiving the book, one copy to the installation forms control officer and retain one copy.

11–4. DD Form 1544 book issue procedures

a. General.

(1) The control officer will issue DD Form 1544—

(a) In complete books of 50 sheets to the consolidated headquarters.

(b) Directly to units located on or supported by the installation.

(c) To units or organizations for temporary duty (TDY) to the installation that operates a dining facility. When the issue of a complete book is not considered feasible because of the small number of cash meals served by the unit, the control officer may issue individual sheets direct to the unit. Issue procedures are outlined in paragraph 11–7.

(2) The responsible commander will designate the FSO and alternate on DA Form 1687 (Notice of Delegation of Authority–Receipt for Supplies) to receive and sign for DD Form 1544 books from the control officer. Assigned dining facility personnel (military, Army civilian, and contractor employees, except project managers) will not be designated to receive and sign for entire DD Form 1544 books.DD Form 1544 books will be issued, upon request, using the transfer control form, which is included with the book. The control officer will complete sections I and II of the Cash Meal Payment Sheet–Transfer Control and the Transfer Control and Receipt No. 1 in the following manner:

(a) Section I of Cash Meal Payment Sheet Transfer Control.Print the name of the control officer, title, the organization to which assigned, and the name and location of the installation. The control officer will then sign and date the Transfer Control Receipt No. 1.

(b) Section II of Cash Meal Payment Sheet—Transfer Control. Print the unit and installation designation in the"TO:" block and the name of the person making the issue in the "FROM:" block.

(c) Transfer Control and Receipt No. 1. Print the name and location of the activity receiving the book on the designated line.The receiving unit may not always be the one located in the same installation as the control officer. The control officer will then cross out "Issued" or "Turned In By,"as appropriate, and sign the form. The person receiving the book will then sign in the next block and date the final block. Receipt No. 1 will then be removed from the book and retained by the control officer until the book is returned. If the book is required to be transferred to another person, the next receipt will be completed in the same manner as described above. The person designated at unit level to receive the DD Form 1544 book or sheets is the accountable officer and has direct responsibility for the DD Form 1544.

(d) Certified mail will be used for the transmittal of either complete DD Form 1544 books or individual sheets, when the issue is accomplished by mail. Control Officers will issue DD Forms 1544 by means of DA Form 410 (Receipt for Accountable Form) when issuing sheets by mail. Upon receipt, the acknowledgment portion of DA Form 410 will be completed by the unit and the original signed copy returned to the control officer.

b. Reserve Components. RC units conducting AT away from home station are required to bring sufficient DD Form 1544 sheets or books from their home station for the duration of the AT. Issue of the DD Form 1544 (books or sheets) will be as prescribed in paragraph 11–4 and 11–8 of this regulation.

c. ***(Rescinded.)***

11–5. Turn–in procedures

a. Cash turn–in procedures will be in accordance with paragraph 11–8. When all the sheets in the book have been used, funds will be turned in to the FAO within 2 working days. The book and one

copy of all vouchered deposit documents DD Form 1131(Cash Collection Voucher) will then be turned in to the control officer. The control officer will verify that all forms are accounted for, cash turn–in vouchers are attached, and section III of the book has been completed. The control officer will complete the next Transfer Control and Receipt in the manner prescribed in paragraph 11–6 and give it to the officer making the turn–in.The register will be posted with the date that the book is returned.The book will then be filed subject to audit and retained in accordance with the provisions of MARKS.

b. Active Army units, at the end of the fiscal year, will physically turn in or revalidate all DD Form 1544 books issued during the year that have not been completely used and unused cash sheets. Revalidation will be completed no later than 5 duty days after the end of the fiscal year. The method to use to revalidate is as follows; The unit commander will designate an individual(officer, civilian or senior NCO) to perform the revalidation. The designated individual will prepare a statement indicating the book serial number, date of issue, and the number of unused sheets on hand. If any sheets are missing, a copy of the AR 15–6 investigation will also be provided. The statement will be provided to the control officer, the control officer will maintain the revalidation statements on file until the books are turned in. A copy of the statement will be provided to the unit and maintained on file with the DD Form 1544 book. The unit audit or review report will reflect that the DD Form 1544 books were revalidated. They will be processed per paragraph 11–6*c*(1) and (2).RCs will revalidate all outstanding books annually.

c. Whenever there is a change of station for an organization operating an appropriated fund dining facility, all DD Forms 1544 books (complete with all used and unused sheets) will be returned to the installation control officer who will give a clearance prior to the unit's departure.

11–6. Consolidated headquarters

a. Where books are issued by a consolidated headquarters, the designated control officer will be responsible for obtaining the DD Form 1544 from the installation control officer and maintain a record of all books received. Accounting procedures for the books will be the same as those specified under paragraph 11–3*b*. The books will then be issued to the FSO as full books or on a sheet basis. When issued as a book, the transfer control and receipt No. 2 will be used. The control officer will enter the unit or organization to which the book is issued, the location, and date. The authorized representative will sign the receipt. The consolidating headquarters will retain the receipt on file after posting data to the register. When issued by the sheet, the cash meal payment sheet register will be completed in accordance with paragraph 11–7*c* and figure 11–2.

b. Upon turn–in of the DD Form 1544 book, the control officer will complete and sign the next unused Transfer Control and Receipt No. 2, 3 or 4 and return the receipt to the officer turning in the book.

c. The control officer for DA Form 1544 sheets or books at the installation or consolidating headquarters will take the following actions each fiscal year:

(1) Unused sheets will be carried into the new fiscal year and posted to the new fiscal year register, listing the sheet numbers that were carried forward.

(2) That portion of the book that has been used with all turn–in vouchers will be closed out in accordance with the provisions of paragraph 11–5, listing only the sheet numbers that have been completed and turned in.

d. RC revalidation is essential to maintaining an audit trail on each accountable DA Form 1544 book. State ARNG and MUSARC food advisers or food service technicians are requested to closely monitor the deactivation or reorganization of RC units and insure that all books issued by Active Army or RC control officers are officially cleared. When a unit cannot use an entire book in 3 years or less, the USPFO or MUSARC should explore the feasibility of issuing books to battalion or brigade level for subsequent issue of only sheets to the unit. This will insure maximum use of all DA Form 1544 sheets.

(1) ARNG. Annual revalidation may be accomplished by return of the complete book to the control officer, written verification(signed by the unit commander), or during unannounced verification and cash count conducted in accordance with paragraph 6–34.The designated individual performing the revalidation will provide the control officer a statement indicating the book serial number, date of issue, and the number of unused sheets on hand and the number of sheets accounted (through turn–in) as indicated on the DD Form 1131. If any sheets are missing, a copy of the AR 15–6 investigation will also be provided. The control officer will maintain the revalidation statements on file until the books are turned in. The unit audit or review report will reflect that the DA Form 1544 books were revalidated. A copy of the statement will be provided to the unit and maintained on file with the DD Form 1544 book.

(2) USAR. Annual revalidation may be accomplished by return of the completed book to the control officer or during routine unit audits or internal reviews by the MUSARC FSO, designated officer, or NCO.

(3) Annually, any book that has been outstanding for 3 years will be turned in to the cash meal payment book control officer regardless of the number of unused sheets remaining in the book.

11–7. Units and organizations operating dining facilities

a. Commanders of units and organizations operating dining facilities or the FSO will request, receive, and turn–in Cash Meal Payment Books issued from the installation or consolidated headquarters control officer, as appropriate. The number of books that may be maintained on hand will be based on the dining facility requirement for 7 days. DD Form 1544 book and individual sheets will be safeguarded at all times, as outlined in paragraph 11–2.

b. The commander, having operational control over the dining facility, may appoint a responsible individual to receive cash meal payment sheets, prepare turn–in documents for the cash collected from the sale of meals, and other administrative duties associated with cash. Under no circumstances will food advisers or the FSS be authorized to receive DD Form 1544 books, turn–in cash, or have access to the combinations of the secure containers in which the cash meal payment books are maintained. (See para 2–19*ab* and 2–20*a*(6).)

c. Individual DD Form 1544 sheets will be issued in sheet number sequence to the FSS or a designated representative. Issues will be recorded on the cash meal payment sheet register, which is included with the DD Form 1544 book. Requirements and procedures for completing this form are included on the cover of the cash meal payment book and figure 11–2.

d. When the DD Form 1544 sheets are issued (to the headcounter or for use outside the installation dining facility,) the FSS will use the DA Form 3546–R (Control Record for Dining Facility—DD Form 1544) to record the issue. It will also be used to record cash overages or shortages reflected on DD Form 1544.Instructions for the preparation of this form are shown in figure 11–2. DA Form 3546–R is located at the back of this regulation and will be locally reproduced on 8½– by 11–inch paper.

e. The data block at the top of the DD Form 1544 will be completed by the FSS and signed by the unit commander, FSO or designated individual prior to issue to the headcounter. The DD Form 1544 will be used until all lines have been completed, unless a turn–in of funds is required sooner in accordance with paragraph 11–5.

f. As each DD Form 1544 is completed, it will be closed out by the last headcounter. The DD Form 1544 will then be returned with the cash collected for that sheet to the FSO or designated individual at the issuing headquarters. The FSO or designated individual will make an entry in the register as to the date, amount of cash turn–in for food costs and surcharges, and initial the register thus verifying the entry. When a cash turn–in is made by the FSO or a designated individual (other than the dining facility food service staff) to the FAO or the consolidating headquarters on a DD Form 1131 (Cash

Collection Voucher) (fig 11–4), the FAO or consolidating headquarters voucher number of the turn–in document will also be entered in the register on the applicable line and column.

g. Turn–in of the DD Form 1544 book will be accomplished by the officer to whom the book has been issued or transferred to utilizing the Transfer Control and Receipt No. 2 and No. 3, as appropriate. When turn–in of the book has been completed, the retained transfer control and receipt will be filed and disposed of in accordance with MARKS. DD Form 1544 books will be turned in no later than 5 working days after final turn–in of funds applicable to the sheets contained therein.

h. When unused sheets or sheets with unused lines are to be turned in, they will be lined out from the top–left corner to the bottom–right corner, marked "Not Used" and signed by the unit commander or FSO. At the end of the fiscal year DD Form 1544 sheets that have not been used will be revalidated per paragraph 11–5 *b* for use during the new fiscal year.

11–8. Cash turn–in schedule

a. Turn–in of cash. All cash collected from the sale of meals will be turned in as follows:

(1) By the FSS to the FSO or designated individual as each cash collection sheet is completed.

(1.1) By the FSO or designated individual when the funds on hand, exclusive of the authorized change fund, reach $500. These funds must be turned into the Finance and Accounting Officer or Agent Officer or consolidating headquarters. For dining facilities with unusually large cash collections the $500 limitation may be increased by the MACOM or installation commanders, MUSARCS, and State Adjutant General for the Active Army, USAR and ARNG units respectively. Funds collected and on hand at the close of each month will be turned into the Finance and Accounting or Agent Officer.Additional procedures for cash turn–in are contained in AR 37–103.

(2) When all 50 sheets in the DD Form 1544 book have been used.

(3) ***(Moved to paragraph 11–5.)***

(4) Whenever there is a change in FSOs, the unit commander will authorize a new FSO on a DA Form 1687 for the receipt and control of the DD Form 1544. At the same time, the officer transferring from the unit will prepare a DA Form 3161 in four copies and include the serial number of DD Forms 1544 on hand (used and unused). This procedure transfers responsibility for the forms to the new FSO. The DD Form 1544 sheet(s) in use at this time will be closed out and all monies turned in to the FAO. A copy of the DA Form 3161 will be forwarded to the consolidating headquarters or control officer. One copy will be retained in the DD Form 1544 book, one copy furnished to the outgoing officer, and one copy retained by the incoming officer.

(5) At the end of a fiscal year, all funds will be turned–in the first working day of the new fiscal year. The turn–in document will be annotated "Final FY XX turn–in" to alert the FAO that the turn–in is to be posted to the closing fiscal year account.

(6) A cash turn–in will be performed at least once a month.

(7) A new DD Form 1544 sheet will be used at the start of each month for the Active Army. The DD Form 1544 sheet used on the last day of the month will be closed out and monies turned in on the same day to the FSO or designated individual.

b. ARNG. Cash and DD Form 1544 will be turned in as prescribed in *a* above and as modified below.

(1) *IDT.* All cash collected, together with the DD Form 1544 sheets, will be turned in at least quarterly for IDT. To reduce administrative work, a unit collecting less than $50 per quarter may be authorized to turn–in cash and DD Form 1544 sheets every 6 months.

(2) *AT.* All cash collected will be turned–in before the clearing of the AT site. When this is impractical, turn–in will be effected not later than 5 work days following the return to home station.

c. USAR. Cash and DD Form 1544 will be turned in as prescribed in *a* above and as modified below.

(1) *IDT.* When a unit receives finance and accounting support from a military installation, the turn–in of cash and DD Form 1544 payment sheets will be turned–in—

(a) As each DD Form 1544 sheet is completed.

(b) Not less frequently than once a quarter and not later than 5 working days after the close of the fiscal year regardless of the amount on hand.

(2) When a unit requisitions and receives the DD Form 1544 from MUSARC, the sheets will be returned to that office as specified in(1)*(a)* above.

(3) *AT.* All cash collected from the sale of government meals will be turned in to the AT training site Class B agent, or Finance and Accounting office (FAO) prior to departure to home station. When there is no on site Class B agent or FAO; monies, cash meal payment sheets and supporting documents will be forwarded to the State USPFO for ARNG or supporting installation for USAR units per the procedures in paragraph 11–8,d,(3) this regulation. When this is impractical, turn–in will be effected not later than 5 work days following the return to home station.

d. Alternate turn–in procedures.

(1) When the receiving office is distantly located from the finance and accounting or agent officer and the amount collected is$200 or less, the funds collected may be held until the end of the calendar month, but in no case will collections be held beyond the end of the calendar month. When a unit is unable to physically make turn–ins direct to the FAO because of the time and distance involved, one of the following methods will be used:

(a) Cashier's check.

(b) Postal money order.

(2) Turn–in procedures must be coordinated with and approved by the supporting FAO and FSO.

(3) When cash collections are required to be mailed, monies collected will be converted to a cashier's check or money order payable to the servicing FAO; for example, FAO, Fort Lee, VA 23801 or FAO, Fort Hood, TX 76544. The fee for the cashier's check or money order will be deducted from the money turned in on the DD Form 1131.

(a) To document the payment for the cashier's check or money order, the unit will attach the receipt for the purchase, of the money order or cashiers check, to the original DD Form 1131 and send to the FAO.

(b) The amount of the money order or cashier's check, plus the fee supported by the receipt, must total the full amount collected.The amount reflected in the total block of the DD Form 1131 is the total amount collected less the costs of the money order or cashiers check.

11–9. Cash collection voucher (DD Form 1131)

a. Active Army and USAR.

(1) Commanders or individuals designated on DA Form 1687 of units or organizations drawing the DD Form 1544 direct from the installation control officer will deposit cash collected with the FAO. Appropriation numbers may be obtained from the FAO, or as specified in the AR 37–100 series. Deposits will be made to the appropriate account at the rates prescribed in figure 6–1.The DD Form 1131 will be prepared as depicted in figure 11–4.The cash collected as the "food cost" portion of meal sales will be reflected as a deposit to the subsistence reimbursement account under the MPA or RPA appropriation fund as specified in the AR 37–100–series. Surcharges collected as a result of meal sales will be reflected on the DD Form 1131 for deposit as follows:

(a) Fifty percent will be credited to OMA or the OMAR, as appropriate.

(b) Fifty percent to the credit of the appropriate subsistence reimbursement account under the MPA and RPA appropriation.

(2) At installations where dining facilities are included in operations under the Army Industrial Fund System, cash collected as a surcharge will be reflected as a deposit of—

(a) Fifty percent to the credit of the industrial fund.

(b) Fifty percent to the credit of the applicable subsistence MPA account.

(3) When an Active Army appropriated fund dining facility is operated by a contractor, 100 percent of the surcharge will be credited to the Operations and Maintenance Account.

b. ARNG. The total amount of cash collected for meals provided in ARNG Armory dining facilities, including food cost and surcharges, will be deposited to the applicable subsistence reimbursement account, NGPA appropriation.

c. Catered meals.

Note. The total amount of money collected by ARNG or USAR units from the sale of prepared (catered) meals will be deposited to NGPA or RPA, as appropriate.

d. Foreign national personnel overseas. Collections from foreign national dining facility employee personnel overseas will be in accordance with the unified command guidance or treaty or agreement between the United States and the host country. These funds will be posted to the subsistence portion of MPA as full payment for meals served the local nationals. One copy will be forwarded to the TISO at the end of each pay period; the final copy will be retained by the FSS and filed in the dining facility records.

e. Active Army and RC units. Active Army and RC units located at other Service installations (Air Force, Navy, and Marine Corps)will complete DD Form 1131, as outlined in *a* and*d* above. The appropriate classification numbers on the form will be obtained from the servicing FAO activity, as outlined in the ISSA, with the other Service installations. The cash turn–in will be scheduled as outlined in paragraph 11–8*a*.

f. Cash overages and shortages. When a cash overage or shortage occurs in the dining facility, the amount of overage or shortage will be reflected on the DD Form 1544. The circumstances that cause the cash overage or shortage will be fully explained on the reverse side of both the DD Form 1544 and the DA Form 3546–R. Any cash shortage that appears to be the result of misappropriation will be reviewed or investigated as determined by the installation commander. The amount short or over will be deducted or added to the food cost portion of funds collected. This net difference will be determined from the actual cash reflected on the DD Form 1544.

g. Preparation and submission of DA Form 1131. At the bottom of the DD Form 1131, record the serial number of the DD Form 1544 book and the sheet number of all sheets being turned in. Sufficient copies will be prepared to meet the needs of the FAO and two copies for the officer depositing the funds. If DD Form 1544 sheets are from two different books, a separate set of DD Forms 1131 will be prepared for the sheets from each book. Applicable DD Form 1544 sheets will be attached to the last copy of DD Form 1131 and, together with the cash, turned in to the FAO.

h. Verification by FAO. The FAO will verify the accuracy of the amounts listed on the DD Form 1131 against the blocks titled"Cash Turned In" of the attached DD Form 1544. If the figures on the DD Form 1131 and DD Form 1544 reflect the same dollar amounts, each DD Form 1544 sheet will be stamped "verified" by the FAO. The FAO will then enter a collection voucher number in the block titled "Disbursing Office Collection Voucher No." and sign or validate with the proper cash control equipment, as specified in AR 37–103 the DD Form 1131.Two copies of the vouchered DD Form 1131 and all DD Form 1544 sheets will then be returned to the unit. One copy of the DD Form 1131 will be filed in the dining facility. The other DD Form 1131 and verified DD Form 1544 sheets will be securely attached to the back cover of the DD Form 1544 book by use of a metal fastener. The unit will enter on the unit's Cash Meal Payment Sheet Register in the column identified as "Voucher No" the number assigned by the FAO to the "Disbursing Office" block of the DD Form 1131.

i. Consolidating headquarters.

(1) Units drawing the DD Form 1544 book or individual DD Form 1544 sheets from a consolidating headquarters will make cash turn–ins to the consolidating headquarters.

(2) The consolidating headquarters will verify the accuracy of the forms in the same manner as specified for the FAO in *h* above. The DD Form 1544 sheets will be stamped"verified" and the DD Forms 1131 will be assigned a voucher number in the block titled "Receiving Office Collection Voucher No." Two copies of the unit's DD Form 1131 will be retained by the consolidating headquarters officer. One copy of the DD Form 1131 and all DD Forms 1544 will then be returned to the unit (if the unit maintains the DD Form 1544 book; if the unit does not maintain the book the verified sheets will remain with the unit that maintains the book) and filed in the book. The unit will enter on the unit's Cash Meal Payment Sheet Register in the Column identified as "Voucher No", the number assigned by the consolidating headquarters to the "Receiving Office" block of the DD Form 1131. The other DD Form 1131 will be filed by the consolidating headquarters.

(3) The consolidating headquarters will prepare a DD Form 1131 reflecting the turn–in by all units. The DD Form 1131 will include the consolidated turn–in of all units in the format prescribed in figure 11–4. Two copies of each unit's DD Form 1131 turn–in will be attached to the DD Form 1131 of the consolidating headquarters. The consolidating headquarters will forward the DD Forms 1131 and cash or money order to the servicing FAO. For RC purposes the consolidating headquarters may be required to forward the above, to either the USPFO for ARNG or MUSARC for USAR for further consolidation prior to forwarding to the servicing FAO. When cash turn–ins are consolidated at either the USPFO or MUSARC these activities will prepare a DD Form 1131 reflecting the turn–in by all units. The DD Form 1131 will include the consolidated turn–in of all units in the format prescribed in figure 11–4. The DD Form 1131 submitted to the USPFO or MUSARC will be verified and assigned a voucher number in the block titled "Receiving Office Collection Voucher No." and returned to the submitting unit.The USPFO or MUSARC will then forward the cash turn in to the servicing FAO.

(4) The FAO will verify the accuracy of the amounts listed on the consolidated DD Form 1131 against the sheet totals of the attached unit DD Forms 1131. If all figures are correct, the FAO will assign a voucher number and sign the consolidated DD Form 1131.All copies of the unit DD Form 1131 will be marked "verified" by the FAO. One copy of the consolidated DD Form 1131 and one copy of the attached unit DD Form 1131 will be returned to the consolidating headquarters making the turn–in. The consolidating headquarters will complete the Cash Meal Payment Sheet Register Voucher No. per the instructions in h above.

Chapter 12
Food Plans — Menus and Menu Boards

Section I
Introduction

12–1. General

This chapter prescribes—

a. Procedures for changes to the Master Menus and the Annual Food Plan for CONUS and oversea commands.

b. Membership functions and procedures for recording the actions of CONUS and oversea command/installation menu boards.

12–2. Annual Food Plan

The Annual Food Plan is a consolidated listing of all subsistence items programmed to be used for troop food service subsistence requirements during a 12–month period. It is the basis to forecast subsistence requirements and supply actions. The Annual Food Plan may vary according to the needs in an area where the food plan is to be used. Oversea commands will submit changes to the oversea Annual Food Plans to Commander, US Army Troop Support Agency, (DALO–TAF), Fort Lee, VA 23801 on DA Form 3069–R(Frequency of Servings–Annual Food Plan). These changes are illustrated in figure 12–1, or the instructions provided annually by US Army Troop Support Agency (TSA); they will be developed to maintain an accurate and current document. A copy of DA Form 3069–R is

located at the back of this regulation and will be locally reproduced on 8 ½– by 11–inch paper.

12–3. Ration scale for foreign national groups

a. Oversea commanders responsible for subsisting foreign national groups will develop basic ration scales for each ethnic group. Local resources will be considered and used to the maximum extent after taking into consideration the overall civilian supply responsibility of the theater commander. The ration scale will be broken down to show components to be supplied from local and CONUS sources. In selecting the items to be supplied from CONUS sources, maximum use will be made of standard items currently in the supply system.

b. The ration scale will consist of a list of items programmed for each foreign national group. It will also consist of the NSN, as applicable; unit of issue, unit of weight, ration factors expressed in units per 1000 rations, and pounds per 1000 rations. The units per 1000 rations will be computed for each item on the ration scale by multiplying the total number of units per 100 by 10 and dividing the result by the number of days in the year. The units per 1000 rations multiplied by the unit weight for each item will represent the ration factor expressed in pounds.

c. The ration scale will be submitted in six copies to the Commander, US Army Troop Support Agency (DALO–TAF), Fort Lee, Virginia 23801. After review, TSA will forward the ration scale to the appropriate agency for action concerning requirements and supply matters. Changes to the ration scale will be submitted in the same manner as the basic ration scale.

Section II
Menus

12–4. Master Menu (SB 10–260)

The monthly Master Menu will include—

a. Items listed in the Annual Food Plan for the applicable month.

b. References to recipes included in TM 10–412.

c. Menu notes for variations of recipes not covered in TM 10–412.

d. A recapitulation, listing all foods except condiments and accessory foods required for the day's menu per 100 meals.

12–5. Recapitulation of Master Menu issues (SB 10–260–1)

Recapitulation of Master Menu issues is published in conjunction with each SB 10–260. The recapitulation reflects the quantity required of each item for each meal and the monthly total.

12–6. Special menus

a. The 14–Day US Army Reserve Component and Field Feeding Menu(SB 10–263) is published and provided for mandatory use by RCs performing IDT and AT. It is also mandatory for use by Active Army units during field duty for 5 days or more, or for other special feeding requirements. Mandatory use of the 14– day field feeding menu by both the RC and Active Army is waived for units operating under the Combat Field Feeding System (CFFS) Operations (FC 21– 150).

b. Special menus will be developed by TSA when it is determined by TSA that the published SB 10–260 or SB 10–263 cannot be followed.

Section III
Menu Boards

12–7. Purpose of the board

The primary purpose of the menu board is to provide an interchange of information between food service personnel and the TISA regarding anticipated subsistence requirements.

12–8. Functions of the board

It is the function of the menu board to review the SB 10–260, SB 10–263, or other special menus to determine the extent to which they will be implemented. Changes should be made as required to meet the needs of the command or installation and the desires of diners. All revisions to the menu must be made within the authorized monetary value of the BDFA. When the quality of an item is unsatisfactory or considered unsuitable for the intended use, the board will insure that an UMR is initiated, as outlined in AR 30–16, and will include appropriate comments in the minutes.

a. Menu revisions are specifically authorized when it becomes necessary to—

(1) Provide low calorie items specifically recommended by the installation surgeon.

(2) Incorporate changes and substitutions when directed by TSA.

(3) Make suitable substitutions when items in the published menu are not available.

(4) Incorporate items that are determined to be in excess of normal requirements as reported by the subsistence supply depot or TISA.

(5) Identify and incorporate items (bread and rolls) produced in field bakeries.

(6) Make substitutions to permit the use of locally procured fresh fruits and vegetables.

(7) ***(Rescinded.)***

(8) Adjust issue quantities of food items appearing on the menu for which demand data has varied significantly from anticipated usage.

(9) Adjust menus to provide additional warming beverages during field training under adverse weather conditions. All adjustments will be within the constraints of the BDFA for the applicable month.

(10) Provide supported units with smaller size containers to meet the feeding requirements of less than 100 persons; the use of No. 10 size cans would generate waste (for example, small units should be issued No. 303 cans instead of No. 10 cans and pounds in lieu of cases).

(11) Require pastry products to be produced in the dining facility to the maximum extent possible within personnel and equipment resource capabilities; insure that personnel are adequately trained to produce pastry products under field conditions. Authorize local procurement of commercial pastries only when it is determined that in–house production would exceed resource capabilities.

b. The menu board will project the use of manufactured items, processed items, or by–products generated as a result of an experiment, demonstration or testing, and training by food service personnel, schools, and field bakeries. Controls of the product are outlined in AR 30–18, paragraph 16–13.

c. Menu adjustments are not authorized to—

(1) ***(Rescinded.)***

(2) Substitute beverage base for canned or frozen fruit juices for the breakfast meal.

d. During field training, menus in SB 10–263 or T Ration menu will be used in sequence. If a command elects to revise the menus in SB 10– 263, the menu board will review the menu for nutritional conformance, monetary constraints of the BDFA, and TISA support capability. When a mix of operational rations and "A" rations is used during field training, regardless of the length of the training, the monetary value of "A"ration meals should average 20 percent for breakfast, 40 percent for lunch, and 40 percent for dinner. This will permit substitutions of operational rations for any meal without adversely affecting the monetary cost of remaining "A" rations. An example of operational rations and "A" ration mix for a 5–day training period is shown in tables 12–1 and 12–2.

Table 12–1
Examples of operational rations and"A" ration mix for a 5–day training period.

Training period 1 Day—	1	2	3	4	5
B [1] —	18%	23%	18%	19%	22%
L—	C	C	C	C	C
D [2] —	38%	36%	42%	46%	38%

Table 12–1
Examples of operational rations and"A" ration mix for a 5–day training period.—Continued

Training period 1					
Day—	1	2	3	4	5
Training period 2					
Day—	1	2	3	4	5
B [1] —	23%	C	18%	19%	C
L [2] —	C	33%	C	47%	C
D [2] —	41%	C	37%	C	42%

Notes:
[1] Average 20%
2. Average 40%

12–9. Schedule

a. When operating under the ARCS, Active Army menu board meetings will be conducted not less than quarterly or more frequently when determined by the major Army commander. Special meetings may be called by the chairperson when matters require board action. When operating under the FRIS, monthly menu board meetings will be held.

b. Army National Guard and MUSARC menu boards will meet annually or more frequently at the call of the chairperson.

12–10. Oversea command membership

a. Voting members.

(1) Chairperson. Food adviser.

(2) Command surgeon. The command surgeon or a qualified representative (dietitian) will attend each meeting to insure that the SB 10–260, as changed, meets the nutritional requirements of the command.

(3) The TISO or designated supply representative.

b. Mandatory nonvoting members as applicable.

(1) The food adviser or supervisor from all subordinate commands.

(2) Representatives from other active military Services being supported.

c. Optional nonvoting members and attendees. Optional nonvoting members and attendees will be as specified by the major commander.

12–11. Installation membership

a. Mandatory voting members.

(1) Chairperson. The food adviser, or individual designated by the DIO.

(2) Surgeon's representative.

(3) The TISO or designated subsistence supply representative.

b. Mandatory nonvoting members.

(1) Representatives from all supported installation and satellite dining facilities (to include other Service representative) receiving support from the TISA.

(2) Designated representative from the Preventive Medicine Activity.

c. Optional nonvoting members.

(1) Supported ARNG and USAR menu board representatives are encouraged to participate unless special RC menu boards are formed(para 12–12).

(2) Representatives from the veterinarian's office.

(3) Representatives from enlisted dining facility advisory councils and individual diners.

(4) Other personnel as specified by the installation commander.

12–12. Special installation menu boards

A special installation menu board will be established for the purpose of supporting RC requirements. Mandatory voting and nonvoting members on this board will be the same as prescribed in paragraphs 12–10*a* and *b*above with the exception that a representative of the ARNG and USAR menu board will be a voting member. The meetings will be scheduled to promote maximum attendance by RC food service personnel. Meetings should be held annually as a minimum and scheduled subsequent to the annual ARNG and MUSARC menu board meeting.

12–13. ARNG State and USAR menu boards

a. Each State adjutant general and each MUSARC will establish a menu board. Menu board voting members will be appointed in writing.

b. Menu boards will be conducted annually to make recommended changes to SB 10–263. ARNG and USAR menu board recommendations will be coordinated with the host installation menu board so that only one revised SB 10–263 is provided to the TISA or other subsistence suppliers for RC support.

c. When the AT site is in a State other than the unit's home State, the ARNG State food adviser will be a nonvoting member of that State's menu board. The total cost of the revised SB 10–263 menu must be within the established monetary (BDFA)values.

d. A copy of menu changes and other appropriate food service comments approved by the ARNG and USAR menu boards will be furnished in writing to the supporting installation menu board. An information copy will be furnished to the supporting TISA or other subsistence supplier at least 60 days in advance of requirements. A copy of the menu board minutes will be provided to Commander, US Army Troop Support Agency (DALO–TAF), Fort Lee, Virginia 23801 and a copy to the CNGB (NGB–ARL–T), WASH, DC 20310 or CONUSA food adviser as appropriate.

e. ARNG and USAR menu boards are responsible for providing copies of the menu changes to their subordinate activities. The USPFO and MUSARC will coordinate with supporting TISAs, or other subsistence suppliers on the menu sequence to be used by their subordinate activities.

f. Recommendations for improvements to the SB 10–263 should be prepared by ARNG and USAR menu boards and forwarded through CNGB (NGB–ARL–T), WASH, DC 20310, or OCAR-(DAAR–LO), WASH, DC 20310 to Commander, US Army Troop Support Agency (DALO–TAF), Fort Lee, Virginia 23801.

g. Members of the ARNG state menu board are as follows—

(1) Required voting members—

(a) State food adviser (chairperson).

(b) ARNG TISO or USPFO representative if the State does not operate a CNGB authorized TISA.

(c) One surgeon's representative (dietitian or veterinary officer, if available).

(2) Mandatory nonvoting members are listed below: The representative will advise voting members on training requirements and schedules, food acceptability, and other matters relating to consumer preference of dining facility patrons assigned to their respective organizations.

(a) Secretary or recorder.

(b) State organization and training representative.

(c) Food service advisers.

(d) Food service sergeants.

(e) Enlisted representatives.

(3) Optional nonvoting members such as supporting installation TISO or commissary officers or their representatives, as applicable, and senior Army advisers will be invited and encouraged to attend the menu board meetings.

h. Members of the MUSARC menu board are as follows:

(1) Required voting members are listed below:

(a) MUSARC food adviser (chairperson).

(b) Surgeon's representative (dietitian or veterinary corps officer if available).

(c) Assistant chief of staff, G–4 representative.

(2) Optional nonvoting members are as listed in *g*(3) above.

12–14. Duties of the members

a. The food adviser will—

(1) Function as the chairperson and insure that a record reflecting the minutes and actions of the board is prepared and distributed.

(2) Receive and distribute copies of the SB 10–260 or SB 10–263 to all voting and nonvoting attendees prior to the meeting, allowing sufficient time for the board members to familiarize themselves with its content.

(3) Advise the board on acceptable substitutions when an item in the SB 10–260 or SB 10–263 is not available.

(4) Appoint a nonvoting attendee to act as secretary or recorder.

b. The TISO will furnish information on current subsistence supply matters and perform functions as outlined in AR 30–18.

c. The surgeon will—

(1) Determine if troops require nutrients in excess of those prescribed in AR 40–25, Nutrition Allowances, Standards, and Education.

(2) Recommend specific increases or decreases in nutrients when necessary to preserve the health of the troops.

(3) Advise on sanitary measures including handling, refrigeration, and possible food poisoning.

(4) Advise the board on the nutritional aspects of the revised menu.

d. Nonvoting attendees will advise the menu board—

(1) On workload capabilities within their respective dining facilities.

(2) The adequacy of issue quantities and troop acceptability of menu items.

(3) On matters pertaining to support being rendered to RC and other Services by the TISA.

12–15. Command and installation menu board minutes

a. The actions taken by all boards will be recorded as prescribed in appendix B and retained on file in the command or installation food adviser's office. One copy will be forwarded to TSA not later than 15 working days after each monthly or quarterly meeting. Minutes will be submitted through command channels.

b. Copies of the minutes will be provided to all voting members. The Board at the next scheduled meeting will make required changes to the minutes.

c. The major oversea command or installation commander, or designated representative will approve or disapprove, as applicable, actions of the board.

d. The minutes of MUSARC menu board meeting must be reviewed to insure that ingredients added or deleted are both acceptable and cost–effective. Additions to the issue factor for coffee, tea, and other beverages will not be made without prior approval of the CONUSA food adviser. The CONUSA food adviser will edit all minutes and require that necessary revisions be made to correct unjustifiable changes.

Chapter 13
Contracting of Food Service Functions

13–1. Policy

a. Contracts for food service functions (as addressed below)will be used in appropriated fund food service activities consistent with primary Army mission requirements. As existing contracts expire or are terminated installations will develop their new requirements document using the DA Prototype Performance Work Statement (PWS) and Quality Assurance Surveillance Plan (QASP) for Food Service Contracts.

b. Government furnished subsistence will be used in all appropriated fund contract operated dining facilities.

c. Food service contracts performed in Government–owned dining facilities consist of three types of service (for definition of services see glossary of terms):

(1) Full Food Service (FFS)

(2) Dining Facility Attendant (DFA)

(3) Management and Food Production (M&FP)

d. Installations will contract for food service functions (FFS and M&FP) in TDA organizational dining facilities subject to the availability of funding and meeting requirements of AR 5–20, Commercial Activities Program.

e. TOE dining facilities will be fully contracted (FFS) only when—

(1) There are no military food service personnel authorized in any organization assigned to subsist in that dining facility.

(2) Appropriated funds are available for contracting the food service function.

(3) Food service operations cannot be consolidated.

f. DFA services will be contracted in all appropriated fund garrison dining facilities (contingent upon the availability of funds) except the following:

(1) Areas of combat.

(2) Galleys aboard Army vessels.

g. Except under circumstances listed in *f*above, military personnel will not perform DFA duties on a regularly detailed basis without prior approval of HQDA(DALO–TST–F) WASH, DC 20310–5060. When military personnel perform DFA duties the supervision of these personnel will not be contracted. Supervision will be performed by Government personnel.

h. Military or contract food service functions, (FFS, M&FP or DFA) paid from appropriated funds, will not be used in Army clubs, including those clubs designated as "essential messes" in AR 210–55, Funding and Personnel Support for Morale, Welfare, and Recreational Program and Facilities.

i. In those facilities which are contracted for DFA services only, contractor DFAs will not be used to perform specific duties normally included in job descriptions of military or direct hire cook personnel.

j. The function of preparing meals in the field using MTOE equipment will not be included in food service contracts. Contracted services may be used only in field feeding situations when—

(1) The organization being supported has its DFA service contracted in garrison; and

(2) There is a requirement to prepare A Rations in garrison and serve meals and perform headcount functions in the field.

k. Dining facility operations will not be contracted out when—

(1) Under mobilization conditions, the installation commander determines that it is impracticable to employ civilian personnel.

(2) DA DCSLOG determines that an essential military requirement exists based on one or more of the following criteria:

(a) There is a necessity to maintain a military rotation base.

(b) There is a lack of adequate civilian labor resources in a particular location or area.

(c) Military operation is required by reason of law.

(d) Military training or security requirements mandate the use of military personnel.

(e) There is a need to support Army food service personnel career progression requirements.

(f) There is a requirement for support of combat readiness in which civilian personnel cannot be used.

l. Military personnel, during their off duty hours, may be permitted to be employed by contractors provided those individuals—

(1) Obtain written approval from their organization commander.

(2) Do not create, or give the appearance of, a conflict of interest as defined in AR 600–50, paragraph 2–6, Standards of Conduct for Department of the Army Personnel.

2m. Installation food service personnel will prepare the installation PWS and QASP for use in contracting. DA DCSLOG has published a Prototype Performance Work Statement (PWS) and Quality Assurance Surveillance Plan (QASP) to assist installations in preparing food service solicitations and meeting contract milestone dates. A copy of the DA Prototype Performance Work Statement and Quality Assurance Surveillance Plan may be obtained by request to the installation's respective MACOM. The use of this Prototype in developing food service solicitations is mandatory.

n. Installations must allow sufficient time for planning and developing solicitations. Preparation of the PWS should be planned to be initiated a minimum of 360 days prior to the scheduled

contract start date. A milestone chart has been included in the Prototype to assist in this planning.

o. Each installation will have a contingency plan for implementing emergency food service procedures in the event of labor strikes, acts of God, civil disturbance or disobedience, and in the event contractors fail to perform. This plan must identify how food service operations will be continued on a temporary basis and should be maintained with the installation Directorate of Logistics.

13–2. Responsibilities

a. Each installation, in preparing their PWS/QASP, must tailor the requirements of the DA Prototype to meet its specific needs. The team preparing the PWS and QASP should consist of, but not be limited to, representatives from food service, supply, engineering and contracting to ensure a complete and accurate requirements document.

b. Once the installation has approved the requirements documents (PWS) it must be certified by its MACOM as a part of their review and approval process. An installation may forward a copy of their PWS and QASP to TSA for a functional review prior to MACOM certification (para 2–14*h*). Requests for review and comment should be forwarded to CDR, TSA, ATTN:DALO–TAF–T, Fort Lee, VA 23801–6020. For planning purposes, the turn around time for the review of installation PWS and QASP is 30 days.

c. Functional personnel will prepare a independent cost estimate for the service(s) to be contracted.

(1) Preparation of the cost estimate should be a team effort with guidance provided by the Director of Contracting.

(2) The estimate will identify labor, materials, equipment, overhead, G&A costs, and profit, and a breakdown on how each of these elements was developed.

(3) The estimate will be based on the functions and work contained in the approved PWS.

(4) Labor costs will be based on a realistic estimate of staffing required to perform the work specified in the PWS and Department of Labor Wage Determinations or OCONUS equivalent(obtainable from the Contracting Officer).

d. The Contracting Officer has overall responsibility for contract execution and administration. Upon request of the Contracting Officer, functional personnel will assist the Contracting Officer in performing the required quality assurance.Commanders/functional chiefs are responsible for selecting and training quality assurance personnel. The Contracting Officer may appoint a food service person (military or civilian) to be the Contracting Officers' Representative (COR) to monitor contract performance of the food service contract. The appointment of a COR will be in writing and will clearly define the scope and limitations of authority delegated. Appointments, training and use of COR's are prerogatives of the Contracting Officer.

e. In accordance with paragraph 2–7*s*, TSA provides technical assistance in food service aspects of contracting upon receipt of requests from installations or MACOMs.Procedures for requesting technical assistance visits are the same as those outlined in paragraph 3–1*d*(2)*(a)*.

13–3. Administration

a. Food service contracts will be constantly monitored to ensure that—

(1) Contractors are performing in accordance with the requirements of the contract.

(2) Deficiencies in performance are documented and immediately reported to the Contracting Officer.

b. Contractor's performance will be evaluated using the contract itself and the QASP.

13–4. Existing Contracts

a. Evaluations of contractors' performance must be considered when determining whether or not contracts should be extended for optional periods. Functional/quality assurance personnel will make a recommendation in writing to the Contracting Officer, no later than six months prior to the decision to extend or terminate the contract. As contracts expire or are terminated solicitations will be developed using the DA Prototype.

b. Changes in requirements will be furnished in writing to the Contracting Officer if such changes are to apply to the current contract. Improvements/changes applicable to future contracts should be noted and incorporated into the PWS to be used in the next solicitation.

13–5. Reserve Components

a. Contract DFA services may be authorized by state Adjutants General for—

(1) Annual training, when there is an insufficient number of enlisted personnel in grades E–1 through E–4 to perform such duties.

(2) Dining facilities operated in support of state military academies.

(3) Dining facilities operated in support of specialty schools and courses; e.g., Reserve Component Tank Commander Course, NCO and Battle Skills Course.

(4) Dining facilities operated by other services, components and Active Army. (Reimbursement for contract services will be negotiated by the USPFO and the local supporting installations).

b. Contract DFA services are prohibited in ARNG dining facilities supporting the following:

(1) IDT (except for state military academies as indicated above).

(2) Field feeding situations operated by reserve components.

c. USAR units are authorized contract DFA services only during periods of annual training while in garrison.

d. Contracts for food service will be paid from appropriated funds. Collections from individuals for this service is prohibited.

e. RC units requiring food service functions other than those authorized above will obtain approval and policy guidance from CNGB or OCAR.

Chapter 14
The Annual Philip A. Connelly Awards Program for Excellence in Army Food Service

14–1. General

This chapter governs the conduct of the annual Philip A.Connelly Awards Program for Excellence in Army Food Service, Active Army and Reserve Component Competition. The Program is co-sponsored by the International Food Service Executives Association (IFSEA) and the Department Of The Army (DA). A Memorandum of Understanding (MOU)between Department of the Army and the International Food Service Executives Association is signed annually which stipulates that DA will provide general officers to accept the Connelly awards from the President of the International Food Service Executives Association on behalf of DA. These general officers will then present the awards to their winning or runner–up food service sergeants. The program will be administered by the U.S. Army Troop Support Agency (TSA), Fort Lee, VA, for DA. The International Food Service Executives Association participates in the evaluation of finalists, the presentation of awards, and other forms of recognition which support program objectives. The program is named in honor of the late Philip A. Connelly, a past president of the International Food Service Executives Association who for many years was a motivating factor in the conduct of food service awards programs in the Armed Forces.

14–2. Objectives

The objectives of the Philip A. Connelly Awards Program are to—

a. Improve the professionalism of food service personnel, thus providing the best quality food service to supported soldier diners.

b. Provide recognition for excellence in the preparation and serving of food in Army troop dining facilities and during field kitchen operations.

c. Provide added incentive to competitive programs of major

Army commands (MACOMs) by adding a higher level of competition and appropriate recognition.

14–3. Applicability

The policies, procedures and guidance furnished in this chapter apply to all Active Army units eligible to compete in the Connelly Awards Program, and all eligible Reserve Component units(Army National Guard (ARNG) Army Reserve (USAR)) having an organic field food service capability.

14–4. Categories of competition

a. Garrison competition. The phase of competition wherein each MACOM NGB selects command finalists for participation in the DA level competition, in the small and or large dining facility category. Contract operated dining facilities and Army National Guard Training Center dining facilities will be included in the garrison competition. The criteria used for the evaluation of garrison category dining facilities are contained at DA Form 5415–R (Garrison Category Checklist). A copy of DA Form 5415–R is located at the back of this regulation and will be locally reproduced on 8 1/2– by 11– inch paper. The definitions of garrison category dining facilities are as follows:

(1) *Small dining facility category.* Average actual strength of 200 or less diners per meal.Calculated by the formula below.

(2) *Large dining facility category.* Average actual strength of 201 or more diners per meal.Calculated by the formula below.

b. Average actual strength. The average number of personnel subsisted, regardless of their entitlement, during the month of October annually, computed as follows: Total headcount for the twenty–two normal duty days divided by total number of meals served on those 22 normal duty days equals average actual strength.

c. Field kitchen competition. That phase of the competition wherein participating MACOM or CONUSA will select command finalists in the field kitchen category. The criteria used for the evaluation of the field kitchen category are contained at DA Form 5416–R (Field Kitchen Category Checklist). A copy of DA Form 5416–R is located at the back of this regulation and will be locally reproduced on 8 1/2–by 11– inch paper.

(1) Active Army field kitchen category. Battalions or larger commands having both an organic field food service capability and a field food service mission.

(2) Reserve Component field kitchen category. Any Reserve Component unit (ARNG, USAR) having an organic field food service capability may participate in the competition. RC levels of competition are defined as follows:

(a) Entry Level Phase Competitors. Any RC unit (company, battalion, brigade) having an organic field food service capability and the mission of providing food service in the field, as opposed to garrison.

(b) State AG or MUSARC Level Finalists. Best RC field food service operation within a State AG or MUSARC, selected from entry phase competitors to participate in the CONUSA phase of competition.

(c) CONUSA Level Finalists. The best RC field food service operation within a CONUSA.

(3) For the purpose of the RC competition, Alaska and Hawaii finalists will be evaluated by Sixth Army during the CONUSA phase of competition.

14–5. Responsibilities

a. Active Army commanders at each echelon will administer this program within the guidelines established by this chapter and those published by major Army commanders concerned. Major Army commanders are responsible for conducting competition within their commands. In order to avoid duplication of effort and unnecessary expenditure of resources where two or more participating commands have competitive units on the same installation, an agreement may be established wherein all units on the installation may be evaluated by the Command responsible for the installation. However, each participating unit (dining facility) will be limited to competition in one MACOM only.

b. Each MACOM listed below having an eligible appropriated fund dining facility will separately nominate a finalist for each category of the DA level of the garrison competition, and if applicable, a finalist in the field kitchen competition.

(1) U.S. Army Training and Doctrine Command, including eligible dining facilities operated by the U.S. Army Military District of Washington.

(2) U.S. Army Forces Command, including eligible enlisted dining facilities operated by the U.S. Military Academy, West Point.

(3) U.S. Army, Europe and Seventh Army.

(4) U.S. Army Materiel Command.

(5) Eighth U.S. Army.

(6) U.S. Army Information Systems Command.

(7) U.S. Army, Japan.

(8) U.S. Army Intelligence and Security Command.

(9) U.S. Army Western Command.

(10) U.S. Army, South.

c. Army National Guard Training Center dining facilities operated full time under ARCS will be included in the Active Army garrison competition, in the small or large dining facility category.

d. Commanders will establish specific standards for evaluation in all categories of the competition. Criteria used should further the objectives of the Army Food Service Programs as set forth in Chapter 1 of this regulation, and in FM 10–23. Sample checklists (DA Form 5415–R for garrison category, DA Form 5416–R for field category) to be used by the DA evaluation committees are located at the back of this regulation and will be locally reproduced on 8 1/2– by 11–inch paper. Additionally, these checklists may be used by the MACOMs during their selection and evaluation process.

e. RC commanders at each echelon will administer this program within the guidelines established by this chapter and those published by the NGB and the U.S. Army Forces Command (FORSCOM). NGB and FORSCOM are responsible for the conduct of the Reserve Component competition within their commands in accordance with paragraph 14–4.

f. CONUSAS and MACOMS, nominating a unit whose mission, location and or unit designation are classified will ensure that the information provided in accordance with paragraph 14–8, below, can be used in news releases and for publicity purposes without requiring prior approval of the nominating command.

g. The Commander, TSA, will provide final evaluation team composition and coordinate DA level evaluation periods with appropriate commands.

14–6. Policy

a. Active Army garrison competition.

(1) Participation in the garrison categories of the Awards Program is mandatory for the MACOMs listed in paragraph 14–5.

(2) Major Army commanders will conduct necessary competition so that only one dining facility in each competitive category will be nominated as a finalist.

b. Active Army field kitchen competition.

(1) Participation in the field kitchen category of the Awards Program is mandatory for all MACOMs having battalion–size TOE units with organic field food service capability and a field feeding mission.

(2) Competition will be accomplished by participating MACOMs, whereby FORSCOM will nominate three finalists and all other MACOMs will nominate one.

c. RC Field Kitchen competition.

(1) Participation in the Reserve Component field kitchen competition is mandatory at the MUSARC, State levels. Each MUSARC, State will nominate one unit to participate in their respective CONUSA phase of competition. Exceptions must be approved by NGB, OCAR, or FORSCOM as appropriate.

(2) Competition will be accomplished within CONUSA so that only two finalists (1 ARNG and 1 USAR) per CONUSA are nominated to DA for final evaluation.

14–7. Eligibility

a. Active Army Garrison competition. All Active Army appropriated fund dining facilities including those which are contract operated and National Guard Training Center dining facilities (operated full time) are eligible to compete in this category however, the following categories of dining facilities are excluded from the Connelly competition:

(1) Nonappropriated fund dining facilities.

(2) Officers' Field Ration Dining Facilities.

(3) Cadet dining facilities of the U.S. Military Academy, West Point.

(4) U.S. Army Fixed Medical Treatment facilities.

b. Active Army Field kitchen competition. All TOE units of battalions or larger commands are eligible to compete in this category. Competition must be conducted while in the field. Preparation and serving of food to supported personnel will be accomplished using Tables of Organization and Equipment(TOE) equipment, augmented with approved Tables of Distribution and Allowances (TDA) equipment. All food preparation and clean–up operations must be accomplished in the field location.

14–8. Nomination of Command finalists

a. Nomination of garrison and field kitchen finalists will be provided by the responsible command, by letter to the Commander, TSA, ATTN: DALO–TAF–T, Fort Lee, VA 23801–6020 to arrive not later than 1 March each year.

b. Nomination letters will contain the following information:

(1) Complete unit designation (no abbreviations) and location of the nominated unit, including TOE or TDA number and complete unit mailing address with zip code or APO.

(2) Category of competition and average actual strength(garrison competition finalists) for the month of October on an annual basis.

(3) Authorized and assigned food service personnel strength.

(4) Name, grade, SSN, biographical sketch and two 5– by 7–inch color bust photographs of the food service officer and food service sergeant (in Class A uniform with blouse and tie) for military units. For contract operated facilities, include the name, SSN, biographical sketch and two 5– by 7–inch color photographs of the military representatives designated to support the nominated unit and of the contractor's employee responsible for the dining facility operation.

(5) Brief historical summary of the unit including the mission statement.

(6) Names, grades and length of assignment of all assigned or attached food service personnel and scheduled DEROS, if applicable.Indicate food service courses completed by military personnel or related training or civilian experience of contract personnel.

(7) The total number of dining facilities and or field kitchens which competed at each echelon.

(8) Name, grade, unit address, AUTOVON and civilian telephone numbers of local contact officer and alternate with authorization for direct communication with TSA. Either the contact officer or the alternate will be a member of the nominated finalist unit.

(9) Nominations of overseas field kitchen finalists will include a field training period during which the onsite DA level evaluation can be conducted and which allows not less than 60 days lead-time. CONUS finalists must provide no less then 15 days lead-time.

c. In the Garrison categories, dining facilities selected as finalists in the competition will maintain dining facility records, supporting menu, headcount data and financial status data for the month of October each fiscal year, until final evaluation by the DA Final Evaluation Committee.

14–9. DA Level finalist evaluation

a. Selection of the winner and runner–up units in each category of competition will be made by a committee of military and civilian food service specialists selected by DA and IFSEA.

b. The final DA evaluation phase of the Connelly competition will begin early April each fiscal year. Announcement of the results will be made by DA message as soon as final evaluations are completed.

c. In the Active Army and Reserve Component Field Kitchen categories, the DA Evaluation Committee will conduct final evaluation in accordance with training schedules established by the MACOMs.

14–10. Presentation of awards

a. Active Army. Commanders are encouraged to present appropriate awards to winners at all levels of competition up to and including the finalist in each category.

(1) Final awards to Active Army competition winners and runners–up in each category of competition will consist of a silver trophy bowl or plaque respectively, and a scholarship for the unit food service sergeant to the Culinary Institute of America (CIA)-(scholarships available to military personnel only). CIA scholarship recipients (must be in grade E5 or above) will be selected by the commander responsible for the operation of the winner and runner–up units. If the recipient is other than the food service sergeant, he or she must be the same individual selected to attend the IFSEA conference as outlined in (3) below.

(2) To provide added incentive for individual achievement in food service. Each finalist unit or installation/station will recommend not more than two enlisted, non supervisory food service personnel to the DA evaluation committee for possible participation in the Special Training Awards Program. Each evaluation committee(large, small and Active Army Field) will interview, during the evaluation, the selected individual(s) and may recommend them for hands–on training at preselected commercial food service establishments.

(3) Commanders of winning units will select a commissioned or warrant officer or senior noncommissioned officer to accompany the food service sergeant or designated contractor representative of winning and runner–up activities in each category of competition to the IFSEA conference. In addition to these two individuals and subject to the availability of funding, which will be announced separately, one cook from the unit's food service staff will be authorized to attend the conference under DA funding. The selection of these individuals will be based on their overall contribution to the food service operation. In the event that the food service sergeant of a winning or runner–up activity is transferred prior to the conduct of the Connelly Awards Ceremony, the MACOM may elect to have this individual attend the awards ceremony, provided coordination is effected with the gaining MACOM. Further details regarding travel and presentation of awards will be furnished commanders of selected activities, through the MACOM commanders concerned.

b. Reserve Components. Final awards to Reserve Component competition winners and runners–up will consist of—

(1) A silver bowl for permanent retention by each winning unit.

(2) A plaque for permanent retention by each runner–up unit.

(3) Commanders of winning and runner–up units will select a commissioned or warrant officer or senior noncommissioned officer from the unit's food service staff to accompany the food service sergeant to the IFSEA Conference. In the event the food service sergeant is no longer a member of the winning unit, e.g., transferred, retired, etc., the unit will select an alternate member to attend the IFSEA Conference, provided coordination with TSA has been accomplished.

14–11. Funding

a. Expenses incurred incident to administering the program within each MACOM and CONUSA will be borne by the command concerned from funds currently available. Expenses incident to the DA level final evaluation, as well as travel to and participation by designated award recipients (para 14–10) in the IFSEA conference and or food service educational or training programs, as appropriate, will be borne by TSA.

b. The entire cook staff of the winning RC unit is funded by TSA to attend the Army Ceremony (one day) at the IFSEA Conference.Commanders may authorize cooks to attend the complete conference;however, funding for additional days will be borne by the individual unit concerned.

c. The runner–up RC unit may select one cook who will be

funded by TSA to attend the entire IFSEA Conference. Commanders of runner–up units may authorize additional cooks to attend the IFSEA conference; however, the cost of funding these additional cook personnel will be borne by the individual unit concerned.

d. Further details regarding travel and presentation of awards will be furnished through command channels to the winning and runner–up units.

14–12. Publicity

a. Appropriate publicity will be given this program at all levels. This may be accomplished through public affairs officers.

b. Commanders will submit copies of press releases and publicity photographs for historical purposes to the Commander, U.S. Army Troop Support Agency, ATTN: DALO–TAF–T, Fort Lee, VA 23801–6020.

c. MACOMs are responsible for providing adequate photographic coverage for the final evaluation to ensure proper news coverage and publicity at the IFSEA Conference, in the event their units place in the competition. Specific photographic coverage requirements are at paragraph 14–13.

14–13. DA Finalist photographic requirements

a. Garrison categories. The command will provide the following 5– by 7–inch color photos (2 each). Each photo, on the reverse side, will be accompanied by a caption explaining the contents of the photo. The following requirements should be completed in advance and copies provided evaluators during their evaluation.

(1) The food service sergeant, in the duty uniform, performing the supervisory function.

(2) The food service staff in the duty uniform.

(3) Photos of the dining area, serving lines, meal preparation, and the kitchen layout.

(4) Scenic view of the installation (Post HQ, main gate, or some other readily identifiable feature).

(5) Additionally, the command will provide 5– by 7–inch color photos of the DA evaluation process. The photos will be used in pictorial displays and in program briefings and should be provided to TSA as expeditiously as possible. These additional photos should consist of the DA Evaluation Committee (posed) and random shots (not to exceed 10) of the evaluation committee members as they converse with members of the food service staff and diners during the course of the evaluation.

b. Field kitchen category. The command will provide the following 5–by 7–inch color photos (2 each). Each photo, on the reverse side, will be accompanied by a caption explaining the contents of the photo. The following requirements should be completed in advance and copies provided evaluators during their evaluation.

(1) The food service sergeant, in the duty (field) uniform, performing the supervisory function.

(2) The food service staff in the duty (field) uniform.

(3) The DA Evaluation Committee (posed), reflecting the field kitchen site.

(4) Five different shots of the food service staff as they perform their duties during field feeding.

(5) Five different shots of the Evaluation Committee members as they converse with members of the food service staff and diners during the course of the evaluation.

(6) Five shots of the eating area; serving line(s) before and during serving; kitchen tent, mobile kitchen trailer or kitchen, company level, interior and exterior; food preparation; and the kitchen layout.

(7) Two shots of the overall field location, one with unit identification visible (if possible) and one encompassing the entire operation.

Chapter 15
The U.S. Army Culinary Competition

15–1. General

This chapter establishes responsibilities and procedures and sets rules for conducting the annual United States Army Culinary Competition for the Active Army.

15–2. Responsibilities

a. Commandant, U.S. Army Quartermaster School, Fort Lee, Virginia, will—

(1) Announce dates for competition.

(2) Assign responsibility for administration and conduct of the competition.

(3) Provide competition rules. (Provide recommended competition rules to installation upon request for internal installation competition.)

(4) Fund requirements for awards in accordance with AR 672–1.

(5) Provide subsistence, supplies, audio visual support and funds for cleaning supplies requested by installations for use after arriving at Fort Lee. Subsistence for the Army–wide final competition and evaluation will be funded as specified in AR 30–18, paragraph 16–2*a*(4).

(6) Coordinate the participation of judges from sources not connected with Fort Lee.

(7) Procure and present awards.

(8) Procure, prepare, sign, and present certificates.

(9) Coordinate and present training to soldiers that will participate U.S. Army Culinary Competition and international culinary competitions.

b. Installation commanders will fund all TDY of their representatives in connection with the culinary competition.Installation commanders will fund for items prepared for all competition below Army–wide level in accordance with AR 30–18, paragraph 16–2*a*(4).

c. Installation veterinary office will be responsible for disposition of subsistence displayed for judging in the competition.Disposal will be in accordance with AR 40–657, paragraph 3–3*g*(2)(*(a)*).

15–3. Objectives

The objectives of the annual U.S. Army Culinary Competition are to—

a. Improve the overall quality of Army food service and training to the soldier.

b. Provide recognition for excellence in culinary skills.

c. Provide an incentive for competitive programs of major Army commands (MACOMs) in food service. Recognition is in the form of certificates, medallions, engraved plaques or trophies.

15–4. Participation

Installations and activities are encouraged to conduct intra–installation or activity competition to select their representatives. The number of entries or competitors from any single installation or activity may be limited if deemed necessary by the Commandant, U.S. Army Quartermaster School.

15–5. Nominations

The nominations by each installation or activity will be furnished to Commandant, U.S. Army Quartermaster School, ATTN:ATSM–SFS–CS, Fort Lee, VA 23801–5000. Nominations will be submitted no later than the suspense date cited by message.

15–6. Awards

a. Each competitor will receive a participation certificate.

b. A certificate and neck medallion will be presented to winners by the Commandant, U.S. Army Quartermaster School. Awards will be given to the first, second, and third place winner in each category and class.

c. There will be a trophy awarded for Best Novice and Best Master entries, Best in Show, Commandant's Award, Judges Award and Best Installation.

d. Commanders may also recognize individuals for exceptional competition gains in the form of appropriate awards listed in AR 672–1.

15–7. Funding

All temporary duty and travel costs relating to the U.S.Army Culinary Competition will be borne by participating activities from available funds. All subsistence costs will be funded in accordance with AR 30–18, paragraph 16–2*a*(4), and chargeable to Military Personnel, Army appropriation. Items not listed in C8900 SL and desired for use require approval prior to procurement and use. Requests for such items will be forwarded through the MACOM to the Commander, U.S.Army Quartermaster School, ATTN: ASTSM–SFS–ES, Fort Lee, VA 23801–5000.

15–8. Publicity

a. Appropriate publicity will be given this program by all public affairs offices concerned with the competition. Publicity may include—

(1) An announcement in the installation or activity newsletter and in local newspapers of the competition and identification of participating personnel.

(2) Press releases.

(3) Background information on the worldwide aspects of the U.S.Army Culinary Competition.

b. Commanders will submit copies of press releases and publicity photographs to Public Affairs Office, ATTN:ATZM–PAO, Fort Lee, VA 23801–5000.

Block or Column
Instructions

Unit
Unit designation under which dining facility is assigned.

Installation Name and Address
Name of installation and complete address including Zip–Code where dining facility is located.

Bldg. No.
Building Number where listed food service equipment is installed.

Page number
The number of this particular page followed by the total number of pages required to list all the dining facility food service equipment: e.g., 1 of 12.

Item description

Noun
Complete description as listed on equipment identification/data plate, or technical manual (TM) provided by the manufacturer or vendor, or dining facility hand receipt DA Form 2062. Description should begin with the noun, e.g., Dispenser, Beverage, and should also include the capacity of the equipment being reported, e.g., Dishwashing Machine, high pressure steam, left hand feed, 165 racks per hour; Vegetable Peeling Machine, 30 lbs.List equipment in alphabetical sequence.

Noun: e.g., Dispenser, Beverage, Mechanically Refrigerated, Electric, (Twin) 11 Gal. (from data plate).

NSN
National Stock Number. From equipment data plate or the Federal Item Logistics Data Record (FILDR). The FILDR is located on microfiche in the Unit Supply or the Food Adviser Office or the Defense Logistics Agency Food Service Equipment catalog or manufacturers TM, located in the Food Service Sergeant's office or the Food Adviser's office.

Manufacturer
Name of manufacturer or make of equipment can be obtained from equipment identification/data plate or manufacturer TM, FILDR, or dining facility hand receipt DA Form 2062 in the Food Service Sergeant's office.

Model
Obtain from equipment data plate, manufacturer ID plate or TM.

Serial Number
Obtained from Equipment data plate or the manufacturer ID plate.

Acquisition date
The date equipment was acquired. In the case of used equipment, the total service from date it was first placed in operation. Acquisition date can be obtained from equipment identification data plate. If data plate is missing, it can be obtained from the Property Book page of supporting Property Book Account located at unit supply or installation Property Book Officer(PBO). If the data plate and the manufacturer's ID plate are missing from the equipment when received, the user shall prepare and submit a Quality Deficiency Report.

Life expectancy years
The life expectancy of each piece of equipment as listed in the Technical Bulletins (TB) 43–0002 series. Columns i and j will be completed when the replacement cost has been included in the installation budget.

Appropriate authority
The TB used to determine the life expectancy; e.g., TB 43–0002–22 Food Preparation Equipment; 43–000–33 Refrigeration; and 43–0002–36 Scales.

Programmed replacement cost
Estimated unit price (plus 8 percent for each additional programmed year beyond current cost) of equipment programmed for replacement during the FY that it is placed in the installation budget. The estimated unit price or replacement cost can be completed by using the current Army Master Data File (AMDF)or the Defense Logistics Agency Food Service Equipment Catalog. All replacement equipment should be the latest state–of–the–art currently authorized by CTA 50–909 located in the Food Service Sergeant's office. Equipment will be requested according to building designed capacity. Specific NSN's will be obtained from Supply Bulletin 700–20, Army Adopted/Other Items Selected for Authorization/List of Reportable Items or serial Number(s). TSA equipment schedule for new construction/modernization of dining facilities is located in the office of Food Adviser/Food Service Supervisor.

Programmed replacement year
The fiscal year the equipment is placed in the installation budget. Equipment must be programmed far enough in advance to be available when required (Example: An electric toaster with acquisition date of 1984, with a life expectancy of 5 years would be programmed for replacement in 1989. The request for replacement would be provided the responsible Food Adviser in the last part of calendar year 1987 for inclusion in the 1989 budget.Walk–in refrigerator with NSN's require 9–12 months delivery time. In this case the request for replacement of the walk–in refrigerator would be provided the responsible Food Adviser in the last part of calendar year 1988 for inclusion in the 1991 budget.

Remarks
Any comments that will explain why a piece of equipment is not being programmed for replacement at end of normal life expectancy or why it was replaced early. Early replacement will be supported by Maintenance Request Register, DA Form 2405 or DA Form 2409 (Equipment Maintenance Log), indicating maintenance costs.Information on maintenance cost can be obtained from engineers.

Name/Grade of responsible Fd Svc Sgt/Mgt
Last name, first name, middle initial (if applicable) of the individual, either military or civilian, operating or managing the dining facility.

Signature and Date
Signature of the food service sergeant or manager of the dining facility in which equipment is located. The date the signature was placed in block.

Verified by responsible Food Adviser
Last name, first name, middle initial (if applicable) to include the rank/grade, military or civilian, of the individual.

Signature and Date
Signature of the responsible food adviser and the date the signature was placed in the block.

NOTE: 1
When an item has been replaced: draw a single line through the description of the item being replaced;write the word "deleted" at the left margin: add replacement item beneath the last item on DA

Form 3988–R. A new DA Form 3988–R will be prepared annually. When prepared, replacement items should then be placed in alphabetical sequence.

NOTE: 2

TB 750–97–71 for furniture and decor items is not referenced above. These items are authorized a one time repair only. Decor items will be budgeted for as required.Decor items are listed in CTA 50–909.

Figure 5-2. Instructions for preparing DA Form 3988–R

DINING FACILITY FOOD SERVICE EQUIPMENT REPLACEMENT	a. Unit Designation	b. Installation Name and Address	c. Bldg No.	d.
	Co X, 4th Bn QMS, Bde	Ft Lee, VA 23801	12401	Page 12 of 12

ITEM DESCRIPTION e.	ACQUISITION DATE FROM DATA PLATE f.	LIFE EXPECTANCY YEARS g.	APPROPRIATE AUTHORITY TB-43-0002- h.	PROGRAMED REPLACEMENT COST i.	PROGRAMED REPLACEMENT YEAR j.	REMARKS k.
NOUN: Ice Cream Cabinet, Mechanical Refrigerated, Mobile, 25 Gal, Elec, 60 HZ NSN: 4110-00-142-5132 MANUFACTURER: Shelly MODEL: M-12 SERIAL NO(s) 14231	1978	10	-33	$2,866	1988	
NOUN: Ice Cream Cabinet, Mechanical Refrigerated, Mobile, 25 Gal, Elec, 60 HZ NSN: 4110-00-142-5132 MANUFACTURER: Shelly MODEL: M-42 SERIAL NO(s) 20614	1980	10	-33	$2,866	1988	Compressor has been replaced twice. Further major repair may exceed limitation cost.
NOUN: Oven, Baking and Roasting, Forced Convection Electric, 2 Speed Blower, 60 HZ NSN: 7310-00-353-5653 MANUFACTURER: Vulcan MODEL: ET-88 SERIAL NO(s) 20101	1983	12	-22			
NOUN: Toaster, Conveyor, Heavy-Duty, Electric, 740 Slices 60 HZ NSN: 7310-01-028-7025 MANUFACTURER: Savory MODEL: 740 SERIAL NO(s) T-1206	1983	5	-22	$ 416	1988	
NOUN: Urn, Coffee, Twin, Automatic, 8 Gallon Electric, Size 4 60 HZ NSN: 7310-00-345-9888 MANUFACTURER: Bunn-O-Matic MODEL: WS-2 SERIAL NO(s) 132	1986	15	-22			
NOUN: Vegetable Peeling Machine, Electric 50 Lb Cap. NSN: 7320-01-034-2212 MANUFACTURER: Reynolds MODEL: CP 50 SERIAL NO(s) 1928	1985	15	-22			

Name/Grade of responsible Fd Svc Sgt/Mgt	Signature and Date	Verified for accuracy by responsible Food Adviser	Signature and Date
STEWARD, MICHAEL, MSG	Michael Steward 5 Oct 86	HARRELL, GARY, CW3	Gary Harrell 30 Oct 86

DA FORM 3988-R, AUG 85 EDITION OF AUG 84 IS OBSOLETE For use of this form, see AR 30-1; the proponent agency is DCSLOG.

Figure 5-2. Sample of a completed DA Form 3988-R

1. Meal and surcharge rates.

a. Food and surcharge rates

Changes to food and surcharge rates are effective 1 January each calendar year. Changes to both the meal and surcharge rates will be published and dispatched by message from HQDA prior to effective date above.

b. Flight meals

Flight meals, when furnished to personnel not receiving the daily food allowance, will be sold at the following rates:

Food Charge:

Snack Meal — $.95

All Other Flight Meals — $1.85

Flight meals are exempt from surcharges.Personnel will not be charged for any meals furnished to them while being evacuated as patients by military aircraft.

2. Preparation instructions for the DA Form 4808–R.

Meal Rates. Place an "X" in the appropriate block to indicate the meal rates and line through the inappropriate meal. For example; the "X" would indicate regular meal. The FSS would line–out Brunch, Supper, and Holiday and enter the appropriate food cost, surcharge and total for each major category identified on the form.

Lines 1 thru 6, Columns b through j

Enter the adult food cost rates without surcharge for breakfast, lunch, dinner, brunch, supper, and holiday as published annually by HQDA (DALO–TST).

Lines 7, Columns b through j

Enter the children's food cost rate (under 12 years old) without surcharge for breakfast, lunch, dinner, brunch, supper, and holiday as published by HQDA (DALO–TST).

Lines 9 thru 12, Columns b through j

Enter the food cost, surcharge, and total rates for breakfast, lunch, dinner, brunch, supper, and holiday as they apply and enter the total.

Lines 13, Columns b through j

Enter the children's (under 12 years old)food cost, surcharge, and total rates for breakfast, lunch, dinner, brunch, supper, and holiday as published by HQDA (DALO–TST).

Note: As changes in food cost and surcharge rates occur, the FSS will be required to—

(a) Enter the current food cost and surcharge rates to DA Form 4808–R per instructions above.

(b) Post the new prices to the headcounter's SOP and this regulation.

Figure 6-1. Meal rates and preparation instructions for DA Form 4808–R

TABLE OF MEAL RATES

For use of this form, see AR 30-1; the proponent agency is DESLOG

(Check appropriate box to indicate applicable rates)
[XX] REGULAR

CATEGORIES OF PEOPLE SERVED	BREAKFAST			LUNCH			DINNER		
a	FOOD COST b	S/C c	TOTAL d	FOOD COST e	S/C f	TOTAL g	FOOD COST h	S/C i	TOTAL j
1. Enlisted personnel of uniformed services in travel status (less than 10 hrs.) or in a non travel status and receiving BAS 2. Officers and civilians exempt from surcharges, not receiving per diem 3. Food handlers on duty (cooks and KP) 4. Junior ROTC Cadets, Youth Conservation Corps 5. U.S. Military Academy Cadets/Midshipmen 6. Nonprofit Youth Groups – 12 and over	.75		.75	1.55		1.55	1.55		1.55
7. Nonprofit Youth Groups – under 12	.40		.40	.75		.75	.75		.75
8. Members of uniformed services (officers and enlisted) and civilians receiving per diem 9. Officers and civilians not receiving per diem and not exempt from surcharge 10. Private contractor employees other than food handlers 11. Foreign officers and foreign civilians 12. Family member and guest of military – 12 and over	.75	1.10	1.85	1.55	2.15	3.70	1.55	2.15	3.70
13. Family member and guest of military – under 12	.40	.55	.95	.75	1.05	1.80	.75	1.05	1.80
14. Night meals									

REMARKS

DA FORM 4808-R, AUG 84 EDITION OF MAY 82 IS OBSOLETE

Figure 6-1. Sample of a completed DA Form 4808-R

TABLE OF MEAL RATES

For use of this form, see AR 30-1; the proponent agency is DCSLOG

(Check appropriate box to indicate applicable rates) [ ] REGULAR [XX] HOLIDAY

CATEGORIES OF PEOPLE SERVED	BRUNCH			SUPPER			HOLIDAY		
a	FOOD COST b	S/C c	TOTAL d	FOOD COST e	S/C f	TOTAL g	FOOD COST h	S/C i	TOTAL j
1. Enlisted personnel of uniformed services in travel status (less than 10 hrs.) or in a non travel status and receiving BAS 2. Officers and civilians exempt from surcharges, not receiving per diem 3. Food handlers on duty (cooks and KP) 4. Junior ROTC Cadets, Youth Conservation Corps 5. U.S. Military Academy Cadets/Midshipmen 6. Nonprofit Youth Groups – 12 and over	1.75		1.75	2.10		2.10	2.25		2.25
7. Nonprofit Youth Groups – under 12	.85		.85	1.05		1.05	1.10		1.10
8. Members of uniformed services (officers and enlisted) and civilians receiving per diem 9. Officers and civilians not receiving per diem and not exempt from surcharge 10. Private contractor employees other than food handlers 11. Foreign officers and foreign civilians 12. Family member and guest of military – 12 and over	1.75	2.45	4.20	2.10	2.95	5.05	2.25	3.15	5.40
13. Family member and guest of military – under 12	.85	1.20	2.05	1.05	1.50	2.55	1.10	1.55	2.65
14. Night meals									

REMARKS

DA FORM 4808-R, AUG 84 EDITION OF MAY 82 IS OBSOLETE.

Figure 6-1. Sample of a completed DA Form 4808-R—Continued

Date
Enter the date the meal is to be served.

Organization
Enter the official unit designation and installation.

Number to prepare
Enter the estimated number of diners expected to be served for the meal.

Number served
Enter the total number of diners actually served as reflected on DA Form 3033, at the completion of the scheduled meal service.

Meal
Enter an "X" in the appropriate meal block. For short order (S/O) or box lunch (B/L)production, an "X" will be entered in the S/O or B/L block in addition to the meal corresponding; for example, breakfast, lunch, or dinner.

Serving period
Enter the time serving is to begin and the time the serving line is scheduled to close.

Person assigned
Enter the person's name who is assigned to prepare each menu item listed in column b.

Menu items
Enter all menu items to be prepared and/or served during the meal. Additional items required during the meal to subsist unexpected diners will be entered in the same manner as the regularly scheduled menu items. Leftovers, authorized according to TB MED 530, to be served as a menu item will be entered in red ink.

Recipe, SOP or master menu note
Enter the recipe, SOP, or master menu note(number) to be used by the cook to prepare the product. If the recipe is from a source other than the TM 10–412, state the source in column h. (Such as Betty Crocker, Better Homes and Garden or Culinary Encyclopedia Cook Books)

Estimated portions to prepare
*For use of this column under FRIS see Note 3. Enter the portions of each product to be prepared in column b. Do not enter recipes, weights, or measures in this column. Do not enter portions to prepare for items that are normally self–service and have no preparation time. Examples are milk, crackers, jam and jellies. Portions to prepare are reflected on the recipe card, TM 10–412.

Preparation and cooking time
Enter the time the cook is to begin weighing, peeling, measuring or to begin working on some phase of production.Cooking times are reflected on recipes.

Portions actually prepared
*For use of this column under FRIS see Note 4. For products prepared using the TM 10–412 series or approved recipes, enter the number of portions actually produced from the raw ingredients used. Portion size actually served, weights or measures actually used, waste during preparation and cooking will have a bearing on the number of portions actually prepared, therefore, this column will not necessarily reflect the same entry in column d. For self–serve or SOP items this column will be left blank. For items such as self–service or that have no preparation time, the quantity (unit of issue) actually drawn from stock will be recorded in column h.

Leftovers in red; discards in blue/black
Enter, in portions, the amount of food to be retained or discarded immediately after each meal is served. Items to be retained and incorporated into subsequent menu entree items will be entered in red ink, while those food items to be discarded will be entered in blue, black or blue/black ink. Left over items used as main entrees, columns b, c, d, e, and h, will be completed in red ink. Column h will be used to enter leftover items (in red ink) that will be incorporated into products listed in column b.

Special Instructions
*For use of this column under FRIS see Note 5 and 8. Enter specific instructions regarding a product such as recipe variation or deviation, change in portion size if other than stated on the recipe card, or serving instructions. Whenever a product is listed as an assortment in column b, such as assorted breads or assorted fresh fruits, enter the type and amount; for example, three white, two wheat, and one rye or 40 lbs of bananas,30 lbs of oranges, and 15 lbs of fresh grapefruit. These entries must be made for audit purposes. See note 1 for self service items.Column h will also indicate (red ink) the disposition of all leftovers indicated in column g. For items such as self–service or that have no preparation time, the quantity (unit of issue)actually drawn from stock will be recorded in column h.

Signature and Grade of Food Service Sergeant.
The FSS will sign the form prior to being posted. When more than one form is used for a meal, each form will be signed.

Signature and Grade of the Shift Leader.
At the completion of each meal and after entering the disposition of leftovers (col g), portions actually prepared (col f), or any other column as required by the FSS, the shift leaders will sign their name and enter their grade.

Signature and Grade of Food Service Officer.
Twice monthly, as a minimum, the FSO will verify the completeness of all forms. When satisfied that all entries (since the previous review) on all production schedules are complete, as required by this regulation, the FSO will enter his or her signature and grade on all sheets.

Note:

1. For self–service and SOP items such as milk, tea bags (for hot tea), carbonated beverages, salad bar and juices, enter in column h the item and quantity issued from stock to the preparation or self–service area (normally entered at the conclusion of the meal). Do not make an entry for these items to be returned to stock or as being leftover.

2. SOPs for menu items must be written to provide detailed instructions for those items not covered in the TM 10–412 recipe card service. In addition, the SOP must be approved for use in the dining facility by responsible food service advisory personnel and reviewed or updated (if required) at least quarterly for Active Army and annually for RCs. SOPs must be brief, but must reflect quantities to prepare. State what preparation procedures must take place for all items. For example, state quantities of the item to be used when initially setting up and replenishing the serving line when the initial quantity is depleted;from where in the serving line it will be served and in what manner.

3. When DA Form 3034 is used under FRIS, column d will be completed to reflect the quantity issued to prepare the meal(TISA or commercial sources) rather than portions to prepare. The estimated quantity to prepare will reflect the unit of issue. For example LBS, CNS, DZ, OZ, etc.

4. Column f will reflect the actual quantities prepared as the unit of issue.

5. Column h will indicate the quantity of semiperishable subsistence that was not prepared and returned to stock.

6. ***(Rescinded.)***

7. When menu items, as reflected in column b, require progressive cooking, instructions will be completed on the next line(s). The FSS will complete column e, (Prep and Cooking Time) and column h, (Special Instructions). These instructions will identify to the shift leader the estimated time for preparation and the estimated amount to prepare.

8. Column h will indicate the number of seconds served.

Figure 6-2. Instructions for preparing DA Form 3034

PRODUCTION SCHEDULE

For use of this form, see AR 30-1; the proponent agency is DCSLOG.

DATE: 7 MAY 87

NO. TO PREPARE: 200 NO. SERVED: 201

ORGANIZATION: HHB 4/64th ADA FT. CARSON, CO 80916

SERVING PERIOD: BEGINS 1630 ENDS 1800

[ ] B [ ] L [X] D [ ] B/L [ ] BR [ ] S [ ] N [ ] S/O

PERSON ASSIGNED a	MENU ITEMS b	RECIPE, SOP OR MASTER MENU NOTE c	ESTIMATED PORTIONS TO PREPARE d	PREP AND COOKING TIME e	PORTIONS ACTUALLY PREPARED f	*LEFTOVERS/ *DISCARDS g	SPECIAL INSTRUCTIONS h
JONES	BAKED STUFFED PORK CHOPS	L-84(1&2)	100	1400	100	2	
JONES	ROAST BEEF	L-5	100	1315	108		20 LBS MED, 20 LBS WELL DONE
JONES	NATURAL PAN GRAVY	O-18	150	1600	150	8	
SMITH	MASHED POTATOES	Q-57	200	1600	100		PREPARE 1 #10 CAN
SMITH				1700	50	3	PREPARE ½ #10 CAN
SMITH	SEASONED BROCCOLI	Q-G3-1	170	1545	90		COOK 18 LBS (6 BOXES)
SMITH				1700	80	12	COOK 18 LBS (6 BOXES)
JONES	LETTUCE SALAD	L-32	100	1530	100	3	
BROWN	BACON SOUR CREAM DRESSING	M-54	100	1445	100	7	
BROWN	ASSORTED RELISH TRAYS	M-G 2	100	1500	100	12	7 LBS TOMATOES, 3 LBS CUCUMBERS, 3 LBS CARROTS, 3 LBS GR. PEPPERS
GREEN	PARKER HOUSE ROLLS	D-34	200	1230	200		USE D-G 6(2) FOR MAKE-UP
GRAY	WHITE CAKE W/	G-30-1-4	200	1310	200		USE 4 #10 CANS
GRAY	CHOCOLATE FROSTING	G-50	200	1530	200		USE 2 #10 CANS
SMITH	MILK	SOP #2					WHITE 12 GAL CHOCOLATE 6 GAL
SMITH	HOT COFFEE	C-5(1)	100	1550	100	12	INCREASE COFFEE ½ LB
SMITH	CARBONATED BEVERAGES	SOP #4					1 COKE, 1 ORANGE, 1 SPRITE

*Indicate in red ink "leftovers"; in black/blue ink "discards".

FOOD SERVICE SERGEANT SIGNATURE AND GRADE: Bobby W. Bradley SFC

SHIFT LEADER SIGNATURE AND GRADE: Phillip E. Edmey SSG

FOOD SERVICE OFFICER SIGNATURE AND GRADE: Robert C. Taylor CPT

DA FORM 3034, AUG 84 EDITION OF NOV 77 IS OBSOLETE

U.S. GOVERNMENT PRINTING OFFICE 1985-461-033/27125

Figure 6-2. Sample of a completed DA Form 3034 (ARCS)

PRODUCTION SCHEDULE

For use of this form, see AR 30-1; the proponent agency is DCSLOG.

DATE: 29 June 1987

NO. TO PREPARE: 100 NO. SERVED: 98

ORGANIZATION: HHB 4/64 ADA Ft Carson Co 80916

SERVING PERIOD: BEGINS 0600 ENDS 0730

[x] B [ ] L [ ] D [ ] B/L [ ] BR [ ] S [ ] N [ ] S/O

PERSON ASSIGNED a	MENU ITEMS b	RECIPE, SOP OR MASTER MENU NOTE c	ESTIMATED PORTIONS TO PREPARE d	PREP AND COOKING TIME e	PORTIONS ACTUALLY PREPARED f	*LEFTOVERS/ *DISCARDS g	SPECIAL INSTRUCTIONS h
Green	Chilled Orange Juice	C-G-2	50	0530	50	3	Thaw in refrig overnite
Brown	Assorted Fresh Fruit	SOP#1	50	0530			Pears 13 lbs Apples 12 lbs oranges 14
Green	Assorted Dry Cereal	SOP#2					Cs 1
Black	Fried Eggs to order	F-4 thru F-10-3	100	0530	98		
White	Baked Sausage Patties	L-89-4	100	0530	100		
Gray	Hashed Brown Potatoes	Q-54	100	0500	100		
Smith	French Toast	D-22	50	0515	50	2	
Smith	Griddle Cakes	D-25	50	0530	50	2	
Green	Glazed Doughnuts	SOP#3					Dozen 10
Green	Hot Toast	SOP#4					LBS 12
Black	Hot Maple Syrup	SOP#5				6	Box 1
Brown	Butter	SOP#6					LBS 3
Brown	Jam or Jelly	SOP#7					Box 1
Edney	Hot Coffee	C-5	100	0530	100		
Brown	Fresh Milk	SOP#8				3	white 12 gal, Choc ∅
Brown	Tea	SOP#9					Box 1

*Indicate in red ink "leftovers"; in black/blue ink "discards".

FOOD SERVICE SERGEANT SIGNATURE AND GRADE	SHIFT LEADER SIGNATURE AND GRADE	FOOD SERVICE OFFICER SIGNATURE AND GRADE
Bobby W. Bradley SFC	Philip E. Edney SSG	Robert J. Taylor Cpt.

DA FORM 3034, AUG 84 EDITION OF NOV 77 IS OBSOLETE

U.S. GOVERNMENT PRINTING OFFICE 1985-461-031/27125

Figure 6-2. Sample of a completed DA Form 3034 (ARCS)—Continued

PRODUCTION SCHEDULE

For use of this form, see AR 30-1, the proponent agency is DCSLOG.

DATE: 10 JANUARY 85

NO. TO PREPARE: 100 NO. SERVED: 92

ORGANIZATION: HHB 4/61 ADA, FT CARSON, CO. 80916

SERVING PERIOD: BEGINS 1700 ENDS 1830

[ ] B [ ] L [X] D [ ] B/L [ ] BR [ ] S [ ] N [ ] S/O

PERSON ASSIGNED a	MENU ITEMS b	RECIPE, SOP OR MASTER MENU NOTE c	ESTIMATED PORTIONS TO PREPARE d	PREP AND COOKING TIME e	PORTIONS ACTUALLY PREPARED f	*LEFTOVERS/ *DISCARDS g	SPECIAL INSTRUCTIONS h
Taylor	Spaghetti w/	E-4	12 LBS	1630	12 LBS		8 portions served as seconds
Taylor	Meat Sauce	L-38	18 LBS	1515	18 LBS		18 LB Ground Beef 8 portions served as seconds
Sexton	Buttered Broccoli	Q-G-3	16 LBS	1630	8 LBS		
Sexton				1745	8 LBS	6 portions	
Sexton	Tossed Vegetable Salad	M-48	1 Rec	1530	1-Rec	10 portions	
Sexton	Italian Dressing	SOP-9	1 CS	1645			1 CS IND PKT, 250 Count
O'Day	Toasted Garlic Bread	D-7	12 LBS	1630	12 LBS	8 portions	
O'Day	Yellow Cake w/	G-32	2#10 CNS	1400	2#10 CNS	3 portions	8 portions served as seconds
O'Day	Chocolate Frosting	G-52	1#10 CN	1445	1#10 CN		
Watts	Milk	SOP-11	100 1/2 pts	1630	100 1/2 pts		8 1/2 pts served as seconds Use 75 1/2 pts white, 25 1/2 pts Choc
Watts	Coffee	C-4	1 LB	1645	8 OZ	6 portions	8 OZ Returned to stock
Watts	Hot Tea	SOP-5	1 BX	1630			1 BX Bags, 100 Count
Watts	Iced Tea	C-12	3 ENV	1615	3 ENV	16 portions	

*Indicate in red ink "leftovers", in black/blue ink "discards".

FOOD SERVICE SERGEANT SIGNATURE AND GRADE	SHIFT LEADER SIGNATURE AND GRADE	FOOD SERVICE OFFICER SIGNATURE AND GRADE
Bobby Bradley, E-7	Robert Taylor, E-6	Kenneth Henderson, 2LT

DA FORM 3034, AUG 84 EDITION OF NOV 77 IS OBSOLETE

Figure 6-2. Sample of a completed DA Form 3034 (FRIS)—Continued

Date

Enter the date the items are to be served.

Organization

Enter the official unit designation and installation.

Meal

Enter an "X" in the appropriate meal block. For short–order or box lunch production, an"X" will be entered in the S/O or B/L block in addition to the meal corresponding; for example, breakfast, lunch or dinner.

High dollar value items

Enter those items which are in the 8905 FSC(See C8900SL). In addition to meat, fish, and poultry; coffee and commercial pastries will be entered. If a menu item such as lasagna is listed on DA Form 3034, the entry in this column will be ground beef. Additional high dollar value items used to support the meal served, such as backup items will be annotated per the instruction below.

Estimated raw quantity to prepare

Enter the weight or quantity, that corresponds to the portions to prepare as taken from the recipe card(TM 10–412) for all items in column a.

Raw ingredients issued/drawn

For the initial issue enter the actual weight or measure of each product that was issued or drawn from stock.

Raw ingredients returned to stock

Enter the quantity, in units of issue, which was not used and was returned to stock.

Raw quantity actually used

Enter the quantity, in units of issue, of all high dollar value items actually used to serve the meal to include additional quantities required during the meal.

Comments

Enter any comments pertaining to high dollar and sensitive items that will clarify accountability, such as seconds served or where a column (c, d, or e) has been left blank, enter the reason why.

Food Service Sergeant Signature and Grade

The FSS will complete the heading, and columns a and b, and sign the form prior to being posted.

Shift Leader Signature and Grade

At the completion of each meal and after pertinent data in columns c, d, e, and f, the shift leader will sign his or her name and grade.

Food Service Officer Signature and Grade

The FSO will verify the completeness of all forms (since the previous review) before signing his or her name and grade. This must be accomplished on a twice monthly basis as a minimum.

Note:

1. ***(Rescinded.)***

2. Sensitive and high dollar items used as leftovers from previous meal(s) are not required to be entered on the form. Leftovers and their disposition will be recorded on DA Form 3034

3. DA Form 3034–1 is not required to be completed when operating under FRIS.

Figure 6-3. Instructions for preparing DA Form 3034–1

SENSITIVE AND HIGH DOLLAR ITEM DISPOSITION

For use of this form, see AR 30-1; the proponent agency is DCSLOG

DATE 7 MAY 87

ORGANIZATION HHB 4/64TH ADA FT. CARSON, CO. 80916

(Check appropriate meal box) [ ] B [ ] L [X] D [ ] B/L [ ] BR [ ] S [ ] N [ ] S/O

HIGH DOLLAR VALUE ITEM a	ESTIMATED RAW QTY TO PREPARE b	RAW INGREDIENTS ISSUED/DRAWN c	RAW INGREDIENTS RETURNED TO STOCK d	RAW QUANTITY ACTUALLY USED e	COMMENTS f
PORK SLICES	35 Lbs	37 Lbs		37 Lbs	5 PORTIONS SERVED AS SECONDS
OVEN ROAST	40 Lbs	43 Lbs		43 Lbs	
BACON	3 Lbs	3 Lbs		3 Lbs	
COFFEE	2½ Lbs	3 Lbs	½ Lb	2½ Lbs	

FOOD SVC SERGEANT SIGNATURE AND GRADE	SHIFT LEADER SIGNATURE AND GRADE	FOOD SVC OFFICER SIGNATURE AND GRADE
Bobby W. Bradley SFC	Phillip E. Edney SSG	Robert J. Taylor Cpt

DA FORM AUG 84 3034-1

GPO : 1985 O - 481-994

Figure 6-3. Sample of completed DA Form 3034-1

Before issuing the sheet to the headcounters, the FSS will complete the following: Organization, Date, Meal, Service Component and Diner Category blocks.

Organization
Enter the full unit designation, installation, and zip code.

Date
Enter the day, month, and year.

Meal
Enter an "X" in the appropriate block.

Service Component
Enter the abbreviated service component(back of form) for the personnel who will be signing the form.

Diner category
Enter an "X" in the appropriate block. Identification of diner categories are located in paragraph E–3b. A separate DA Form 3032 will be used for each category or group within a category each day. For those categories not shown, the category others will be used. Examples of other categories are KATUSA (Korean Augmentation to The United States Army) and CLG (Civilian Labor Group).

Signature
The diner will enter his or her first name, middle initial, and last name as normally written prior to consuming any meal.

Meal card number
The headcounter will enter the meal card number as it appears on the DD Form 714 (Meal Card Control Book);the last four digits of the Social Security Number (SSN) as it appears on an ARNG or USAR member's DD Form 2A(Reserves) (Armed Forces of the United States Identification Card(Reserves) or DD Form 2A for trainees at BCT or AIT; or will enter the individual's orders number, which has been validated in accordance with AR 600–38.(The meal card number or SSN will appear upside down when properly annotated.) All unused lines will be lined out after the close of the meal by the headcounter. This will be accomplished by drawing a straight line from upper left to lower right for all lines in each column. For late meals served, a new DA Form 3032 will be used, individual diners must enter their own signature as stated above.The FSS or designated representative will line out all unused lines immediately after obtaining the signatures.

Remarks
Enter any remarks to clarify headcount data on each DA Form 3032 that is not apparently clear and will provide an audit trail. When the headcounter is not present and when feeding late diners, a member of the dining facility staff may perform this function; for example, an entry will be made in the remarks block to clarify (15 late diners, change of post guard mounts).

Signature and grade
The headcounter will enter his or her signature, as normally written, and grade at the conclusion of each scheduled meal service. The FSS will sign after review and before consolidating headcount data on DA Form 3033.

Notes:

1. Procedures for one–line entries in garrison.

a. The designated individual in charge of the group or picking up rations will make the one–line entry by—

(1) Entering the number of diners being accounted for and the class number or group identity in the signature block.

(2) Entering his or her name and grade in the meal card number block.

b. The headcounter will physically count the number of persons subsisting and confirm the entry annotated by the person in charge of the group.

2. Procedures for one–line entry during field feeding.

a. The headcounter will—

(1) Enter an "X" in the box in front of the word "other", annotate the words "Field one–line entry" on the line following the word "other".

(2) Enter the number of diners being accounted for and their component in the Signature Block.

(3) Enter his or her signature in the block identified as Meal Card number.

b. The unit, commander, or FSO authorizing the one–line entry will explain in the "Remarks" section the condition that warranted the use of the one–line entry. See paragraphs 6–12*b* and *c*.

3. Procedures for basic or advanced individual training dining facilities.

a. Basic trainees (BCT) and soldiers receiving advanced individual training (AIT), including One Station Unit Training (OSUT) students are authorized to use the last four digits of their social security number (SSN) in lieu of a meal card number during the soldiers training cycle.

b. The headcounter will enter the last four digits of the soldiers SSN in the meal card number column (DA Form 3032) as taken from the soldiers ID card (DD Form 2A).

c. Signatures will be collected from soldiers per the procedures in appendix E.

d. The FSS will complete the heading, unless exempt under the provisions of paragraph E–3, b this regulation, as follows—

(1) Meal. Enter an X in appropriate block.

(2) Service component. Enter USA, ARNG or USAR as appropriate.

(3) Diner category. Enter the appropriate category, additionally, enter either BCT or AIT on the Other line. The intent of this procedure is to require training soldiers to sign one set of forms and other personnel requiring support to sign a different set of forms.

Figure 6-4. Instructions for preparing DA Form 3032

SIGNATURE HEADCOUNT SHEET For use of this form, see AR 30-1; the proponent agency is DCSLOG	ORGANIZATION 2/327th Air Assault Ft. Campbell, KY 37040	DATE 18 Sept 86

☐ Breakfast ☐ Brunch ☒ Lunch ☐ Supper ☐ Dinner	Service Comp USA	☒ Permanent ☐ Common Service _____ (Specify) ☐ Transient ☐ Reimbursement _____ (Central or Local Billing) ☐ FAO Action ☐ Other _____

No.	SIGNATURE	Meal Card Number	No.	SIGNATURE	Meal Card Number
1.	Charles A. Moore	K-127807	23.		
2.	William Smith	K-127953	24.		
3.	Howard C. Banner	K-127996	25.		
4.	Robert Harsh	K-127894	26.		
5.	Shara Estep	K-127901	27.		
6.	37 PLC/ Class 86-5	David Martin E-7	28.		
7.	Gregory Jones	K-127883	29.		
8.	Max Coleman	K-127944	30.		
9.	Joseph Wyler	K-127853	31.		
10.	Ken Brown	K-127936	32.		
11.	Bill Macarski	K-127873	33.		
12.	25 CoA/ convoy	Phillip Edney E-6	34.		
13.			35.		
14.			36.		
15.			37.		
16.			38.		
17.			39.		
18.			40.		
19.			41.		
20.			42.		
21.			43.		
22.			44.		

DA FORM 3032, AUG 86

Figure 6-4. Sample of a completed DA Form 3032 reflecting signatures and a one–line entry in garrison

No.	SIGNATURE	Meal Card Number	No.	SIGNATURE	Meal Card Number
45.			65.		
46.			66.		
47.			67.		
48.			68.		
49.			69.		
50.			70.		
51.			71.		
52.			72.		
53.			73.		
54.			74.		
55.			75.		
56.			76.		
57.			77.		
58.			78.		
59.			79.		
60.			80.		
61.			81.		
62.			82.		
63.			83.		
64.			84.		

REMARKS: 25 Box lunches from in-house ingredients, DF attached

USA—Active Army	USAF—U.S. Air Force, Active
USAR—U.S. Army Reserve	ANG—Air National Guard
ARNG—Army National Guard	USAFR—U.S. Air Force, Reserve
ROTC—Reserve Officer Training Corps	MAP—Military Assistance Program
USN—U.S. Navy, Active	LS—Labor Service Personnel
USNR—U.S. Navy, Reserve	KATUSA—Korean Augmentation to U.S. Army
USMC—U.S. Marine Corps, Active	F—Foreign Military Personnel
USMCR—U.S. Marine Corps, Reserve	

Dean Miller E-5
HEADCOUNT SIGNATURE AND GRADE

Albert Brown E-8
FOOD SVC SGT SIGNATURE AND GRADE

Reverse of DA FORM 3032, AUG 86

Figure 6-4. Sample of a completed DA Form 3032 reflecting signatures and a one–line entry in garrison–Continued

SIGNATURE HEADCOUNT SHEET For use of this form, see AR 30-1; the proponent agency is DCSLOG	ORGANIZATION Co B 2/5 Inf Ft. Lewis, WA 98433	DATE 10 Oct 86

☐ Breakfast ☐ Brunch ☒ Lunch ☐ Supper ☐ Dinner	Service Comp	☐ Permanent ☐ Transient ☐ FAO Action	☐ Common Service _____ (Specify) ☐ Reimbursement _____ (Central or Local Billing) ☒ Other FIELD ONE-LINE ENTRY	

No.	SIGNATURE	Meal Card Number	No.	SIGNATURE	Meal Card Number
1.	64 USA	Richard Jones	23.		
2.	25 FAO	Richard Jones	24.		
3.	46 ARNG	Richard Jones	25.		
4.	3 USAF	Richard Jones	26.		
5.			27.		
6.			28.		
7.			29.		
8.			30.		
9.			31.		
10.			32.		
11.			33.		
12.			34.		
13.			35		
14.			36.		
15.			37.		
16.			38.		
17.			39.		
18.			40.		
19.			41.		
20.			42.		
21.			43.		
22.			44.		

DA FORM 3032, AUG 86

Figure 6-4. Sample of a completed DA Form 3032 for one–line entries for field feeding–Continued

No.	SIGNATURE	Meal Card Number	No.	SIGNATURE	Meal Card Number
45.			65.		
46.			66.		
47.			67.		
48.			68.		
49.			69.		
50.			70.		
51.			71.		
52.			72.		
53.			73.		
54.			74.		
55.			75.		
56.			76.		
57.			77.		
58.			78.		
59.			79.		
60.			80.		
61.			81.		
62.			82.		
63.			83.		
64.			84.		

REMARKS: Inclement weather conditions made the collection of signatures impractical.

William R. Wrangler
CPT, FSO

USA—Active Army
USAR—U.S. Army Reserve
ARNG—Army National Guard
ROTC—Reserve Officer Training Corps
USN—U.S. Navy, Active
USNR—U.S. Navy, Reserve
USMC—U.S. Marine Corps, Active
USMCR—U.S. Marine Corps, Reserve
USAF—U.S. Air Force, Active
ANG—Air National Guard
USAFR—U.S. Air Force, Reserve
MAP—Military Assistance Program
LS—Labor Service Personnel
KATUSA—Korean Augmentation to U.S. Army
F—Foreign Military Personnel

Richard Jones E-5
HEADCOUNT SIGNATURE AND GRADE
Arthur Wagner, E-8
FOOD SVC SGT SIGNATURE AND GRADE

Reverse of DA FORM 3032, AUG 86

Figure 6-4. Sample of a completed DA Form 3032 for one–line entries for field feeding–Continued

This form is used to record total number of persons served and data necessary to effect required reimbursements. The FSS will complete all entries except the Signature/Grade, Commander/FSO.Only one sheet will be used to record headcount data for each day's operation to include field feeding supported by the garrison under 5 days in duration. When operating under FRIS, a separate DA Form 3033 will be maintained by the unit that has established the FRIS account. (See para 6–13*b*(2).)

Unit or organization
Enter the official unit designation, installation, and zip code.

Component
Place an "X" in the appropriate block for the unit or organization completing the form.

Date
Enter the date (day, month and year) the personnel recorded were served.

Meal headings
The FSS will line–out either Breakfast/Brunch, or Dinner/Supper to identify the correct meal for the headcount being reported.

Ration type headings

A–rations
Enter the headcount served under this column when operating under ARCS, when the dining facility has requested and has been issued items from the SB 10–260, to include box lunches from in–house ingredients and field feeding supported by the garrison under 5 days. When operating under FRIS, and the dining facility has requested and has been issued items from SB 10–263 (to include B–ration substitutes) and box lunches from in–house ingredients.

B–ration SB 10–495
Enter the headcount served under this column when the dining facility has requested and has been issued the menu(complete or command adjusted) as identified in SB 10–495 or Unitized B–ration (as requested from depot). When using unitized B–rations line–out the SB 10–495 and enter Unitized B–rations in the Remarks block.

Meal–Ready–to–Eat (MRE)
Enter the headcount served under this column when the dining facility utilizes MREs.

T–ration
Enter the headcount served under this column when the dining facility has requested and has been issued or uses unitized T–rations.

Blank (other)
Enter the headcount served under this column when the dining facility has requested and has been issued or uses other type operational rations such as; Box Lunches SB 10–540 SB 10–263, Long Range Patrol Ration (LRPR), Food Packet Assault Ration(FPA), Survival Ration. When using this column the FSS will enter the type of ration in the blank space. If the dining facility uses more than one of the operational rations noted above, headcount for the additional ration types will be entered in the Remarks block.

Categories
Enter headcount served under the appropriate meal column (breakfast/brunch, lunch, dinner/supper) and by the type of ration served (A–ration, B–ration, MRE, T–ration or other).Headcount can be entered for more than one type of ration in a specific category. For example; the category SIK could have entries in A–ration, MRE and other columns for a Breakfast meal.

S–I–K
Enter the number of enlisted personnel subsisted who were in SIK status. This category will include the headcount of enlisted personnel who have had their BAS terminated.

Transients
Enter the number of transient personnel served.

Cash
Enter the total number of personnel served reimbursing the Government in cash as reflected on DD Form 1544.

FAO Action
Enter the number of personnel served for which payment was accomplished through payroll deduction for enlisted or officer personnel or BAS recoupment (enlisted) according to AR 600–38.

Common Service
Enter the number of active duty personnel served from the U.S. Air Force, Navy, and Marines.

Requiring Reimbursement
Enter the number of personnel served requiring reimbursement through central or local billing. Other categories, as required, may be entered in the blank line(s).Examples of other types of entries are KATUSA, CLG, US Coast Guard, labor service groups, civilian DFAs, and members of authorized allied Armed Forces, Active Army when subsisted in RC dining facilities.

Total

Total A–rations
Enter the total headcount of personnel subsisted as reflected under the A–ration column. In garrison, this total will be reflected on line 4 of DA Form 2970.

Total Operational–rations
Enter the total headcount of personnel subsisted as reflected under each Operational–ration column. In garrison, the entries that comprised the totals will be reflected, as appropriate, on lines 17, 18, 19, or the Remarks block of DA Form 2970.

Remarks
The "Remarks" block will be used to explain any entries not explained elsewhere on this form. An entry will usually be made to denote requirements for reimbursement by OMA to MPA for meals served to local national dining facility employees, where payment by the employee has been authorized at a lesser rate than prescribed in the Table of Meal Rates (fig 6–1).

Signature/Grade, FSS
The FSS will sign his or her name and grade after all entries have been made.

Signature/Grade, Commander/FSO
When the data contained on this form is used to complete the DA Form 2970 the requirement for the Signature/Grade, Commander/FSO is deleted.

Date

The FSS will enter the date the form is completed.

Notes:

1. When the form is used to transmit headcount data to the Class 1, TISA, USPFO or MUSARC a separate form will be used to report each days data.

2. When the form is used as in note 1. above, the signature block of Commander or FSO must be completed. The signature of Cdr/FSO on this form represents the same authority as that of the signature requirement of DA Form 2970.

3. When the form is submitted as in 1. above the original will be submitted. Copies will be as required.

Figure 6-5. Instructions for preparing DA Form 3033

HEADCOUNT RECORD
For use of this form, see AR 30-1; the proponent agency is ODCSLOG

UNIT/ORGANIZATION: 2/327th Air Assault, Fort Campbell, KY 37040

COMPONENT: ☒ USA ☐ ARNG ☐ USAR

DATE: 18 Feb 86

	BREAKFAST/~~BRUNCH~~						LUNCH						DINNER/~~SUPPER~~					
	A Ration	B Ration SB 10-495	MRE	T Ration	A Ration	B Ration SB 10-495	MRE	T Ration	A Ration	B Ration SB 10-495	MRE	T Ration
COMMON SERVICE												
S-1-K (DA Form 3032)	297		10		356				302			
TRANSIENTS	18				27				9			
CASH (DD Form 1544)	31				56				18			
FAO ACTION (AR 600-38)			3									
REQUIRING REIMBURSEMENT												
ACTIVE US AIR FORCE	5				9				3			
ACTIVE US NAVY												
ACTIVE US MARINES												
ARNG	81		7		116				94			
USAR			5									
US ARMY												
US ARMY ROTC (SENIOR)												
US NAVY RESERVES												
AIR NATIONAL GUARD												
US MARINE RESERVES												
JUNIOR ROTC												
TOTAL												
TOTAL A RATIONS	432				564				426			
TOTAL OPERATIONAL RATIONS			25									

REMARKS

SIGNATURE/GRADE, FSS: Hernandez Estrado E-7

SIGNATURE/GRADE, COMMANDER/FSO

DATE: 19 Feb 86

DA FORM 3033, AUG 86 EDITION OF AUG 84 IS OBSOLETE.

Figure 6-5. Sample of a completed DA Form 3033

Page number

Beginning with number 1, number each page used to list all items in the inventory.

Number of pages

The total number of pages used to list all items in the inventory.

Organization

Enter the full unit designation to include installation and zip code.

Month

The accounting month covered by this inventory record.

Year

Enter the current calendar year.

Item

List items by group that are normally carried in the inventory.

Unit Price

Enter the cost at the current month's price regardless of the cost at the time of original purchase.

Quantity

The quantity of items being inventoried is entered in ink.

Value

The unit price times the quantity will equal the value of the inventoried item.

Sheet total

The cumulative dollar value of all items appearing on that sheet. This total is transferred to DA Form 3234–1–R.

Signature verifying officer

Signed only by disinterested person during year end inventory (See paragraph 2–19d). Prior to signing the inventory record the appointed individual should verify the dollar amount entered in the value column of all sensitive and high dollar subsistence items and randomly select sheets to verify (adding all dollar amounts entered under value) the dollar entry in the sheet total section. When more than one sheet is used to record the inventory, only the last sheet will require the signature and date of the verifying officer.

Date

The form will be dated the same day when signed by the verifying person.

Figure 7-1. Instructions for preparing DA Form 3234–R

INVENTORY RECORD

For use of this form, see AR 30-1; the proponent agency is DCSLOG.

PAGE NO.	NO. OF PAGES
6	6

ORGANIZATION	MONTH	YEAR
USMA PREP SCHOOL, FT BELVOIR, VA 22103	JANUARY	1984

ITEM a.	UNIT b.	UNIT PRICE c.		d. LAST DAY QTY	VALUE	
BEEF BONELESS	XX	XX	XX	XX	XXX	XX
GRILL STEAK	LB	3	55	56	198	80
GROUND BEEF	LB	1	19	112	133	28
POT ROAST	LB	1	96	44	86	24
SWISS STEAK	LB	2	35	35	82	25
HAMBURGER PATTIES	LB	1	10	108	118	80
POULTRY	XX	XX	XX	XX	XXX	XX
TURKEY, BONELESS ROLL	LB	1	19	26	30	94
CHICKEN WH RTC	LB		57	112	63	84
PORK	XX	XX	XX	XX	XXX	XX
BACON	LB	1	29	48	61	92
HAM, SMKD, BONELESS	LB	1	63	62	101	06
VEGETABLES, FRZ.	XX	XX	XX	XX	XXX	XX
CORN, WHOLE KERNEL	LB		58	60	34	80
PEAS	LB		41	33	13	53
MIXED VEGETABLES	LB		51	48	24	48
CONDIMENTS	XX	XX	XX	XX	XXX	XX
SUGAR, GRANULATED	BG	2	84	15	42	60
COFFEE, ROASTED, #3 CAN	LB	1	75	12	21	00
SHEET TOTAL					$1,013.54	

SIGNATURE OF VERIFYING OFFICER	DATE VERIFIED
	31 January 84

DA FORM 3234-R, AUG 84 EDITION OF SEP 79 IS OBSOLETE

Figure 7-1. Sample of a completed DA Form 3234–R

The Recap sheet will be used to summarize the dollar value of perishable and semi perishable subsistence that was inventoried on the last day of the accounting period. The form will be completed by the FSS and verified by the FSO or designated individual for year end inventory.

Date

Enter the date the inventory was taken on DA Form 3234–R.

Page of pages

Enter the total number of pages used to conduct the end of the month inventory and precede that number with"of." When additional recap sheets are needed, an additional sheet will be used as a continuation sheet.

Perishables

Enter the total dollar value of perishable subsistence from each DA Form 3234–R used in the inventory.

Semiperishables

Enter the total dollar value of semiperishable subsistence from each DA Form 3234–R used in the inventory.

Total

Enter the dollar value of each line by adding the value of perishable and semiperishables.(if applicable)

Totals

Enter the total dollar value of each column(perishable, semiperishable, and total).

Grand Total

Enter the total dollar value of all sheets used in the inventory

Remarks

The FSS will compute the "net verified inventory" prior to signing this form. To compute the "net verified inventory" the FSS will enter the total dollar value of the inventory as entered on the "Grand Total line"; from this entry the FSS will subtract the total dollar value of the first issue for the succeeding month (this dollar value is the subsistence on hand during the inventory process which has not been charged to the dining facility account for the accounting period the inventory is addressing). The answer, in dollars, will be used as the official end of the month inventory and represents the total dollar value of subsistence in excess of programmed menu requirements. The "net verified inventory" figure will be entered in Block 2a DA Form 3980–R and will also be used to complete the requirements of inventory management per paragraph I–6, appendix I.

FSS signature

The FSS will enter his or her signature when the above requirements are complete.

FSO/Designated individual signature

The FSO or designated individual will enter his or her signature after verifying, all entries transferred from DA Form 3234–R to the columns perishable and semi perishable are correct; that all mathematical computations (column totals and grand total) are accurate and the entries in the Remarks section computing the "net verified inventory" are complete and accurate.

Note: The form must be prepared in two copies. One copy will be retained in the dining facility files and one copy will be attached to DA Form 3234–R and DA Form 3980–R and submitted to the food adviser. See paragraph 7–6e.

Figure 7-2. Instructions for preparing DA Form 3234–1–R

MONTHLY INVENTORY RECAP SHEET for DA FORM 3234-R

For use of this form see AR 30-1, the proponent agency is DCSLOG.

DATE: 31 July 1987

PAGE of PAGES	PERISHABLES	SEMI-PERISHABLES	TOTAL
1. of 6	$	$ 1327.90	$ 1327.90
2. of 6	$ 995.66	$	$ 995.66
3. of 6	$ 1001.82	$	$ 1001.82
4. of 6	$ 1044.63	$	$ 1044.63
5. of 6	$ 980.75	$	$ 980.75
6. of 6	$ 949.94	$ 63.60	$ 1013.54
7.	$	$	$
8.	$	$	$
9.	$	$	$
10.	$	$	$
11.	$	$	$
12.	$	$	$
13.	$	$	$
14.	$	$	$
15.	$	$	$
16.	$	$	$
TOTALS	$ 4972.80	$ 1391.50	$ 6364.30

A. L. Davis — FSS SIGNATURE

Cpt. Harold E. Richard — FSO SIGNATURE

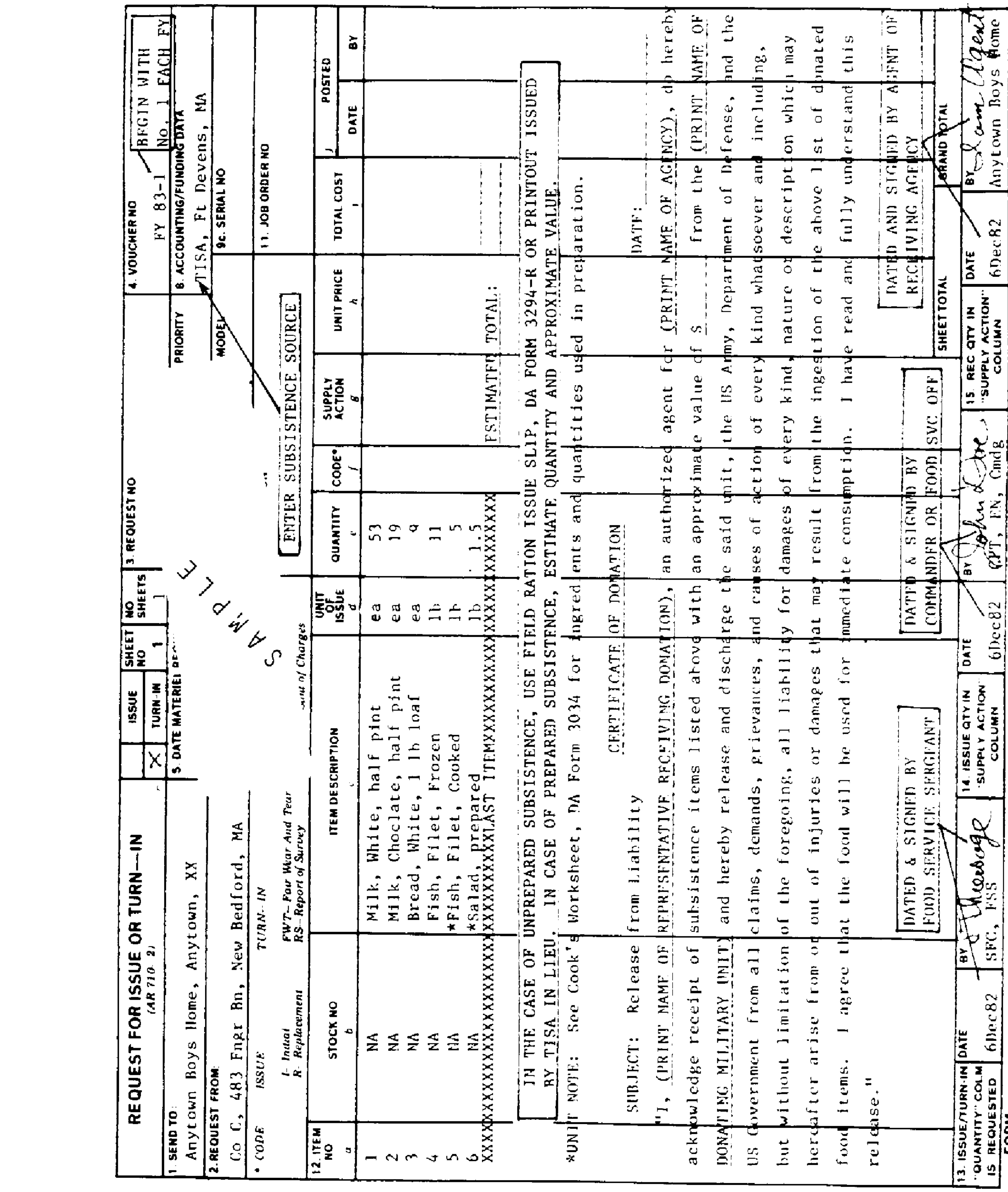
$ 6364.30 — GRAND TOTAL

REMARKS:

Grand total of Inventory $ 6364.30
Dollar Value of First Issue (-) 3998.92
Net Inventory value $ 2365.38

DA FORM 3234-1-R, AUG 87 EDITION OF AUG 84 IS OBSOLETE

Figure 7-2. Sample of a completed DA Form 3234–1–R



REQUEST FOR ISSUE OR TURN—IN
(AR 710-2)

	ISSUE	SHEET NO	NO SHEETS	3. REQUEST NO	4. VOUCHER NO
X	TURN-IN	1	1		FY 83-1

BEGIN WITH No. 1 EACH FY

1. SEND TO: Anytown Boys Home, Anytown, XX

5. DATE MATERIEL REQ...

PRIORITY

8. ACCOUNTING/FUNDING DATA: TISA, Ft Devens, MA

2. REQUEST FROM: Co C, 483 Engr Bn, New Bedford, MA

MODEL

9c. SERIAL NO

* CODE ISSUE: I- Initial, R- Replacement; TURN-IN: FWT– Fair Wear And Tear, RS– Report of Survey

...unt of Charges

11. JOB ORDER NO

ENTER SUBSISTENCE SOURCE

SAMPLE

12. ITEM NO a	STOCK NO b	ITEM DESCRIPTION c	UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	POSTED DATE	POSTED BY
1	NA	Milk, White, half pint	ea	53						
2	NA	Milk, Choclate, half pint	ea	19						
3	NA	Bread, White, 1 lb loaf	ea	9						
4	NA	Fish, Filet, Frozen	lb	11						
5	NA	*Fish, Filet, Cooked	lb	5						
6	NA	*Salad, prepared	lb	1.5						
XXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXLAST ITEMXXXXXXXXXXX	XXXXX	XXXXXXXXX		ESTIMATED TOTAL:				

IN THE CASE OF UNPREPARED SUBSISTENCE, USE FIELD RATION ISSUE SLIP, DA FORM 3294-R OR PRINTOUT ISSUED BY TISA IN LIEU. IN CASE OF PREPARED SUBSISTENCE, ESTIMATE QUANTITY AND APPROXIMATE VALUE.

*UNIT NOTE: See Cook's Worksheet, DA Form 3034 for ingredients and quantities used in preparation.

CERTIFICATE OF DONATION

SUBJECT: Release from Liability DATE:________

"I, (PRINT NAME OF REPRESENTATIVE RECEIVING DONATION), an authorized agent for (PRINT NAME OF AGENCY), do hereby acknowledge receipt of subsistence items listed above with an approximate value of $______ from the (PRINT NAME OF DONATING MILITARY UNIT) and hereby release and discharge the said unit, the US Army, Department of Defense, and the US Government from all claims, demands, grievances, and causes of action of every kind whatsoever and including, but without limitation of the foregoing, all liability for damages of every kind, nature or description which may hereafter arise from or out of injuries or damages that may result from the ingestion of the above list of donated food items. I agree that the food will be used for immediate consumption. I have read and fully understand this release."

DATED & SIGNED BY FOOD SERVICE SERGEANT

DATED & SIGNED BY COMMANDER OR FOOD SVC OFF

DATED AND SIGNED BY AGENT OF RECEIVING AGENCY

SHEET TOTAL

GRAND TOTAL

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE	BY
	6Dec82	SFC, FSS		6Dec82	John Doe CPT, EN, Cmdg		6Dec82	Sam Agent Anytown Boys Home

DA FORM 3161

REPLACES DA FORM 3161 1 JUL 66 WHICH IS OBSOLETE

U.S. GOVERNMENT PRINTING OFFICE 1979 – 284 186

Figure 7-3. Sample of a completed DA Form 3161 as a Certificate of Donation

Preparation instructions keyed to the sample figures are as follows:

1. Month and year

Active Army and RC units performing AT will indicate the applicable months and year.

2. Unit

Designation and location of the unit responsible for the account.

3.

RC units write in AT. Active Army and RC may use this block to identify the name of the exercise, and/or designation of the supporting TISA.

4. Balance brought forward:

a. RC

For AT or field training, the account must be closed out within a 3 percent weighted ration over or under tolerance. Accounts in excess of 3 percent overdrawn for AT after ration turn–in adjustments are made will be investigated or surveyed, as deemed appropriate.

b. Active Army

At the conclusion of the exercise, the account status must be within 3 percent weighted ration as for RC AT indicated in *a* above.

5. Issues

Record the number of meals actually issued by a military TISA, or commissary, or purchased from commercial sources.

6. Headcount

The FSS will record the number of personnel subsisted for the applicable meal on the Over and Under Record.Headcount data will be submitted on DA Form 3033 according to the TISA or class I issue schedule.

7. Cumulative status

Use over column when issues are greater than the headcount. The account is overdrawn.

Use under column when issues are less than headcount. The account is underdrawn.

For AT the over or under status will be computed for each meal served and cumulated for the duration of the field training or AT. The resulting weighted rations and true percentage status of the account is determined by the following method:

Table 8–1
Instructions for preparing DA Form 3251–R

	Meals Issued	Headcount	Weighted Rations	
AT			Issued	Headcount
Breakfast	810×20%		162.0	
		751×20%		150.2
Lunch	1300×40%		520.0	
		1267×40%		506.8
Dinner	1350×40%		540.0	
		1244×40%		497.6

WR Issued =1222.0.
WR Headcount =1154.6

8. Turn–ins

For the AT account, note that computed ration turn–ins (dollar value of subsistence, divided by the BDFA*(For AT or the Training Exercise)*) reduced the overdrawn status to within the 3 percent allowable tolerance. The illustration (fig 8–1) as indicated for AT is applicable to Active Army dining facilities operating under the FRIS.

9. Operational rations and box lunches

Headcount for operational rations will not be entered on the DA Form 3251–R, an entry will be made in column d, DA Form 5309–R.

Note: All entries on this form will be in ink and maintained in the unit or activity that receives and issues operational rations and box lunches (SB 10–540/263) for a period of 1 year (6 months active and 6 months inactive for the Active Army and 1 year active and 1 year inactive for the RCs.)

Figure 8-1. Instructions for preparing DA Form 3251–R

OVER AND UNDER RECORD – MEALS
For the use of this form see AR 30-1, the proponent agency is the office of the Deputy Director for Logistics.

MONTH & YEAR (1) JUL/AUG 81

UNIT (2) HHD, 174th COSCOM CALCULUS, TX. 87080

STRENGTH, HEADCOUNT AND CUMULATIVE OVER AND UNDER

(3) AT (FORT McCOY)

DATE	Menu No	BREAKFAST (5) Issues	BREAKFAST (6) HC	BREAKFAST (7) Cumulative Status Over	BREAKFAST (7) Cumulative Status Under	LUNCH (5) Issues	LUNCH (6) HC	LUNCH (7) Cumulative Status Over	LUNCH (7) Cumulative Status Under	DINNER (5) Issues	DINNER (6) HC	DINNER (7) Cumulative Status Over	DINNER (7) Cumulative Status Under	Weighted Rations Over	Weighted Rations Under	Percent Status Over	Percent Status Under
		BALANCE BROUGHT FORWARD		(4) NONE				(4) NONE				(4) NONE					
26 Jul	1					100	63	37		120	80	40					
27 Jul	2	70	30	40		100	87	50		120	60	100					
28 "	3	70	65	45		100	110	40		120	95	125					
29 "	4	70	59	56		100	104	36		120	112	133					
30 "	5	60	63	53		100	95	41		100	107	126					
31 "	6	60	59	54		100	107	34		100	93	133					
1 AUG	7	60	63	51		100	96	38		100	99	134					
2 AUG	8	40	51	40		80	63	55		60	67	127					
3 "	9	40	28	52		80	54	81		60	58	129					
4 "	10	60	54	58		100	105	76		90	97	122					
5 "	11	60	57	61		100	98	78		90	103	109					
6 "	12	60	72	49		100	104	74		90	94	105					
7 "	13	60	59	50		80	94	60		90	112	83					
8 "	14	60	54	56		60	87	33		90	67	106					
9 "	1	40	37	59													
AT TOTAL		810	751	59		1300	1267	33		1350	1244	106		67A		5.8	
8 AUG (8)	TURN-IN		$ 134.98	÷ $		3.31	(BDFA)	=	40.7				-	40.7			
														26.7		2.3	

NOTE: When the account is closed out for the annual training period, it is noted that the 5.8% overdrawn status is in excess of the 3% tolerance allowed. By turning-in usable rations and converting the dollar amount to weighted rations; it is noted that the adjusted over/under status of 2.3% brings the account within the allowable tolerance.

DA FORM 3251-R, 1 SEP 79 REPLACES DA FORM 3251-R, 1 JAN 1977 WHICH IS OBSOLETE

Figure 8-1. Sample of a completed DA Form 3251–R for Active Army and Reserve Components during AT

1. Accounting period
Enter fiscal year as the accounting period.

2. Unit or account No
Enter the unit name, location and DODAAC.

2a. Beginning inventory
Leave blank.

3. BDFA
Leave blank.

4. Breakfast (meal value)
Leave blank.

5. Lunch (meal value)
Leave blank.

6. Dinner (meal value)
Leave blank.

7. Brunch (meal value)
Leave blank.

8. Supper (meal value)
Leave blank.

9. Component (Active Army/ARNG/USAR)
Enter an "X" in the proper box.

10. Verified by accountable officer
The individual designated to perform the unit annual food service account review will date and sign this block after reviewing the account card at the end of the FY. This will be accomplished as part of the review of unit food service records.

First line entries

a. thru n.

For IDT, enter the month, BDFA (as obtained from NGB or OCAR) and further broken down into specific meal values(e.g.BDFA X 20%= breakfast, BDFA X 40%= lunch or dinner). The holiday allowance (per para 7–5 this regulation), when applicable, will also be entered. Enter the total dollar value of the previous end of month inventory (end of month inventory from September is the beginning inventory for October).

Next line entries

a. Date
Enter the date(s) of consumption or transaction. Examples of transactions are reports of survey, and turn–ins.

b. Breakfast
Enter the total headcount accumulated from DA Form 3033 for the date(s) shown in column a.

c. Lunch
Enter the total headcount accumulated from DA Form 3033 for the date(s) shown in column a.

d. Dinner
Enter the total headcount accumulated from DA Form 3033 for the date(s) shown in column a.

e. Brunch
Not used.

f. Supper
Not used.

g. Allowance for today
Compute columns b through d as stated below add the totals of each computation. Enter the grand total in this column.
Multiply entry in column b by dollar value of breakfast.
Multiply entry in column c by dollar value of lunch.
Multiply entry in column d by dollar value of dinner.

h. Cumulative allowance including today
Add entry in column g to previous entry in column h (on line above). Enter the result in this column.

i. Value of perishable items issued
Enter the dollar value of perishable items issued.

j. Value of semiperishable items issued
Enter the dollar value of semiperishable items issued.

k. Direct delivery
Enter the total dollar value of direct vendor delivery items, if applicable.

l. Total value of field rations issued
Add entries in columns i, j, and k. Enter the result in this column.

m. Cumulative total issued including today
Add entries to the previous entry (on line above) in this column. Enter the result in this column.

n. Monetary status
Entry in this column is the difference between columns h and m.
(1) If the entry in column h is less than entry in column m, subtract column h from column m. Enter result in column n with a plus sign (+) in front of the figure to indicate an overdrawn status.
(2) If the entry in column h is greater than column m, subtract column m from column h. Enter the result in column n with a minus sign (–) in front of the figure to indicate an underdrawn status. To compute the over or under status of the account any time during the accounting period, divide the entry in column n by the entry in column h. The result is the percentage of the over or under status. The percentage status will be reflected two decimal places to the right only (0.00). Do not round this figure up or down.

Notes:

1. At the bottom of the form, identify and enter the cost of all issues not charged to the dining facility account;for example, forced issue, iceberg lettuce, $14.59.

2. If additional space is required, use another account card as a continuation sheet. The heading may be omitted.When a continuation sheet is used it will be stapled to the basic account card in the upper left hand corner.

3. The dollar value of any perishable or semiperishable item turn–in will be posted the same as Active Army.See figure 9–1.

4. Column h, m and n will be cumulative for the entire FY accounting period.

5. When RC units are obtaining unprepared subsistence from commercial sources there is no requirement to enter separate perishable and semi–perishable expenditures on the form.These units will

use only column L, “Total Value of Field Rations Issued” for their entry.

Figure 8-2. Instructions for preparing DA Form 3980–R for Reserve Components

DINING FACILITY ACCOUNT CARD

For use of this form, see AR 30-1 and AR 30-18; the proponent agency is DCSLOG.

1. ACCOUNTING PERIOD: IDT FISCAL YEAR 19XX

2. UNIT/ACCOUNT NO: HHD 127 MED GP, W31LPY, ASHLAND, AL

3a. BEGINNING INV

3. BDFA | 4. BREAKFAST | 5. LUNCH | 6. DINNER | 7. BRUNCH | 8. SUPPER

9. ☐ ACTIVE ARMY ■ ARNG ☐ USAR

10. VERIFIED BY ACCOUNT OFFICER

DATE a.	BREAKFAST b.	LUNCH c.	DINNER d.	BRUNCH e.	SUPPER f.	ALLOWANCE FOR TODAY h.	CUMULATIVE ALLOWANCE INCL TODAY (g+h) i.	VALUE OF PERISHABLE ITEMS ISSUED j.	VALUE OF NON-PERISHABLE ITEMS ISSUED k.	DIRECT DELIVERY l.	TOTAL VALUE OF FIELD RATIONS ISSUED (j+k+l) m.	CUMULATIVE TOTAL ISSUED INCL TODAY (l+m) n.	MONETARY STATUS (m-h+i) o.
	OCT	BDFA = $3.60	(B=.72,	L=$1.44,	D=$1.44)				(BEGINNING INVENTORY=			$25.10)	
OCT 3-4	75	203	92			478 30	478 30	347 76	149 09		496 30	490 30	+ 18 00
	NOV	BDFA = $3.67	(B=.73,	L=$1.47,	D=$1.47)	(HOLIDAY ALW=.91)			(BEGINNING INVENTORY=			$10.17)	
NOV 7-8		192				282 24	761 04	210 00	90 00		300 00	796 30	+ 35 76
	DEC	BDFA = $3.67	(B=.73,	L=$1.47,	D=$1.47)	(HOLIDAY ALW=.91)			(BEGINNING INVENTORY=			$12.24)	
DEC 5-6		341				726 09	1487 08	490 21	210 09		700 30	1497 10	+ 10 02
	JAN	BDFA = $3.69	(B=.73,	L=$1.48,	D=$1.48)				(BEGINNING INVENTORY=			$7.60)	
JAN 3-4		194				287 12	1774 20	207 30	88 30		296 00	1793 10	+ 18 90
	FEB	BDFA = $23.00	($5.00,	L=$5.00,	D=$13.00)	COMMERCIAL MEALS			(BEGINNING INVENTORY=			$13.10)	
FEB 7-8		202				1010 00	2784 20				1010 00	2803 10	+ 18 90
	MAR	BDFA = $3.64	(B=.72,	L=$1.46,	D=$1.46)				(BEGINNING INVENTORY=			$13.10)	
MAR 7-8		191				278 76	3063 06	175 20	116 30		292 00	3095 10	+ 32 94
	APR	BDFA = $3.68	(B=.74,	L=$1.47,	D=$1.47)				(BEGINNING INVENTORY=			$9.43)	
APR 4-5		211				310 77	3373 83	205 30	88 20		294 00	3389 10	+ 15 37
	MAY	BDFA = $3.50	(B=.70,	L=$1.40	D=$1.40)				(BEGINNING INVENTORY=			$6.30)	
MAY 2-3		178				249 20	3632 73	196 80			280 00	3669 10	+ 46 67

DA FORM 3980-R, AUG 87 EDITION OF AUG 84 IS OBSOLETE

Figure 8-2. Sample of a completed DA Form 3980-R for IDT

Period

Enter the accounting period in which the transactions will take place. All unused lines at the end of the accounting period will be lined out. The first entry for the new accounting period will be "balance carried forward"and the number of meals on hand entered in column f.

Unit

Enter the complete name of the organization to include installation and zip code.

Type of operational ration

Place a check beside box lunch or the type of operational ration being issued. Only one type box lunch or operational ration may be entered on each form. For example, if a unit issues or receives MREs and LRPRs, then one form is required to annotate all transactions regarding MREs and another form is required to annotate all transactions regarding LRPRs.

a. Date

Enter the date in which the transaction took place. The term transaction will be defined as; when the Cumulative balance of meals on hand, column f will change.

b. Meals drawn

Enter the number of meals drawn from TISA or supporting dining facility as reflected on the issue document used to complete the transfer of control.

c. Meals issued

Enter the number of meals issued to units, groups, activities, or individuals.

d. Headcount meals consumed

Enter the total number of box lunches or operational rations that can be supported by headcount data only.When this entry is posted to the form it will be posted on the same line as the issue.

e. Meals turned in

Enter the number of meals, operational, turned in by requesting units or individuals. When this entry is posted to the form it will be posted on a separate line, since this is a transaction and will effect the cumulative balance of meals on hand column.

f. Cumulative balance of meals on hand

Enter the balance of meals on hand after each transaction by adding (meals received) or subtracting (meals issued) from the previous balance.

g. Unit, individual, or activity issued to

Enter the name of the unit, group, activity, or individual and unit who received the box lunches or operational ration meals.

h. Signature of individual receiving meals

The person authorized to receive meals will sign his or her grade and payroll signature legibly.

i. Issued by

The person who issued the meals will enter his or her initials.

j. Remarks

Enter all relevant information clarifying any transactions or actions taken that are not clear in columns b through f or that will enhance control and audit of operational rations and box lunches (SB 10–540/263).

Notes:

1. The submission of the required administrative data to account for the consumption of the operational rations is the responsibility of the unit or individual who issues the ration to the individual soldier.

2. All unopened unconsumed operational rations will be returned to the dining facility. The FSS will enter the number of returned rations on a separate line in column e (Meals Turned In) and the cumulative balance will be adjusted to reflect the turn–in.

Figure 8-3. Figures 8–3 and 8–4. Instructions for preparing DA Form 5309–R

OPERATIONAL RATION/BOX LUNCH CONTROL SHEET

For use of this form, see AR 30-1; the proponent agency is DCSLOG.

PERIOD: 1-30 JUNE 87

UNIT: HHC, 31ST INF BDE CONSOLIDATED DINING FACILITY FT McFADDEN, AR 39860

TYPE OF OPERATIONAL RATION: [X] MRE [ ] LRP [ ] BL

DATE a	MEALS DRAWN b	MEALS ISSUED c	HEAD COUNT MEALS CONSUMED d	MEALS TURNED IN e	CUM BAL MEALS ON HAND f	UNIT, INDIVIDUAL ACTIVITY ISSUED TO g	SIGNATURE OF INDIVIDUAL RECEIVING MEALS h	ISSUED BY i
1 JUN 87	BALANCE	CARRIED	FORWARD		1368			
4 JUN 87		1332	1293		36	HHC 1/9th INF. BN	James W. Bacon SFC	BWB
5 JUN 87	1308				1344	DINING FACILITY HHC 31st INF BDE	Bobby W. Bradley SFC(FSS)	TISA
5 JUN 87		520	520		824	HHC 3/19th INF BN	Arthur C. Smith SFC	BWB
5 JUN 87		510	510		314	HHC 2/9th INF BN	Jerry A. Campbell 1SG	BWB
10 JUN 87				39	353	DINING FACILITY HHC 31st INF BDE	Bobby W. Bradley SFC (FSS)	JWB
10 JUN 87		180	① AND ② 145		173	CSC 1/27th INF BN	Peter S. Stephenson CPT.	BWB
11 JUN 87	504				677	DINING FACILITY HHC 31st INF. BDE	Bobby W. Bradley SFC(FSS)	TISA
13 JUN 87		③ 600	600		77	509th ABN REGT	Jesus J. Ramos SFC	BWB

REMARKS: ① The Cdr, CSC, 1/27th Inf BN WAS NOTIFIED OF DISCREPANCY REGARDING 35 MEALS. ② REPORT OF SURVEY WAS INITIATED ON 13 JUN 87, AGAINST Cdr, CSC, 1/27th INF. ③ SIX HUNDRED (600) MEALS ISSUED TO 509th ABN REGT, DESIGNATED TO BE AIR DROPPED. SEE PARA 8-8e (3), POC GROUND CONTROL WAS SFC RAMOS, S-4.

DA FORM 5309-R, AUG 84

Figure 8-3. Sample of a completed DA Form 5309–R (operational rations) at brigade level

OPERATIONAL RATION/BOX LUNCH CONTROL SHEET
For use of this form, see AR 30-1; the proponent agency is DCSLOG.

PERIOD: 1-30 JUNE 1987

UNIT: HHC 1/19th INF BN FORT McFADDEN, AK 39860

TYPE OF OPERATIONAL RATION: [X] MRE [ ] LRP [ ] BL

DATE a	MEALS DRAWN b	MEALS ISSUED c	HEAD COUNT MEALS CONSUMED d	MEALS TURNED IN e	CUM BAL MEALS ON HAND f	UNIT, INDIVIDUAL ACTIVITY ISSUED TO g	SIGNATURE OF INDIVIDUAL RECEIVING MEALS h	ISSUED BY i
1 JUN 87	BALANCE	CARRIED FORWARD			0			
4 JUN 87	1332				1332	DINING FACILITY HHC 1/19th INF BN	James W. Bacon SFC	DDE DINING FACILITY
4 JUN 87		215	208		1117	Co. A 1/19th INF BN	James B. Wagner SSG	JWB
4 JUN 87		300	275		817	HQ Co. 1/19th INF BN	Samuel E. Wallis [illegible]G	JWB
4 JUN 87		330	330		487	CSC 1/19th INF BN	Shelton L. Daniels SSG	JWB
4 JUN 87		280	280		207	Co. C 1/19th INF BN	[illegible] SSG	JWB
5 JUN 87		200	200		7	Co. B 1/19th INF BN	[illegible] SSG	JWB
6 JUN 87				7	14	DINING FACILITY HHC 1/19th INF BN	James W. Bacon SFC	JBW
9 JUN 87				25	39	DINING FACILITY HHC 1/19th INF BN	James W. Bacon SFC	SEW
10 JUN 87		39			0	DINING FACILITY HHC, 31st INF. BDE.	Bobby W. Bradley SFC	JWB

REMARKS

DA FORM 5309-R, AUG 84

Figure 8-3. Sample of a completed DA Form 5309–R (operational rations) at battalion level—Continued

OPERATIONAL RATION/BOX LUNCH CONTROL SHEET

For use of this form, see AR 30-1; the proponent agency is DCSLOG.

PERIOD: 1-30 JUNE 1987

UNIT: Co. A 1/19th Inf. Bn. Fort McFadden AK 39860

TYPE OF OPERATIONAL RATION: [X] MRE [ ] LRP [ ] BL

DATE a	MEALS DRAWN b	MEALS ISSUED c	HEAD COUNT MEALS CONSUMED d	MEALS TURNED IN e	CUM BAL MEALS ON HAND f	UNIT, INDIVIDUAL ACTIVITY ISSUED TO g	SIGNATURE OF INDIVIDUAL RECEIVING MEALS h	ISSUED BY i
1 JUN 87	BALANCE CARRIED FORWARD				0			
4 JUN 87	215				215	Co. A 1/19th Inf. Bn.	James B. Wagner SSG	BN DINING FACILITY
5 JUN 87		55	53		160	1st PLT LEADER Co. A 1/19th Inf.	Brian R. Jackson 1LT	JBW
5 JUN 87		46	41		114	RECON PLT CSC 1/19th Inf.	Daniel A. Brown SFC	JBW
5 JUN 87		60	60		54	3d PLT SGT Co. A 1/19th Inf.	Eddie J. Nelson SFC	JBW
5 JUN 87		42	42		12	4th PLT SGT Co. A 1/19th Inf	Larry E. Barr SFC	JBW
5 JUN 87		12	12		0	2d PLT SGT Co. A 1/19th Inf.	Micheal D. Williamson 1LT	JBW
6 JUN 87				5	5	DINING FACILITY Co. A. 1/19th Inf.	James B. Wagner SSG	JBW
6 JUN 87				2	7	DINING FACILITY Co. A. 1/19th Inf.	James B. Wagner SSG	BRJ
9 JUN 87		7			0	DINING FACILITY HHC 1/19th Inf. Bn.	James W. Bacon SFC	JBW

REMARKS: Co. A FSS will retain this form and all other dining facility administrative documents in their unit file.

DA FORM 5309-R, AUG 84

Figure 8-3. Sample of a completed DA Form 5309–R (operational rations) at company level—Continued

OPERATIONAL RATION/BOX LUNCH CONTROL SHEET
For use of this form, see AR 30-1; the proponent agency is DCSLOG.

PERIOD: 1-30 APR 87

UNIT: HHC. 1ST Bde CONSOLIDATED DINING FACILITY FT. MC FADDIN, ARK 39860

TYPE OF OPERATIONAL RATION: [ ] MCI [ ] MRE [ ] LRP [X] BL

DATE a	MEALS DRAWN b	MEALS ISSUED c	HEAD COUNT MEALS CONSUMED d	MEALS TURNED IN e	CUM BAL MEALS ON HAND f	UNIT, INDIVIDUAL ACTIVITY ISSUED TO g	SIGNATURE OF INDIVIDUAL RECEIVING MEALS h	ISSUED BY i
6 april 87	150	75	75		75	3/6 FA, BTRY B	SFC Rathbarch	PKE
15 april 87		36	35	① 1	39	1/39 INF, CO C	SFC, William Shepherd, 1/1 SGT	PKE
26 april 87		28	28		11	2/10 ARM, CS	SSG. James Bonto Convoy Leader	PKE
29 april 87		10	10		1	2/50 INF, HQCO	SFC T. Ostrowski	PKE
29 april 87	125				126	HHC 1ST Bde	SFC Paul Estep	

REMARKS ① SM returned to unit to process out for emergency leave: meal discarded.

NOTE: This form will be used to record the receipt and issue of box lunches from SB10-540 or SB 10-263, IAW Para 8-7 this regulation.

DA FORM 5309-R, AUG 84

Figure 8-4. Sample of a completed DA Form 5309-R (box lunches)

1. Accounting period
Enter month and year of the accounting period.

2. Unit or account No
Enter the dining facility account number or unit name.

2a. Beginning inventory
Enter the total dollar value (net verified inventory) of the previous end of the month inventory. (End of month inventory for September is beginning inventory for October.)

3. BDFA
Enter the dollar value of the BDFA for the current month.

4. Breakfast (meal value)
Multiply the BDFA (block 3) by the meal conversion percentage (20 percent) for breakfast.
Enter the result in this block.

5. Lunch (meal value)
Multiply the BDFA (block 3) by the meal conversion percentage (40 percent) for lunch. Enter the result in this block.

6. Dinner (meal value)
Multiply the BDFA (block 3) by the meal conversion percentage (40 percent) for dinner. Enter the results in this block.

7. Brunch (meal value)
Multiply the BDFA (block 3) by the meal conversion percentage (45 percent) for brunch. Enter the result in this block.

8. Supper (meal value)
Multiply the BDFA (block 3) by the meal conversion percentage (55 percent) for supper. Enter the result in this block.

9. Component (Active Army/Other)
Enter an "X" in the proper box. For RC see illustration at figure 10–2.

10. Verified by accountable officer
The TISO will sign in this block after final reconciliation with the FSS for the accounting period.

First line entries

a. thru g.
Enter the words "balance forward."

h. Cumulative allowance including today
Enter the amount approved to be carried forward from the preceding month except October (last amount in column n).
(1) If the figure at the end of the preceding month is an underdrawn amount, put a plus sign in front of the figure.
(2) If the figure at the end of the preceding month is an overdrawn amount, put a minus sign in front of the figure.

n. Monetary status
Enter the last figure from the preceding month, column n. This is the cumulative plus or minus status of the account.

Next line entries

a. Date
Enter the date of consumption or transaction. Examples of transactions are reports of survey, excesses, and turn–ins.

b. Breakfast
Enter headcount reported on DA Form 2970 for the date shown in column a.

c. Lunch
Enter headcount reported on DA Form 2970 for the date shown in column a.

d. Dinner
Enter the headcount reported on DA Form 2970 for the date shown in column a.

e. Brunch
Enter the headcount reported on DA Form 2970 for the date shown in column a.

f. Supper
Enter the headcount reported on DA Form 2970 for the date shown in column a.

g. Allowance for today
(1) Compute columns b through f as stated below. Then add the totals of each computation. Enter the grand total in this column.
Multiply entry in column b by dollar value in block 4.
Multiply entry in column c by dollar value in block 5.
Multiply entry in column d by dollar value in block 6.
Multiply entry in column e by dollar value in block 7.
Multiply entry in column f by dollar value in block 8.
(2) Excess cost for half pints of milk and TSA–directed test items will also be entered in this column. Excess costs are posted at least weekly.

h. Cumulative allowance including today
Add entry in column g to previous entry in column h (on line above).
Enter the result in this column.

i. Value of perishable items issued
Enter the dollar value of perishable items issued on the date as shown in column a. Also, enter the dollar value of any perishable turn–ins (on a separate line). Circle this entry to indicate a credit.

j. Value of semiperishable items issued
Enter the dollar value of semiperishable items issued on the date shown in column a. Also, enter the dollar value of any semiperishable turn–ins (on a separate line). Circle this entry to indicate a credit.

k. Direct delivery
Enter the total dollar value of direct vendor delivery items delivered on dates shown in column a.

l. Total value of field rations issued
Add entries in columns i, j, and k. Enter the result in this column. For turn–ins, add credit entries in columns i, j, or k. Enter the result in this column. Circle the entry to indicate a credit.

m. Cumulative total issued including today
(1) Add entries to the previous entry (on line above) in this column. Enter the result in this column.
(2) if a credit entry is in column 1, subtract that amount from

previous entry (on line above) in this column. Enter the result in this column.

(3) If an excess cost entry is in column g, the previous entry (on line above) in this column remains the same.Enter that amount in this column.

n. Monetary status

Entry in this column is the difference between columns h and m.

(1) If the entry in column h is less than entry in column m, subtract column h from column m. Enter result in column n with a plus sign (+) in front of the figure to indicate an overdrawn status.

(2) If the entry in column h is greater than column m, subtract column m from column h. Enter the result in column n with a minus sign (–) in front of the figure to indicate an underdrawn status. To compute the over or under status of the account any time during the accounting period, divide the entry in column n by the entry in column h. The result is the percentage of the over or under status. The percentage status will be reflected two decimal places to the right only (0.00). Do not round this figure up or down.

Note:

At the bottom of the form, identify and enter the cost of all issues not charged to the dining facility account; for example, forced issue, iceberg lettuce, $14.59.

Figure 9-1. Instructions for preparing DA Form 3980–R

DINING FACILITY ACCOUNT CARD

For use of this form, see AR 30-1 and AR 30-18; the proponent agency is DCSLOG.

1. ACCOUNTING PERIOD: JANUARY 19XX

2. UNIT/ACCOUNT NO: 1ST SIGNAL BDE

2a. BEGINNING INV: $2365.38

9. ☒ ACTIVE ARMY ☐ ARNG ☐ USAR

10. VERIFIED BY ACCOUNT OFFICER

3. BDFA	4. BREAK FAST	5. LUNCH	6. DINNER	7. BRUNCH	8. SUPPER
3.66	.73	1.46	1.47	1.65	2.01

DATE a.	BREAKFAST b.	LUNCH c.	DINNER d.	BRUNCH e.	SUPPER f.	ALLOWANCE FOR TODAY g.	CUMULATIVE ALLOWANCE INCL TODAY (g+h) h.	VALUE OF PERISHABLE ITEMS ISSUED i.	VALUE OF SEMI-PERISHABLE ITEMS ISSUED j.	DIRECT DELIVERY k.	TOTAL VALUE OF FIELD RATIONS ISSUED (i+j+k=) l.	CUMULATIVE TOTAL ISSUED INCL TODAY (l+m=) m.	MONETARY STATUS (m-h=+) (h-m=-) n.
		BALANCE FORWARD					-375 89						+375 89
1-2-3-4	765	1253	955			3791 68	3415 79	1931 06	1335 44	732 42	3998 92	3998 92	+583 13
5-6	305	521	476			1683 03	5098 82	957 28	327 14	189 36	1473 78	5472 70	+373 88
7-8-9	509	876	831			2872 10	7970 92	1428 68	1036 27	321 53	2786 48	8259 18	+288 26
9		"B" RATIONS					7970 92		529 36		529 36	8788 54	+817 62
10-11	334	526	489			1730 61	9701 53	1056 61	497 83	268 03	1822 47	10611 01	+909 48
11	"B" RATION EXCESS COST					93 76	9795 29					10611 01	+815 72
12-13	326	534	501			1754 09	11549 38	836 01	573 15	198 38	1607 54	12218 55	+669 17
14-15-16	543	709	801			2609 00	14158 38	716 81	1505 37	689 26	2911 44	15129 99	+971 61
16	CONDIMENTS						14158 38		767 28		767 28	15897 27	+1738 89
17-18	279	498	476			1630 47	15788 85	758 29	436 18	256 33	1450 80	17348 07	+1559 22
19-20	306	503	482			1666 30	17455 15	557 92	903 74	187 37	1649 25	18997 32	+1542 17
21-22-23	529	653	543			2137 76	19592 91	797 25	1187 52	303 93	2288 70	21286 02	+1693 11
	TSA	TEST	ITEM			175 56	19768 47					21286 02	+1517 55
24-25	298	529	518			1751 34	21519 81	904 43	921 86	278 68	2104 97	23390 99	+1871 18
26-27	318	256	553			1418 81	22938 62	702 27	497 72	204 63	1404 62	24795 61	+1856 99
28-29-30	489	761	604			2355 91	25294 53	853 35	521 29	225 69	1600 33	26395 94	+1101 41

DA FORM 3980-R, AUG 87 EDITION OF AUG 84 IS OBSOLETE

Figure 9-1. Sample of a completed DA Form 3980-R

DINING FACILITY ACCOUNT CARD

For use of this form, see AR 30-1 and AR 30-18; the proponent agency is DCSLOG.

1. ACCOUNTING PERIOD: JANUARY 19XX CONTINUED

2. UNIT/ACCOUNT NO: 1ST SIGNAL BDE

2a. BEGINNING INV: $2365.38

3. BDFA	4. BREAKFAST	5. LUNCH	6. DINNER	7. BRUNCH	8. SUPPER
3.66	.73	1.46	1.47	1.65	2.01

9. [X] ACTIVE ARMY [ ] ARNG [ ] USAR

10. VERIFIED BY ACCOUNT OFFICER

DATE a.	BREAKFAST b.	LUNCH c.	DINNER d.	BRUNCH e.	SUPPER f.	ALLOWANCE FOR TODAY g.	CUMULATIVE ALLOWANCE INCL TODAY (g+h) h.	VALUE OF PERISHABLE ITEMS ISSUED i.	VALUE OF SEMI-PERISHABLE ITEMS ISSUED j.	DIRECT DELIVERY k.	TOTAL VALUE OF FIELD RATIONS ISSUED (i+j+k=) l.	CUMULATIVE TOTAL ISSUED INCL TODAY (l+m=) m.	MONETARY STATUS (m+h=+) (h-m=-) n
		BALANCE FORWARD					25294 53					26375 94	+ 1100 41
30		CONDIMENTS					25294 53		261 92		261 92	26657 86	+ 1363 33
30		TURN-IN					25294 53	191 75	105 76		297 51	26360 35	+ 1065 82
31		EXCESS COST 1/2 PT MILK				62 38	25356 91					26360 35	+ 1003 44
31	REPORT OF SURVEY # ___ (ALERT LOSS)					400 00	25756 91					26360 35	+ 603 44
31	DINING FACILITY TRANSFER						25756 91	160 35	70 71		231 06	26129 29	+ 372 38
31	177	353	302			1088 53	26845 44	465 18	375 26	198 26	1038 70	27167 99	+ 322 55
					+322.55 ÷ 26845.44 = .0120 X 100 = 1.2% OVERDRAWN								
26	120 lbs	ORANGES	FORCED	ISSUE							106 80		

DA FORM 3980-R, AUG 87 EDITION OF AUG 84 IS OBSOLETE

Figure 9-1. Sample of a completed DA Form 3980-R-Continued

Purchase instrument number
To be used by the procurement officer.

Requisition number
To be assigned by the unit, starting with 0001 and running consecutively each fiscal year.

Date
The date the requisition number is assigned.

Thru
The address of office or activity where applicable through which the document is processed to the procurement officer.

From
The designation and address of the unit requiring the subsistence.

Purchased for
Enter the month of the IDT for which the subsistence is required, identification of type subsistence (catered meals or ingredients), and the specific menu and meal from SB 10–263 to be prepared by the unit or catered meal to be served by the vendor.

Delivered to
Specify the location where subsistence is to be delivered.

Not later than
The hour and date that the supplies are to be delivered or picked up.

Name and telephone
Enter the name and phone number of the individual who can answer inquiries from the procurement officer or vendor.

Accounting classification
Enter the fund cite for the USAR or ARNG annual IDT subsistence appropriation. The number can be obtained from the supporting FAO.

Amount
The total dollar value being obligated by the document. The actual expenditure may be lower.

Discount
To be completed by the purchasing officer.

Purchase order number
If the requisition is against a blanket purchase agreement (BPA), enter the BPA number and date in this block.

Delivery schedule
Enter the date, time, and name of individual who is to pick up supplies or the date and time vendor is to deliver the requirement, if block entitled "Delivered To" has been completed.

Date, certifying officer and signature
Enter the date, name, title, and grade of the unit commander and signature.

Local purchase authority
Enter the designation of the approving CONUSA or USPFO and date of the approval document.

Requisition discloses
Enter AR 30–1 in this block.

Item
Enter 1, 2, 3, etc., as reflected in the example.

Description
Enter the date, prescribed meal, menu number that is being requisitioned from SB 10–263, and number of portions being requisitioned (personnel to be subsisted). It should be noted that in the example, "Lunch" refers to the meal being requisitioned from SB 10–263 and not the time of day the menu is to be served.

Unit
Enter "ML" for meals.

Unit price
For commercial ingredients, use the current BDFA plus the authorized supplemental increase. For commercially prepared (catered) meals, use the monetary allowance in the Joint Travel Regulation (JTR), volume 1, part B, paragraph M2052,specified for meal tickets.

Total cost
The estimated total cost for ingredients or meals when catered.

The remainder of the form will be left blank by the unit because it is for use by the procurement officer.

Figure 10-1. Instructions for preparing DA Form 3953

PURCHASE REQUEST AND COMMITMENT
For use of this form, see AR 37-108; the proponent agency is USAFAC.

PURCHASE INSTRUMENT NO.	REQUISITION NO.	DATE	PAGE 1 OF 1 PAGES
	00010	5 Apr 87	

TO: Purchasing and Contracting Officer

THRU:

FROM: HQ, 1st Bn,318th Regt,1st Bde (ECT)
80th Div(TNG) Charlottesville, VA 22902

It is requested that the supplies and services enumerated below or on attached list be:

PURCHASED FOR May IDT-ingredients required to prepare the lunch meal menu 11 and 12,SB 10-263

DELIVERED TO

NOT LATER THAN (Date) 1 May 87

The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: (Check appropriate box and complete item.)

NAME AND TELEPHONE NO. OF PERSON TO CALL FOR ADDITIONAL INFORMATION
Mr. Melvin B. Garrett, DAC, 355-7297

LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY
HQ, 1st Army, ltr 1 Jan 87

REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY
AR 30-1

EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM

ITEM	DESCRIPTION OF SUPPLY OR SERVICES	QUANTITY	UNIT	ESTIMATED Unit Price	ESTIMATED Total Cost
1.	2 May-Dinner-Menu 11	200	ML	$ 2.17	$434.00
2.	3 May-Lunch-Menu 12	200	ML	$ 2.20	$440.00

Fund Certification
The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

ACCOUNTING CLASSIFICATION	AMOUNT
2182070-32-5 P3217-26XX SXXXXX	$874.00

DATE	TYPED NAME AND TITLE OF CERTIFYING OFFICER	SIGNATURE
5Apr87	CHARLES A. FOSTER CPT, QMC Commanding	

DISCOUNT

PURCHASE ORDER NUMBER: To be provided by Blanket Purchase Agreement BT 59-77-A-0948, dtd 20 Sep 86.

DELIVERY SCHEDULE: To be picked up by SP5 R.L. Jones prior to 5 P.M. Friday, 1 May 87.

THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE
Preparing the lunch meal for IDT 2,3 May 87

DATE	TYPED NAME AND GRADE OF INITIATING OFFICER TELEPHONE NO.	SIGNATURE
DATE	TYPED NAME AND GRADE OF SUPPLY OFFICER	SIGNATURE

Approved by commanding officer or his designee

DATE	TYPED NAME AND GRADE OF COMMANDING OFFICER OR DESIGNEE	SIGNATURE

DA FORM 1 AUG 78 3953

PREVIOUS EDITIONS OF THIS FORM WILL BE USED UNTIL EXHAUSTED

Figure 10-1. Sample of a completed DA Form 3953, Purchase Request for Ingredients

DINING FACILITY ACCOUNT CARD

For use of this form, see AR 30-1 and AR 30-18; the proponent agency is DCSLOG.

1. ACCOUNTING PERIOD: IDT FISCAL YEAR 19xx (1)

2. UNIT/ACCOUNT NO: HHD 161 MED BN, W31LNG, MOBILE, AL (2)

2a. BEGINNING INV: (3)

3. BDFA: (3)

4. BREAKFAST: (3) 5. LUNCH: (3) 6. DINNER: (3) 7. BRUNCH: (3) 8. SUPPER: (3)

9. ☐ ACTIVE ARMY ☒ ARNG ☐ USAR (4)

10. VERIFIED BY ACCOUNT OFFICER (5)

DATE a.	BREAKFAST b.	LUNCH c.	DINNER d.	BRUNCH e.	SUPPER f.	ALLOWANCE FOR TODAY g.	CUMULATIVE ALLOWANCE INCL TODAY (g+h) h.	VALUE OF PERISHABLE ITEMS ISSUED i.	VALUE OF SEMI-PERISHABLE ITEMS ISSUED j.	DIRECT DELIVERY k.	TOTAL VALUE OF FIELD RATIONS ISSUED (i+j+k=l) l.	CUMULATIVE TOTAL ISSUED INCL TODAY (l+m=) m.	MONETARY STATUS (m-h=+) (h-m=-) n.
	OCT	BDFA=$3.60 (B=.72; L=$1.44; D=$1.44)					BEGINNING INVENTORY=$00.00						
OCT 3-4	75	203	92			478 80	478 80	347 76	149 04		496 80	496 80	+ 18 00
	NOV	BDFA=$3.67 (B=.73; L=$1.47; D=$1.47) (HOLIDAY ALW=.91)					BEGINNING INVENTORY=$10.17						
NOV 7-8		192				282 24	761 04	210 00	90 00		300 00	796 80	+35 76
	DEC	BDFA=$3.67 (B=.73; L=$1.47; D=$1.47) (HOLIDAY ALW=.91)					BEGINNING INVENTORY=$12.26						
DEC 5-6		340				726 04	1487 08	490 21	210 09		700 30	1497 10	+ 10 02
				+ 10.02 ÷ 1487.08 = .0067 × 100 = .67 OVERDRAWN									
	JAN	BDFA=$3.64 (B=.73; L=$1.46; D=$1.45) BEGINNING INVENTORY=$7.35											
		BALANCE FORWARDED					- 10 02						+ 10 02

1. Enter fiscal year for IDT or actual dates for annual training.
2. Enter the unit designation/location and Department of Defense Activity Address Code for IDT or account number assigned by TISO for AT.
3. Omit for IDT.
4. Place X in appropriate block for ARNG or USAR.
5. The USPFO, for ARNG or MUSARC, for USAR, will date and sign this block after reviewing the account card at the end of the FY. This will be accomplished as part of the review of unit food service records/Column a through 1 will be completed in the same manner as the active Army. See illustration at figure 7-1. For IDT, the BDFA and specific meal values, obtained from NGB or OCAR will be entered on the next unused line as depicted. The holiday allowance will also be posted as shown. Column k will be used when items such as dairy or bread products are vendor delivered to the dining facility under a seperate purchase agreement.

If additional space is required, use another account card as a continuation sheet. The heading may be omitted.

DA FORM 3980-R, AUG 87 EDITION OF AUG 84 IS OBSOLETE

Figure 10-2. Sample of a completed DA Form 3980-R for Reserve Components using Commercial Meals

COMMERCIAL MEALS

DINING FACILITY ACCOUNT CARD

For use of this form, see AR 30-1 and AR 30-18; the proponent agency is DCSLOG.

1. ACCOUNTING PERIOD IDT FISCAL YEAR 19xx

2. UNIT/ACCOUNT NO 127 MED DET (DISP) W31 FWOP, MOBILE, AL

2a. BEGINNING INV

3. BDFA	4. BREAK FAST	5. LUNCH	6. DINNER	7. BRUNCH	8. SUPPER
17.00	4.00	5.00	8.00		

9. ☐ ACTIVE ARMY ☒ ARNG ☐ USAR

10. VERIFIED BY ACCOUNT OFFICER

DATE a.	BREAKFAST b.	LUNCH c.	DINNER d.	BRUNCH e.	SUPPER f.	ALLOWANCE FOR TODAY g.	CUMULATIVE ALLOWANCE INCL TODAY (g+h) h.	VALUE OF PERISHABLE ITEMS ISSUED i.	VALUE OF SEMI PERISHABLE ITEMS ISSUED j.	DIRECT DELIVERY k.	TOTAL VALUE OF FIELD RATIONS ISSUED (i+j+k=) l.	CUMULATIVE TOTAL ISSUED INCL TODAY (l+m=) m.	MONETARY STATUS (m-h=+) (h-m=-) n.
OCT 3-4		34				170 00	170 00				170 00	170 00	00 00
NOV 7-8		33				165 00	335 00				170 00	340 00	+ 5 00
DEC 5-6		30				150 00	485 00				135 00	475 00	— 10 00
				—10.00 ÷ 485.00 = .0206 × 100 = 2.06 UNDERSPENT									
		BALANCE FORWARDED					+ 10 00						—10 00
JAN													

DA FORM 3980-R, AUG 87

EDITION OF AUG 84 IS OBSOLETE

COMMERCIAL MEALS

Figure 10-2. Sample of a completed DA Form 3980-R for Reserve Components using Commercial Meals–Continued

PURCHASE REQUEST AND COMMITMENT
For use of this form, see AR 37-108: the proponent agency is USAFAC.

PURCHASE INSTRUMENT NO.	REQUISITION NO	DATE	PAGE 1 OF 1 PAGES
	00010	5 Apr 87	

TO: Purchasing and Contracting Officer

THRU:

FROM: HQ, 1st Bn,318th Regt, 1st Bde (BCT)
80th Div (TNG)Charlottesville,VA 22902

It is requested that the supplies and services enumerated below or on attached list be:

PURCHASED FOR: May IDT-Catered meals required for lunch.

DELIVERED TO: GEROW US Army Reserve Center
Ft Lee, VA 23801

NOT LATER THAN (Date): 1130Hrs-2&3 May 87

The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: *(Check appropriate box and complete item.)*

NAME AND TELEPHONE NO. OF PERSON TO CALL FOR ADDITIONAL INFORMATION: Mr. Melvin B. Garrett, DAC,355-7297

☐ LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY: HQ, 1st Army, 1 Jan 87

☐ REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY: AR 30-1

☐ EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM

ITEM	DESCRIPTION OF SUPPLY OR SERVICES	QUANTITY	UNIT	ESTIMATED Unit Price	ESTIMATED Total Cost
1.	Catered meals for IDT 2 May 87-1130 hrs	200	ML	$5.00	$1000.00
2.	3 May 87-1130 hrs	200	ML	$5.00	$1000.00

Fund Certification

The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

ACCOUNTING CLASSIFICATION	AMOUNT
2182070 32-5 P3217-26XX 5XXXXX	$2000.00

DATE	TYPED NAME AND TITLE OF CERTIFYING OFFICER	SIGNATURE
5 Apr87	CHARLES A. FOSTER CPT, QMC Commanding	Charles A. Foster

DISCOUNT:

PURCHASE ORDER NUMBER: To be provided by Blanket Purchase Agreement DA BT59-78-117, dtd,1 Oct 86

DELIVERY SCHEDULE: 1130 hrs, 2 May and 1130 hrs, 3 May 87.

THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE
Feeding the lunch meal for IDT 2,3 May 87

DATE	TYPED NAME AND GRADE OF INITIATING OFFICER / TELEPHONE NO	SIGNATURE
DATE	TYPED NAME AND GRADE OF SUPPLY OFFICER	SIGNATURE

Approved by commanding officer or his designee

DATE	TYPED NAME AND GRADE OF COMMANDING OFFICER OR DESIGNEE	SIGNATURE

DA FORM 1 AUG 76 3953

PREVIOUS EDITIONS OF THIS FORM WILL BE USED UNTIL EXHAUSTED

Figure 10-3. Sample of a completed DA Form 3953, Purchase Request for Catered Meals

KITCHEN REQUISITION

TO: Co D QM BDE TNG Kitchen, FT WRIGHT, Va 23801	DATE PREPARED: 18 APR 82	DATE REQUESTED: 18 APR 82
FROM: Co D, QM BDE TNG Kitchen STOREROOM	PAGE NUMBER: 1 / NUMBER OF PAGES: 1	TIME REQUESTED: 0730

	ITEM a	UNIT b	QUANTITY c REQUESTED	QUANTITY d ISSUED	CHECK ITEMS RECEIVED e	AMOUNT f UNIT	AMOUNT g TOTAL
1	Meat Loaf (16-5 LB Loaves) (YIELD 200 Portions) Lunch Meal						
2	Ground Beef	LB	60	60	HH	1.19	$ 71.40
3	Bread, white	LB	6	6	HH	.37	2.22
4	Celery, Fresh	LB	2	3	HH	.27	.81
5	Onions, Dry	LB	2	2LB, 6 oz	HH	.21	.50
6	Peppers, Sweet, fresh	LB	1	1LB, 4 oz	HH	.60	.75
7	Eggs, Fresh	Dz	4	4	HH	.53	2.12
8	Milk, Nonfat Dry	LB	/	/	/	/	/
9	Tomato Juice	No 3cyl	2	2	HH	.74	1.48
10	Salt	LB	/	/	/	/	/
11	Pepper	CN	/	/	/	/	/
12	TOTAL	Value of ingredients drawn					79.28
13							
14	NOTE: ① Transfer 15 meat loaves @ $4.96 cost per Loaf						
15	② 8 meat loaves transferred to Co D, QM BDE @ 1030 hrs $39.68						
16	③ 7 meat loaves transferred to Co R, QM BDE @ 1045 hrs $34.72						
17	④ 1 meat loaf consumed by 8 trainee cooks and two instructors $4.96						
18	⑤ Refer to procedures per paragraph 10-15, this regulation for detailed						
19	guidance for use of this form						
20							
21							

SIGNATURE OF REPRESENTATIVE REQUISITIONING: SFC David Young, Sr Instructor

SIGNATURE OF PERSON ISSUING: SP/4 Charles Carrier

SIGNATURE OF REPRESENTATIVE RECEIVING: SSG Harold K. Hill, Instructor

DA FORM 4552-R 1 JAN 77 For use of this form, see AR 30-1; the proponent agency is the Office of the Deputy Chief of Staff for Logistics

Figure 10-4. Sample of completed DA Form 4552–R used in a training kitchen

CASH MEAL PAYMENT SHEET REGISTER

SERIAL NO. 00000

ORGANIZATION: Co D, QM, BDE

INSTALLATION: Ft. Lee, Virginia

	ISSUED TO		DATE ISSUED	DATE RE-TURNED	CASH AMOUNT COLLECTED	REC'D BY	VOUCHER NO.
	SIGNATURE	ORGANIZATION					
1	SFC B.J. Boone	Co D, QM, BDE	22 Nov	23 Nov	$16.05	CAM.	1634
2	SFC B.J. Boone	Co D, QM, BDE	23 Nov	24 Nov	$ 8.95	CAM.	1634
3	SFC B.J. Boone	Co D, QM, BDE	25 Nov				
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

1. Serial No. This number should be stamped on the form when received. It should correspond with the number of the Cash Meal Payment Book.

2. Organization. Enter the official designation of the unit operating the dining facility which will be collecting and turning in the cash for meals sold.

3. Installation. The name of the installation on which the dining facility is being operated. In the case of a unit operating a temporary field facility, use the designation of the installation where the Cash Meal Payment Book control officer is located.

4. Signature. The individual receiving one or more sheets from the book will sign his signature on the line containing the number of the sheet(s) being issued.

5. Organization. This is the unit to which the individual signing for the sheet is assigned or attached.

6. Date Issued. This is the date that the sheets are being received.

7. Date Returned. This is the date that the sheet and all monies are returned to the holder of the book. The sheets should be returned only when they are full, at the end of an exercise (if drawn for that purpose) and at the end of each accounting month even if it contains only one signature.

8. Cash Amount Collected. This is the dollar value of all entries made on the sheet. It includes food costs as well as surcharge.

9. Received By. The individual who actually receives the sheets and cash will initial in this column thus certifying receipt.

10. Voucher No. Whenever the cash is turned in to the finance and accounting officer or consolidating headquarters the turn-in document will be vouchered. This number is then recorded to facilitate locating the correct turn-in documents during quarterly reviews or audits. (See paragraph 11-9).

(Page B of DD Form 1544)

Figure 11-1. Sample of a completed Cash Meal Payment Sheet Register and instructions for its use

CONTROL RECORD FOR DINING FACILITY — DD Form 1544

UNIT

SERIAL NO. 362436

SHEET NO.	ISSUED TO				RECEIVED BY			
	SIGNATURE	ORGANIZATION		DATE ISSUED		CASH (+)(−)	CASH TURN IN	SIGNATURE
1	Robert L. Brown	CoD, QMS BDE	/	26 Sep 74	26 Sep		.50	SFC B.F. Boone
1	Robert L. Brown	CoD, QMS BDE	/	26 Sep 74	26 Sep		1.20	SFC B.F. Boone
1	Robert L. Brown	CoD, QMS BDE	/	26 Sep 74	26 Sep		/	Sgt. Jerry B. Cody
1	Ronald E. Coleman	CoA, QMS BDE	/	27 Sep 74	27 Sep	(.10)	5.40	SFC B.F. Boone
2	Ronald E. Coleman	CoA, QMS BDE	$2.00	27 Sep 74	27 Sep		33.55	SFC. B.F. Boone
3	Ronald E. Coleman	CoA, QMS BDE	/	27 Sep 74	27 Sep	.05	8.15	SFC B.F. Boone
3	James C.							Griffin

PREPARATION INSTRUCTIONS

UNIT. The designation of the unit operating the dining facility.
SERIAL NO. The serial number assigned the DD Form 1544 book and each sheet.
SHEET NO. The number printed at the bottom of the DD Form 1544 sheet being issued. Each time the sheet is issued record the same number.
SIGNATURE. The signature of the individual (normally headcounter) to which the sheet is being issued.
ORGANIZATION. The organization to which the individual is assigned or attached for duty. This will facilitate locating the individual in case a question arises at a later date concerning the sheet.
CHANGE FUND. The amount of cash given to the headcounter as a change fund.
DATE ISSUED. The date that the individual received the sheet.
DATE RECEIVED. The date that the sheet is returned to the food service sergeant. Normally after each meal.
CASH OVER/SHORT. The (+) or (-) cash difference between the amount reflected on the DD Form 1544 and actual cash will be reflected in this column. Shortages will be shown as (.10) and overages as .05. An explanation will be entered on the reverse side of this form and on the DD Form 1544.
CASH TURNED IN. The total amount of cash being received by the food service sergeant along with DD Form 1544. This figure will equal the change fund plus the amount that should have been collected for meals sold during the serving period as adjusted by the figure entered in the [(+) (-)] column.
SIGNATURE. The signature of the person receiving the money and DD Form 1544 from the headcounter.

DA FORM 3546-R 1 JAN 77 EDITION OF 1 OCT 69 IS OBSOLETE

Figure 11-2. Sample of a completed DA Form 3546–R and instructions for its use

Serial number

This block will be completed by AG Printing.

Organization

To be completed by the food service sergeant prior to the sheet being issued to the headcounter. It will include the unit and installation designation.

From

The food service sergeant will enter the date on which the first meal is sold.

Through

The food service sergeant will enter the last date on which a meal was sold using this sheet.

Food Charges

The applicable prices to be collected by the headcounter for each meal will be entered in the appropriate blocks.

Surcharges

The applicable prices to be collected by the headcounter for each meal will be entered in the appropriate blocks.

Per Diem Surcharges

Do not enter any data in these blocks.

Grade

The military diner, will abbreviate his or her rank or grade: civilian diners will enter their abbreviated appropriate identification (CIV). Family members or guests of military personnel will enter (FM). Retired military personnel and their family members or guests will enter (RET). When required, personnel authorized to eat a meal without paying surcharge will denote his or her authorization above his or her rank, grade or identification (per App E).

Name

The diner will sign the first name and last name in ink.

Dollar Value

The diner will indicate in the appropriate column(s) the amounts being paid for the meal being consumed.

Total

The left side blocks will be completed when the left side of the form has been filled, the right side when the entire form has been filled, or when the unused portion of the form is lined out in order for the form to be turned in.

Total charges

Enter the total dollar amount charged and collected for food cost and surcharge as reflected on the DD Form 1544.

Cash over (short)

The cash difference between the amounts charged and collected on the DD Form 1544. Shortages will be shown in ( ).

Cash turned in

Enter the total dollar amount, plus overages or minus shortages, to be turned–in for food cost and surcharge.

Remarks

Enter data that will clarify transactions regarding the collection of cash or surcharge. Such as, operational rations sold for cash, one–line entries, or cash overages or shortages.

Signature of Unit Commander or Food Service Officer

The officer or designated individual will authenticate the sheet in this block prior to its use.

Signature of Last or Only Headcounter

Since this form is to be used until completed, this block will only be signed by the headcounter making final collections. Prior headcounters at the conclusion of each meal, on the next unused line will enter: Date, Payroll Signature, Rank/Grade.

NOTE:

The final headcounter will total up the various columns and close out the form.

Figure 11-3. Instructions for preparing DD FORM 1544, Cash Meal Payment Sheet

CASH MEAL PAYMENT SHEET

SERIAL NO 1234567

To be completed when the government is to be reimbursed for meals furnished

ORGANIZATION OR DINING FACILITY

INCLUSIVE DATES COVERED — FROM: 30 JAN 87 — THROUGH: 31 JAN. 87

FOOD CHARGES			SURCHARGES (S/C)			PER DIEM SURCHARGE		
B .75	L 1.55	D 1.55	B 1.10	L 2.15	D 2.15	B	L	D
BR 1.75	DB 2.10	Other	BR 2.45	DB 2.95	Other	BR	DB	Other

GRADE	NAME	DOLLAR VALUE B	L	D	S/C	GRADE	NAME	DOLLAR VALUE B	L	D	S/C
E-7	Harold Dunning	$ .75	$	$	$		BALANCE BROUGHT FORWARD	$ 6.00	$ 7.75	$ 3.10	$ 9.70
CDR O-3	James T. Johnson	.75				31 JAN 87	Bobby W. Bradley	E-5			
ODS O-1	Sally Tanka	.75				E-6	Thomas C Ballard		1.55		
CDR O-5	Frank Smith	.75				FM	Janet Ballard		1.55		2.15
30 JAN 87	Harold J. Tilford	E-5				E-3	William S. Smith		1.55		
CIV	Cordell Hopper		1.55		2.15	E-3 FM	Susan Smith		1.55		
CW4	James C. Hill		1.55		2.15	31 JAN 87	Bobby W. Bradley	E-5			
GS-9	Kimberly Williams		1.55		2.15	E-4	Roger Pearson			1.55	
CEC	Joe B Hull		1.55			E-4	Timothy Grey			15.50	
CEA	Martha Tutz		1.55			31 JAN 87	Bobby W. Bradley	E-5			
30 JAN 87	Harold J. Tilford	E-5					NOT USED				
ODS O-4	Edward Lane			1.55							
O-3	Thomas Frye			1.55	2.15						
30 JAN 87	Harold J. Tilford	E-5					TOTAL	$ 6.00	$ 13.95	$ 20.15	$ 11.85
E-7	Sharon Smith	.75					TOTAL CHARGES	$ Food 40.10		$ S/C 11.85	
E-6	George Stevens	.75					CASH OVER (SHORT)				
O-2	William Timber	.75			1.10		CASH TURNED IN	40.10		11.85	
E-9	Teresa Raines	.75					REMARKS LINE #16: 1 MRE SOLD LINE #26: ONE LICE ENTRY JROTC				
	TOTAL	$ 6.00	$ 7.75	$ 3.10	$ 9.70						

SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER: Capt.

SIGNATURE OF LAST OR ONLY HEADCOUNTER: Bobby W. Bradley Sgt

SHEET 2

Figure 11-3. Sample of a completed DD Form 1544, Cash Meal Payment Sheet

CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NO

RECEIVING OFFICE COLLECTION VOUCHER NO

RECEIVING OFFICE

ACTIVITY (Name and location) (Include ZIP Code)
COMPANY D, QMS BRIGADE, FT LEE, VA. 23801

RECEIVED AND FORWARDED BY (Printed name, title and signature)
CHARLES A. MOORE
1 LT
FOOD SERVICE OFFICER
Charles A. Moore

DATE
7 DECEMBER 19XX

DISBURSING OFFICE

ACTIVITY (Name and location) (Include ZIP Code)

DISBURSING OFFICER (Printed name, title and signature)

DISBURSING STATION SYMBOL NO

DATE RECEIVED SUBJECT TO COLLECTION

PERIOD: FROM TO

DATE REC'D 19XX	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
7 DEC	CASH MEAL Payments	FOOD Costs	$463.55	Cite the complete accounting classification to be credited.
		*1 SURCHARGE 50% MPA	12.90	Cite the complete accounting classification to be credited.
		*1 SURCHARGE 50% OMA	12.90	Cite the complete accounting classification to be credited.
	TURN-IN INCLUDES sheets 10 through 18, BOOK # 122583	*2 MONEY ORDER FEES		

DISBURSING OFFICE COLLECTION VOUCHER NO. This voucher number will only be assigned by the FINANCE AND Accounting Office.

Receving OFFICE COLLECTION VOUCHER NO. This voucher number will only be assigned by the consolidating headquarters AND will be consecutively numbered, starting with No. 1, on the first day of the Fiscal year. The sequence will be maintained throughout the fiscal year.

RECEIVING OFFICE. ACTIVITY: The designation of the unit turning the cash in.

RECEIVED AND FORWARDED BY: Officer transmitting the funds to the FINANCE AND ACCOUNTING OFFICE.

DATE: The date cash is forwarded to the FINANCE AND ACCOUNTING OFFICE.

DISBURSING OFFICER. To be completed by unit with information provided by servicing FAO. IF unit is transmitting funds to a consolidating headquarters the unit will enter consolidating headquarters data.

*1 NOTE: Reserve Component Surcharge. Refer to paragraph 11-9.

*2 NOTE: MONEY ORDER/cashier check procedure refer to paragraph 11-8.

TOTAL $489.35

DD FORM 1 APR 57 1131 REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE. Form approved by Comptroller General U.S. 24 January 1958

Figure 11-4. Sample of a completed DD Form 1131 to turn in cash collected from the sale of meals

FREQUENCY OF SERVINGS—ANNUAL FOOD PLAN

For use of this form see AR 30-1; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.

COMMAND	PREPARATION DATE	FOR CALENDAR YEAR	PAGE NO.

NO. (a)	ITEM NUMBER AND NOMENCLATURE (b)	UNIT OF ISSUE (c)	UNITS PER 100 (d)	JAN (e)	FEB (f)	MAR (g)	APR (h)	MAY (i)	JUN (j)	JUL (k)	AUG (l)	SEP (m)	OCT (n)	NOV (o)	DEC (p)	TOTAL NO. UNITS PER 100 (q)	UNIT COST (r)	TOTAL COST (s)	FOOT NOTE NO. (t)	(u)
A	CHANGES AND SUBSTITUTIONS																			
1	Delete all data for 003608A																			
	Beef Chunks, w/Juice	29 oz cn	8		2	1	1													
	Replace with 002808 (02)															32 00				
	Beef, Ground, frz	lb	12		2	1	1													
																48 00				
2	Delete all data for 007458																			
	Fish Portions, frz	lb	13	1	1	2	2		2	3	1	1	2	3	2					
	Replace with 007158															260 00				
	Fish, Fillets, frz	lb	15	1	1	2	2		2	3	1	1	2	3	2					
																300 00				
B	TOTAL RECAPITULATION																			
1	002808 (02) Beef, Ground, frz	lb	12	3	6	3	4	3	3	3	4	5	3	5	4					
2	003608A Beef Chunks, w/Juice	29 oz cn	8					DELETE ALL DATA								552 00				
3	007158 Fish Fillets, frz	lb	15	3	3	4	4	2	5	5	3	3	5	4	5					
4	007458 Fish Portions, frz	lb	13					DELETE ALL DATA								690 00				
5	027508 Milk, White, fr (01&02)	gal							NO CHANGE								$1 20		8	
6	030908 Bananas, fr (01, 08)	lb							NO CHANGE								$ 15		8	
7	070608 Flour, Rye	50 lb bg	9					DELETE ALL DATA											2	

PREPARATION INSTRUCTIONS

Part A. Changes and Substitutions. List individual changes and substitutions that are made by the Command concerning substitutions and replacement of items in the Master Menu and the Annual Food Plan.

Part B. Total Recapitulation. List each item that has been changed indicating the Command's final adjusted monthly frequency of serving.

1. Command. Enter name of Command submitting changes to the Annual Food Plan.
2. Preparation Date. Enter date changes are prepared.
3. Calendar Year. Enter year of Annual Food Plan for which changes are submitted.
4. Column a. Number entries for Changes and Substitutions and for the Total Recapitulation.
5. Column b. Item Number and Nomenclature. Enter Item Number, Sequence Number and Nomenclature listed in the Annual Food Plan.
6. Column c. Unit of Issue. Enter unit of issue listed in Annual Food Plan or in the Federal Supply Catalog.
7. Column d. Unit Per 100. Enter the number of units required for a Full Issue (100 persons) or for a Half Issue (50 persons).
8. Column e through p. January through December. Enter the total number of times each item will be served each month in the appropriate column.
9. Column q. Total Number Units Per 100. Multiply the number of units, Column d, by the number of times served January through December, Column e through p. Enter the total figure in this column.
10. Column r. Unit Cost. Enter the unit cost of all local purchase items, to include dairy products, fruits, vegetables, bread, etc. Enter the price current at time of preparation.
11. Column s. Total Cost. Multiply the total number of units, Column q, by the unit cost Column r. Enter the total figure in this column.
12. Column t. Footnote No. Enter appropriate footnote corresponding to Note Code in Annual Food Plan.
13. Column u. Space for additional comments.

DA FORM 3069-R, AUG 84 EDITION OF SEP 79 IS OBSOLETE

Figure 12-1. Sample of a completed DA Form 3069–R

Appendix A
References

Section I
Required Publications

AR 15–6
Procedures for Investigating Officers and Boards of Officers. (Cited in paras 9–6, 11–2, and 11–6.)

AR 25–400–2
Modern Army Record Keeping System(MARKS). (Cited in para 6–3.)

AR 30–16
Food Service Data Feedback Program.(Cited in paras 2–7, 7–9, 7–11, and 12–8.)

AR 40–25
Nutrition Allowances, Standards, and Education. (Cited in app J and chap 12.).

AR 40–657
Veterinary Food Inspection. (Cited in chap 15.)

AR 190–51
Security of Army Property at Unit and Installation Level. (Cited in para 7–7 and app I.)

AR 420–55
Food Service and Related Equipment.(Cited in para 5–12.)

AR 600–38
Meal Card Management System. (Cited in paras 2–19, 4–2, 6–12, 6–21, 6–22,6–33, 7–12, D–4 and tables 6–4 and 6–5.)

AR 735–5
Basic Policies and Procedures for Property Accounting. (Cited in paras 4–7, 7–19,8–4, 8–6, 8–8, 9–6, and 10–8.)

CTA 50–909
Field and Garrison Furnishings and Equipment. (Cited in paras 5–11 and table 5–2.)

CTA 50–970
Expendable Items (Except: Medical, Class V, Repair Parts, and Heraldic Items). (Cited in paras 5–11.)

DA Pam 25–400–2
Modern Army Record Keeping System (MARKS). (Cited in para 6–3.)

DA Pam 738–750
Army Maintenance Management System (TAMMS). (Cited in paras 5–12).)

FM 10–23
Army Food Service Operations. (Cited in paras 1–3, 2–20, 5–7, 6–8, and 7–5.)

FM 10–23–1
Commander's Guide to Food Service Operations. (Cited in para 2–20.)

FM 10–24
Ration Breakdown Point Operations.(Cited in para 8–3.)

FM 10–25
Preparation and Serving of Food in the Garrison Dining Facility. (Cited in table G–1.)

FM 10–26
The Army Food Advisor. (Cited in para 5–2.)

FM 10–60
Subsistence Supply and Management in Theaters of Operations. (Cited in para 1–4.)

SB 10–260
Master Menu. (Cited in paras 6–5, 6–7, 10–8, 12–4, 12–5,12–8, and 13–3.)

SB 10–260–1
Recapitulation of Master Menu Issues. (Cited in para 12–5.)

SB 10–263
14-Day US Army Reserve Component and Field Training Menu. (Cited in paras 6–5, 6–7,8–6, 10–1, 10–8, 12–6, 12–8,12–13, and 12–14.)

SB 10–264
Calorie Listing of Master Menu Recipes and Food Items. (Cited in para 6–5.)

SB 10–495
Standard "B" Ration for the Armed Forces. (Cited in para 6–7 and table D–1.)

SB 10–540
Box Lunches, Flight Feeding and Motor Convoy Menus. (Cited in paras 7–6, 7–12,8–2, 8–7, 8–8, 9–2, D–1, D–3, D–4, 9–4 and table 8–4.)

TB 43–0002–22
Maintenance Expenditure Limits for FSC Group 73, FSC Classes 7310, 7320, 7330, and 7360. (Cited in table 5–2).

TB 43–0002–33
Maintenance Expenditure Limits for FSC Group 41; FSC Classes 4110, 4120, and 4140. (Cited in table 5–2.)

TB 750–97–71
Maintenance Expenditure Limits for FSC Group 71; FSC Classes 7105, 7110, 7125, 7195. (Cited in table 5–2.)

TB MED 530
Food Service Sanitation. (Cited in para 6–2, 6–8, and table 6–2.)

TM 10–412
Armed Forces Recipe Service. (Cited in paras 6–7, 12–4, 13–3, and tables 6–2 and 6–3.)

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

ADARS 1–406
Contract Administration Functions

AR 1–8
Smoking in DA Occupied Buildings and Facilities

AR 1–35
Basic Policies and Principles for Interservice, Interdepartmental, and Interagency Support

AR 5–4
Department of the Army Productivity Improvement Program

AR 5–9
Intraservice Support: Installation Area Coordination

AR 10–5
Department of the Army

AR 10–45
US Army Troop Support Agency.

AR 11–27
Army Energy Program

AR 11–28
Economic Analysis and Program Evaluation for Resource Management

AR 15–13
Subsistence Review Committees

AR 28–30
The Army Integrated Publishing and Printing Program

AR 28–19
Department of the Army Domestic Action Program

AR 30–5
Food Cost and Feeding Strength Summary

AR 30–7
Operational Rations

AR 30–13
Introduction of New or Improved Subsistence Items into the Military Supply System

AR 30–18
Army Troop Issue Subsistence Activity Operating Procedures

AR 37–27
Accounting Policy and Procedures for Intragovernment Intradefense, and Intra–Army Transactions

AR 37–52
Per Diem Allowances —Maneuvers or Exercises Conducted on Military Installations

AR 37–54
Principles and Standards Applicable to Army Accounting Systems

AR 37–100 series
Account Code Structure

AR 37–103
Finance and Accounting for Installations: Disbursing Operations

AR 37–104–3
Military Pay and Allowances Procedures: Joint Uniform Military Pay System Army (JUMPS–Army)

AR 37–106
Finance and Accounting for Installations Travel and Transportation Allowances

AR 40–656
Veterinary Surveillance Inspection of Nonperishable Foods

AR 145–1
Senior ROTC Program: Organization, Administration, and Training

AR 190–31
Department of Army Crime Prevention Program

AR 210–10
Administration

AR 210–55
Funding and Personnel Support for Morale, Welfare, and Recreational Program and Facilities

AR 215–1
The Nonappropriated Fund System

AR 220–45
Duty Rosters

AR 230–65
Nonappropriated Funds: Accounting Policy and Reporting Procedures

AR 310–25
Dictionary of United States Army Terms

AR 310–49
The Army Authorization Documents System (TAADS)

AR 335–15
Management Information Control System

AR 350–1
Army Training

AR 350–18
US Military Academy Cadet Army Orientation Training (AOT)

AR 415–10
General Provisions for Military Construction

AR 500–60
Disaster Relief

AR 570–2
Organization and Equipment Authorization Tables: Personnel

AR 600–50
Standards of Conduct for Department of the Army Personnel

AR 600–200
Enlisted Personnel Management System

AR 601–270
Armed Forces Examining and Entrance Station

AR 608–17
Army Consumer Representation Program

AR 611–201
Enlisted Career Management Fields and Military Occupational Specialties

AR 614–200
Selection of Enlisted Soldiers for Training and Assignment

AR 672–1
Awards of Trophies and Similar Devices in Recognition of Accomplishments

AR 700–126
Basic Functional Structure

AR 702–7
Reporting of Product Quality Deficiencies Across Component Lines

AR 702–7–1
Reporting of Product Quality Deficiencies Within the US Army

AR 710–2
Supply Policy Below the Wholesale Level

AR 725–50
Requisitioning, Receipt, and Issue System

C8900PL
Federal Supply Catalog Price List, FSC Group 89 Subsistence

C8900SL
Federal Supply Catalog Stock List, FSC 89 Subsistence

DA Cir 235–1
Commercial/Industrial–Type Activities (CITA)

DA Pam 108–1
Index of Army Motion Pictures and Related Audio Visual Aids

DA Pam 310–20
Administrative Publications:Action Officers Guide

DA Pam 570–551
Staffing Guide for US Army Garrisons

DAR 13–201
Policy on Furnishing Material

DODPM
DOD Pay and Allowances Entitlements Manual

DOD 4100.33–H
DOD In–House vs. Contract Commercial and Industrial Activities Cost Comparison Handbook

DOD 1338.10–M
Manual for the DOD Food Service Manual

DOD 4270.1–M
Construction Criteria

DODD 1338.10
DOD Food Service Program

Federal Procurement Policy Pam No. 4
A Guide for Writing and Administering Performance Statements of Work for Service Contracts

FM 10–13
Supply and Service Reference Data

FM 10–22
Bakery Operations

FM 10–23–1
Commander's Guide to Food Service Operations

FM 21–10
Field Hygiene and Sanitation

FSCIL 7300
Food Preparation and Serving Equipment

MIL–STD–1493(GL)
Dishwashing Accessory Equipment and Supplies

NGB Pam 350–1
Administrative Instructions

NGR 40–501
Medical Examination for Members of the Army National Guard

OMB Cir 1–76
Policies for Acquiring Commercial or Industrial Products and Services Needed by the Government. (This publication can be obtained from the Office of Management and Budget, 1726 Jackson Avenue, Room 2200, WASH DC 20503.)

TM 5–4540–202–12 & P
Operator's and Organizational Maintenance Manual including Spare Parts and Special Tool Lists

TM 10–4500–200–13
Operator's Organizational and Direct Support maintenance manual, including Repair Parts and Special Tool Lists; Heaters, Space Radiant, Type Portable, Heaters Immersion for Corrugated Cans

TM 10–7360–204–13 & P
Operator's Organizational and Direct Support Maintenance Manual including Repair Parts and Special Tool List), Range Outfit, Field Gasoline, Model M59

TM 10–8340–205–13
Operator, Organizational, and Direct Support Maintenance Manual: Tent, Kitchen, Fly–proof

TM 10–8340–205–23P
Organizational and Direct Support Maintenance Repair Parts and Special Tool List: Tent, Kitchen, Fly–proof w/o Floor

Section III
Prescribed Forms

DA Form 2970
Subsistence Report and Field Ration Request. (Prescribed in paras 6–5, 6–6,6–13, 6–23, 6–26, 8–2, 8–3, 8–7,8–8, 10–1, 10–2, 10–3, 10–4,10–5, 10–10, and D–1.)

DA Form 3032
Signature Headcount Sheet.(Prescribed in paras 6–1, 6–6, 6–10, 6–12,6–13, 6–23, 6–26, 6–28, 6–31,7–12, 8–8, 10–3, and 10–9.)

DA Form 3033
Headcount Record. (Prescribed in paras 6–1, 6–6, 6–13, 6–14, and 8–8.)

DA Form 3034
Production Schedule. (Prescribed in paras 6–1, 6–2, 6–6, 6–7, 7–16, and 8–7.)

DA Form 3034–1
Sensitive and High Dollar Item Disposition. (Prescribed in paras 6–1 and 6–7.)

DA Form 3034–2–R
Disposition of Subsistence.(Prescribed in para I–4.)

DA Form 3069–R
Frequency of Serving–Annual Food Plan. (Prescribed in para 12–2.)

DA Form 3161
Request for Issue or Turn–in.(Prescribed in paras 7–7, 7–8, 7–10, 7–18,8–3, 8–8, 9–2, 9–6, 9–7, and 10–15.)

DA Form 3234–R
Inventory Record. (Prescribed in paras 7–6, 9–5, and 10–15.)

DA Form 3234–1–R
Monthly Inventory Recap Sheet for DA Form 3234–R. (Prescribed in para 7–6.)

DA Form 3251–R
Over and Under Record–Meals.(Prescribed in paras 6–2, 6–13, 7–10, 8–3,8–4, 8–6, 8–8, and 10–2.)

DA Form 3953
Purchase Request and Commitment.(Prescribed in paras 8–2, 10–1, 10–2, 10–3, and 10–8.)

DA Form 3980–R
Dining Facility Account Card.(Prescribed in paras 6–2, 7–6, 7–10, 7–16,7–18, 8–7, 9–1, 9–3, 9–4, 9–5,9–7, 10–1, and 10–8.)

DA Form 3988–R
Dining Facility Equipment Replacement Record. (Prescribed in para 5–11.)

DA Form 4552–R
Kitchen Requisition.(Prescribed in para 10–15.)

DA Form 4808–R
Table of Meal Rates.(Prescribed in paras 6–1, 6–9, and 6–10.)

DA Form 4811–R
Food Service Summary.(Prescribed in paras 2–14, 5–14, and H–1.)

DA Form 4945–R
Dining Facility Modernization Plan Development. (Prescribed in paras 4–8 and F–1.)

DA Form 5309–R
Operational Ration/Box Lunch Control Sheet. (Prescribed in paras 8–7 and 8–8.)

DA Form 5415–R
Garrison Category Checklist.(Prescribed in para 14–5.)

DA Form 5416–R
Field Kitchen Category Checklist. (Prescribed in para 14–5.)

Section IV
Referenced Forms

DA Form 145
Army Correspondence Course Enrollment Application

DA Form 1687
Notice of Delegation of Authority–Receipt of Supplies

DA Form 2969–R
Food Costs and Feeding Strength Summary Report

DA Form 4697
Report of Survey

DD Form 362
Statement of Charges

DD Form 1155
Order for Supplies for Services/Request for Quotation

DD Form 1391
Military Construction Project Data

DD Form 1608
Unsatisfactory Material Report

SF Form 44
Purchase Order–Invoice Voucher

SF Form 368
Quality Deficiency Report (QDR)

Appendix B
Preparation of Installation Menu Board Minutes

B–1. The minutes of the command or installation menu board meeting will be prepared to include the following:

a. List of attendees as prescribed in paragraph 12–11.

b. The name of the command or installation, date and time of the meeting, and the month of the published menu being reviewed.

c. An entry noting that the minutes of the previous month were reviewed for accuracy and approved or changed as noted in the minutes of the current month.

d. A statement concerning the installation cumulative over or under status. The dollar value to be reported, as of the end of the previous accounting period, is obtained by totaling the final entry of the accounting month (in column n on all Active Army Dining Facility Account Cards, DA Form 3980–R). This cumulative status divided by the total allowance earned during the month, as reflected in the last entry in column h, equals the plus or minus percent status to be reported. An entry will be made reflecting actions initiated by installations to eliminate an overspent status.

e. A list of excess items reported by the TISO and the planned used. When there are no items reported in excess, a negative report will be furnished by the TISO and included in paragraph 4 of the report.

f. A list of items added or deleted or issue factors increased or decreased. Subparagraphs not required will be omitted.

g. A statement by the installation surgeon's representative that the menu, as revised, is nutritionally adequate.

h. A statement concerning the quality of subsistence items being received by the TISA and dining facilities. Subsistence not meeting quality standards will be identified in the minutes. In addition, items will be reported in accordance with the procedures prescribed in AR 30–16.

i. A notation of the time the meeting was adjourned.

B–2. The menu board minutes, signed by each voting member, will be forwarded to the installation or oversea commander for review and approval.

B–3. A distribution of the Installation Menu Board Minutes will be made as shown in figure B–1. Also, information requested in paragraphs B–1*a* through *i* is shown in figure B–1.

Minutes of the Installation Menu Board
Fort Dodge, Iowa

11 May 1984

Voting Members Present

CW4 James Hanlon	Food Adviser, Chairperson . . . *(phone number)* . . .
Captain George Lewis	Troop Issue Subsistence Officer . . . *(phone number)* . . .
Captain Elizabeth Jones	Representative, Installation Surgeon

Nonvoting Members Present

Name	Rank or grade	Unit or activity
Sarah Smith	MAJ	Veterinarian
Dennis Ballantine	CW4	124th Engineer Company
John Riley	MSG	10th Transportation Company
Vera Worthington	SFC	Company D
Harry Swanson	SFC	Company A
Melvin Allen	SFC	Company B
Clyde Manjeau	A1C	HQ, USAF

1. The Fort Dodge Installation Menu Board convened at 1330, 11 May 1984, for the purpose of reconsidering menus previously planned and to review and adjust, as necessary, the September 1984 Master Menu.

2. The minutes for 5 April 1984 are correct as published and are approved, or the minutes for 5 April 1984 are changed to read "Paragraph three should reflect a cumulative status of .08 percent instead of .8 percent."

3. As of . . . *(date)* . . ., the TISA reported a cumulative over or under issue of $X.XX, which represents a plus or minus .XX percent of earnings.

4. As of . . . *(date)* . . ., the following items were reported to be in excess by the TISO and are to be used as shown:

Nomenclature Stock Number Quantity Disposition.

a.
b.
c.

5. The following adjustments to the . . . *month* . . . Master Menu were approved based on recommendations from the dining facility representatives, the installation surgeon, or information (for example, supply status or consumption) provided by the TISO. The appropriate explanatory note, annex 1, will be used to identify the reasons for each change.

a. Increase the issue factors of the following items as shown:

(1)
(2)
(3)

Figure B-1. Sample format of minutes of the installation menu board

b. Decrease the issue factors for the following items as shown:

(1)
(2)
(3)

c. Special comments by nonvoting attendees.

d. The following items will be deleted and the items shown substituted whenever they appear on the menu--

	Delete	Substitute	Issue quantity
(1)			
(2)			
(3)			

e. General changes.

(1) Rice, parboiled, will be issued in lieu of potatoes, fresh, in sufficient quantities for two meals daily to dining facilities subsisting allied personnel. Annex symbol (d).

(2) Skim milk will be issued on request, using the same issue factor as for whole milk. Annex symbol (k).

6. The representative for the installation surgeon will advise that the menu, as adjusted, is nutritionally adequate in accordance with AR 40-25.

7. Additional comments. The Menu Board minutes should reflect any comments related to unsatisfactory subsistence as indicated in paragraph 7-11. The minutes may also reflect any problems that were discussed, pertinent to subsistence supplies and support.

8. The meeting adjourned at 1500 to meet at the call of the chairperson.

Signed:

.....
JAMES HANLON, CW4, USA
Food Adviser, Chairperson

.....
GEORGE LEWIS, CPT, USA
Troop Issue Subsistence Officer

.....
ELIZABETH JONES, CPT, USA
Representative, Installation Surgeon

APPROVED:
FOR THE COMMANDER:

.....
WARREN H. SMITH
Colonel, GS
Chief of Staff

DISTRIBUTION:

1 cy-*(Applicable command and installation (HQDA))*
1 cy-US Army TSA
4 cy-TISO
5 cy-Food adviser
1 cy-Installation surgeon
1 cy-Each dining facility
1 cy-Reserve component headquarters (as requested)

Figure B-1. Sample format of minutes of the installation menu board–Continued

Annex

Explanatory Notes of Menu Changes

a. Mandatory changes--

a. SB 10-260, Change, day . . . month 19. . . .

b. The following changes are authorized by paragraphs in the current Master Menu:

6. Fish meals

8. Use of dairy products

14. Hot breads

c. To incorporate into menu items that are determined to be in excess of local requirements.

d. To increase or decrease quantities to meet local requirements.

e. Additional items as referenced in C8900-SL, Federal Supply Catalog.

f. To conform to local climatic conditions.

g. To bring consumption date closer to delivery date.

h. Not available from depot.

i. (Rescinded).

j. Recipe changes to conform to troop preferences.

Figure B-1. Sample format of minutes of the installation menu board–Continued

Appendix C
Sources of Food Service Training Materials

C–1. To assist in developing training programs at all levels of command down to and including individual dining facilities, there are numerous training aids available through several sources. These aids are available to Active Army unit as well as reserve components.

a. DA Pamphlet 1081. This document provides a comprehensive listing of audio–visual aids available through the local supporting Audio–Visual Support Center. Items will be requested on a DA Form 1144 (Request for Dossier/Index Card) and are available through the installation educational adviser.

b. NIPUB.110. This publication is published by the Commandant, U.S. Army Quartermaster School, ATTN: ATSMTNGTMET, Fort Lee, VA 238016020 and includes a listing of materials available to the field and the appropriate governing regulations.

c. Correspondence course catalog. The U.S. Army Training Support Center, Newport News, VA 23604 is responsible for food–service oriented correspondence courses. For information on available courses call AUTOVON 927–3919/3465/4864.

d. Installation Army education center. For information pertaining to on and off–post classes, contact the Army Education Center Director. Most colleges will offer any course where interest and participation is sufficient to justify the expense.

C–2. A copy of the "Military Standardization Handbook 740–Dishwashing Operations" is available upon request from the Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120.

C–3. For information and assistance on available commercial food service films, contact the U.S. Army Troop Support Agency (TSA)educational advisor by writing to the Commander, U.S. Army Troop Support Agency (DALOTAPS), Fort Lee, Virginia 238016020 or by calling AUTOVON 687–2310/5592.

Appendix D
Subsistence Report and Field Ration Request(DA Form 2970)

D–1. Introduction

a. The DA Form 2970 serves as a ration request and as a feeder report for units in garrison operating under ARCS. It is also used to complete the reporting requirements for DA Form 2969R (Food Cost and Feeding Strength Summary) (RCS CSGLD1596).

b. The DA Form 2970 provides the means to report the number of authorized personnel subsisted in Active Army, ARNG and USAR dining facilities operating under ARCS. This data is used to prepare budget estimates, establish funding programs, and provide information for developing troop feeding plans.

c. This form is used to request field rations under the FRIS.

D–2. Preparing agencies

a. Each unit operating under ARCS having assigned or attached enlisted personnel authorized to be subsisted without reimbursement will prepare the DA Form 2970. Units having no personnel authorized to be subsisted without reimbursement will not submit a report. RC units will prepare DA Form 2970 as a subsistence request for ingredient from TISA. Requests to procure raw ingredients from other DOD troop issue or for commercially prepared meals may be the DA Form 2970 or an informal memorandum, to the approving authority.

b. Units subsisted in the dining facility of another unit at the same installation will submit the data required to complete DA Form 2970, section A to the unit operating the dining facility. Data will be submitted on DA Form 2970 or in any format established by the installation. The unit operating the facility will combine data received from other units with its data and submit a consolidated DA Form 2970. For example, "Unit X" subsisting with"Unit Y" submits appropriate information to"Unit Y"; "Unit Y" requests rations for both units and shows in section A, line 1, the combined assigned and attached Active Army personnel authorized to be subsisted without reimbursement. Line 2 will be used by RC units.

c. Units receiving subsistence support on a reimbursable basis from allied nations during joint training exercises will be required to submit the appropriate reporting document to the TISA that provides support during garrison operations. The report will be submitted at the end of each month or the end of the month following the exercise. The report will contain, as a minimum, the cumulative data for all applicable lines for the reported period.

D–3. Frequency of Submission

a. Unit personnel and administration (PAC) centers or unit orderly rooms.

(1) All garrison units are required to submit assigned and attached SIK strength data to the PAC where the information will be consolidated and submitted to the dining facility on a daily basis.(See para D2.) The data is required by the dining facility for menu planning and subsequent submission to the TISO for preparation of DA Form 2969R.

(2) ***(Rescinded.)***

b. Dining facilities.

(1) Active Army dining facilities (ARCS) drawing rations from a TISA will submit consolidated headcount data according to the schedule of field ration issues published by the TISO per AR 30–18. Dining facilities will also report headcount data from the issue of operational rations such as; box lunches(SB10–540/263), MRE, B–rations (SB 10–495),or other types of operational rations furnished to personnel on lines 17, 18 or 19, DA Form 2970, as applicable.

(2) Active Army units (ARCS), operating a dining facility and receiving subsistence support from other than an Army TISA will—

(a) Complete column g and all sections except B on DA Form 2970, as of the last day of each accounting period.

(b) Submit the completed form to Commander, U.S. Army Troop Support Agency (DALO–TAF–S), Fort Lee, VA 23801–6020. The DA Form 2970 report is supported by data contained in DA Form 3033, which will be maintained on a daily basis.

(3) ***(Rescinded.)***

(4) RC units drawing rations from any TISA or purchasing raw ingredients locally or purchasing catered meals will submit the appropriate headcount reporting document according to the schedule of field ration issues established by the USPFO for ARNG and MUSARC for USAR units.

c. Ration breakdown points and Class I issue activities supporting field training will submit data on appropriate reporting document, as required by the TISO, according to the schedule of field rations issues.

D–4. Preparation and submission of DA Form 2970

a. General instructions. Lines on DA Form 2970 having no entries will be left blank.Do not annotate with a zero (0) or the word "none."ARNG and USAR units operating a dining facility (ARCS) will complete the form in the same manner as prescribed for the Active Army. Where applicable, headings will be changed to reflect the correct component (for example, section C will reflect headcount of USAR personnel and section E will reflect meals served by the USAR unit to Active Army or other Service requiring reimbursement through local or central billing. (See example provided at fig D–1.)

(1) *Section A.* This section will reflect the cumulative total of all units having assigned or attached enlisted personnel to be subsisted without reimbursement being supported by a ARCS or FRIS (excluding RC IDT) dining facility. The method for accurately obtaining or reporting the data to the dining facility will be by the most expedient means as determined by the installation commander. RCs may be required to complete this section in the same manner as prescribed above. The only exception will be to place an X in the appropriate component ARNG or USAR box, line 2.

(2) *Section B.* This section will be completed by FSS of units operating dining facilities and receiving subsistence support from Army sources. Dining facilities operating under the ARCS will complete this section only when required by the TISO.

(3) *Section C.* This section will be completed by FSS operating dining facilities or in charge of consolidated dining facilities operating under ARCS.

(4) *Section D.* This section provides for reporting meals furnished to personnel of other military Services on a common service basis without reimbursement. Identification of personnel authorized to be served from military Services other than Active Army is contained in AR 600–38. Separate line entries will be made for each component by Service. The count of meals reported in this section will be included on line 4, 5, or 6.

(5) *Section E.* This section provides for reporting meals served to personnel of another Service component and other authorized personnel for which reimbursement (central or local) must be made.

(a) Data pertaining to meals served in the dining facility will be included on the report submitted to the TISO in accordance with a prescribed schedule.

(b) The method of identifying other than Army personnel is contained in AR 600–38. Separate line entries will be made for each component supported. All entries in this section will be included in the total headcount for each date reflected on line 4,5, or 6. Billing for meals reported in this section will be through central or local billing as described in *1* and*2* below. RCs will use this section to report meals served to Active Army or other Service components for which reimbursement is required.

1. Central billing by Active Army. Billing for reimbursement of meals furnished in Active Army dining facilities to personnel of ARNG, USAR, ROTC (senior), Job Corps, Youth Conservation Corps, U.S.Air Force Reserve, Air National Guard, U.S. Marine Corps Reserve, and U.S. Navy Reserve will be accomplished centrally at departmental level.

2. Local billing by Active Army. Billing for reimbursement of meals furnished in Active Army dining facilities to Military Assistance Program (MAP) personnel, and other authorized personnel(for example, U.S. Coast Guard; labor service; civilian food service attendants (KP); and Canadian, British, Italian and German Army)will be accomplished locally in accordance with AR 37–27. MAP personnel will be identified by country. The remarks section will be used if additional lines are required.

3. Central billing by RC for reimbursement of meals furnished in RC dining facilities to personnel of Active Army, other Army Reserve Components, ROTC (senior), Job Corps, Youth Conservation Corps, U.S. Air Force Reserve, U.S. Marine Corps Reserve, U.S. Navy Reserve, and Air National Guard will be accomplished centrally at the departmental level.

(6) *Section F.* This section provides for reporting individual packaged operational rations or box lunches (SB 10–540 or SB 10–263) furnished to SIK personnel, sold for cash, furnished to personnel reimbursing the Government through FAO action (AR 600–38) or requiring reimbursement through billing (central, local).

(a) Data pertaining to type of operational ration, such as MRE, RCW, or SB 10– 540/263 box lunches, to SIK personnel (to include enlisted personnel receiving BAS, who have initiated a DA Form 4187 to terminate BAS during a specific period of time for participation in field training) will be reported on line 17.

(b) Data pertaining to type of operational rations, as described above, sold for cash will be reflected on line 18.

1. Data pertaining to type of operational rations, as described above, furnished to personnel reimbursing the Government through FAO action (payroll deduction, BAS recoupment) will be reflected on line 19.

2. Data pertaining to type of operational rations, as described above, which require reimbursement (central, local) will be reflected in the remarks block of each DA Form 2970.

(c) Entries in this section will not be included in the total headcount for each date reflected on lines 4, 5, or 6.

b. Specific instructions. Detailed instructions for completing the form are prescribed in table D–1 and reflected in figure D–1.

D–5. Routing

a. Active Army units operating under ARCS receiving subsistence support from Army sources will submit DA Form 2970 through subsistence supply channels to the TISO.

b. Active Army units operating under ARCS receiving subsistence support from sources other than Army (that is, U.S.Navy, U.S. Air Force, commercial sources, etc.) will submit a DA Form 2970 directly to the Commander, U.S. Army Troop Support Agency(DALO–TAF), Fort Lee, VA 23801–6020. Reports will be submitted to TSA by CONUS units no later than the 10th working day following the end of the report period. RCS CSGLD–1596 (R5)will be placed in the upper right–margin of the form. Copies will be submitted to the appropriate headquarters designated to monitor DA Form 2969–R or DA Form 2970. The following activities submitting DA Form 2969–R according to the provisions of AR 30–5 are not required to submit a DA Form 2970 to the CG, TSA or the monitoring headquarters.

(1) Commanding General, U.S. Army Materiel Command.

(2) Commanding General, U.S. Army Training and Doctrine Command.

(3) Commanding General, Forces Command.

(4) Commanding General, U.S. Army Military District of Washington.

(5) Commanding General, U.S. Army Information Systems Command.

(6) Commanding General, U.S. Army Intelligence and Security Command.

(7) Commanding General, U.S. Army, Japan.

(8) Commander in Chief, U.S. Army, Europe, and Seventh Army.

(9) Commanding General, Eighth U.S. Army.

(10) Commander, Military Traffic Management Command.

(11) Commanding General, U.S. Army Western Command.

(12) Superintendent, U.S. Military Academy.

(13) Commanding General, U.S. Army South.

c. ARNG units will submit the DA Form 2970 to the USPFO as prescribed in paragraph 8–2.

d. USAR units will submit the DA Form 2970 to MUSARC in accordance with the procedures prescribed in paragraph 8–2.

D–6. Corrections

When it becomes necessary to submit corrected headcount or other data to the TISO the FSS will prepare a separate DA Form 2970.The FSS will complete the heading and only adjust the appropriate“Cumulative Total to Date” column, (column g) to reflect the corrected total(s) and enter in the Remarks section the reason(s) for the change (i.e. operational ration headcount data May 16–20, incorrect headcount lunch (added 20), 17 May 88). These submitted corrected total(s) (column g) will be used as the accumulated total (column f) on the next submitted DA Form 2970 .“Corrected Copy” will be put at the top and bottom of the DA Form 2970 on both sides of the form. After reviewing the corrected copy the commander or FSO will sign the DA Form 2970. The FSS will—

a. Attach the corrected DA Form 2970 to the appropriate(either the end of month or the last submitted) original.

b. Attach a copy of all documentation associated or causing the changes.

c. Submit all documentation to the installation food adviser for review and approval (also see AR 30–18, paragraph 13–8*f*(3)*(d)*).

d. Once the corrected copy has been approved by installation food service the FSS will submit the corrected copy to the TISO.

e. The FSS will file the appropriate original and corrected DA Forms 2970, affixed to one another.

Section A—Subsistence Report

Columns b, c, d

The dates are applicable to lines 1, 2, and 4 through 18. If 2 months are involved, prepare two reports. (For example, one report will be prepared for the 30th of one month and a second report for the 1st and 2d of the following month.)

Line 1, Columns b, c, d

This line will be completed by Active Army units only. Enter the total number of Active Army enlisted personnel assigned or attached to the unit and who are authorized SIK.Enlisted personnel receiving BAS, who have initiated a DA Form 4187 to terminate BAS during a specific period of time for participation infield training, will be included on this line. DO NOT include personnel on TDY receiving the BAS, confined in a confinement facility, or on emergency or ordinary leave that would prevent them from subsisting in the dining facility. The data will be obtained from the orderly room, PAC, or headquarters of supported units for specific dates being reported. Personnel in a confinement facility will be reported on the DA Form 2970 submitted by the confinement dining facility. ARNG and USAR enlisted personnel assigned or attached to the unit and who are authorized SIK will be reported in line 2. If both ARNG AND USAR are present, split the block for reporting purposes.

Line 2, Columns b, c, d

This line may be completed by ARNG or USAR units only. First check the applicable ARNG or USAR block. Next, enter the total number of assigned and attached ARNG or USAR enlisted personnel authorized SIK who are present for duty on specific IDT dates within the reporting period for which a minimum of 8 hours of training is scheduled. Enlisted personnel who are not in a pay status or present for duty will not be included in these figures even though assigned or attached to the unit. Active Army enlisted personnel authorized SIK who are present for duty on specific IDT dates within the reporting period will be reported in line 1.

General Note

Lines 1, 2

Columns f and g on lines indicated will be completed in the following manner.

Column e

Enter the sum of columns b, c, and d for each line.

Column f

Enter the cumulative total from column g of the previous report if the report is within the same month. For the first report of the month, no entry will be made in this column.

Column g

Enter the sum of columns e and f.

a. For units submitting reports only once per month, the figures will be extracted from the daily DA Form 3033. The cumulative totals for the month will be entered in column g.

b. ***(Rescinded.)***

Section B—Field Ration Request

Line 3 Columns b, c, d

Enter dates for which field rations are requested.

Line 3 Columns b, c, d Enter the number of breakfast meals, lunch meals, dinner meals, and box lunch menu number requested in meals for the dates indicated.

Section C—Headcount Data

Columns b, c, d

Enter dates as entered in section A. The dates will apply to lines 4 through 19.

Lines 4, 5, and 6, columns b, c, d

Enter the headcount (except operational rations) of all persons served with or without reimbursement in ARCS dining facilities. Line 4 is used by Active Army and RC units when subsistence is received from an Army TISA or other military sources.Line 5 is used by RC units when unprepared subsistence is purchased from the local economy; line 6 will be used by RC units to report headcount for commercial catered meals. Do not include in total headcount when the following types of meals were fed:

a. ***(Rescinded.)***

b. Meal, ready–to–eat.

c. SB 10–495 “B”rations issued as full menus not integrated as mandatory issue items in the menu.

d. Ration cold weather (RCW).

e. Box lunches prepared from SB 10–540 or SB 10–263 ingredients.

Lines 7 and 9 through 19

a. All entries on these lines have been included in the headcount, line 4, 5, or 6 for the corresponding date and meal except as noted on lines 17 , 18, 19 or Remarks block for operational rations and box lunches furnished.

b. When foreign national personnel reimburse the Government for only a portion of the rates prescribed in table 6–1, reporting procedures will be as prescribed in paragraphs 6–26 and 6–31.

Line 7

Enter the number of meals served to personnel reimbursing the Government with cash at time of consumption. The figures will be entered on the appropriate meal line (B, L, D, Br, or S) on dates indicated in section A.

Line 8, columns b, c, d

Enter the number of transient personnel, other than personnel to be recorded in sections D and E, shown on the DA Form 3033.

Line 9, columns b, c, d

Enter the number of meals served to personnel who are reimbursing the Government through FAO action(payroll deduction, BAS recoupment) procedures. When operational rations or SB 10–540/ 263 box lunches have been served to personnel effecting payment through FAO action, the headcount will not be included on lines 4, 5, 6; however, data will be entered in Line 19.

Section D—Common Service Feeding

Lines 10 through 12, columns b, c, d

The breakfasts, lunches, dinners, brunches, and suppers served to authorized personnel of other services.Annotate column a of appropriate line to indicate Service and component (for example, US Marine Corps and US Air Force). Meals served to Allied Forces during small unit training exercises under the provisions of AR 350–11 will be reported in this section.The name of the supported allied country will be indicated in column a.

Section E—Meals Served Requiring Reimbursement

Lines 13 through 16, columns b, c, d

Enter by separate Service component, country(MAP), or program the number of meals served for which reimbursement through central or local billing is required. The FSS will enter headcount by type of meal served Brunch (BR)/ Breakfast (B), Lunch or Supper (S)/ Dinner (D). This method will be used to complete columns b, c, d, e, f, and g. If operational rations are served to the above categories they will be entered in the remarks section (by ration type i.e.

USAR 46 MRE, 10 RCW), when additional space is required a continuation sheet will be used. ARCS dining facilities receiving support from an Army TISA or other than Army sources will report data as follows:

a. Central billing. Personnel of components for whom reimbursement is to be accomplished by central billing are prescribed in paragraph D–4*a*(5)(*b*)1. The action required at dining facility level to effect reimbursement is to list the total number of breakfasts, lunches, dinners, brunches, and suppers by Service and component.

b. Local billing. Personnel of programs for whom reimbursement is to be accomplished by local billing are prescribed in paragraph D–4*a*(5)(*b*)2. In addition to listing the total number of breakfasts, lunches, dinners, brunches, and suppers by program, the following data will be furnished as requested by the servicing FAO for billing to the installation or activity concerned.

(1) Data required from DA Form 3032.

(2) Other data that may be indicated by the servicing FAO.

Section F—Operational Ration/Box Lunches

Reporting Data

The requirement for the Active Army to complete this section will only be at the conclusion of each accounting period. The data reported in this section by the FSS, at the end of the accounting period, will only be those completed transactions that occurred during that accounting period. When completing this requirement the FSS will complete the first DATE column b, and enter the appropriate data in columns e, f and g.

This section provides for the reporting of individually packaged operational rations (MRE and RCW) and box lunches (SB 10–540 or SB 10–263) and other types of operational rations furnished SIK personnel, those sold for cash and furnished to personnel reimbursing the Government through FAO action. The FSS will enter total headcount by the type of ration(box lunch (B/L), MRE or Other (ration cold weather or T Ration etc)when using the Other line enter the type of ration used. When more than one other type of operational ration is used enter the additional data in the Remarks block. This headcount is not included on line 4 as the dining facility was not charged nor received credit for these meals on its account card.

Line 17, columns b, c, d

a. The FSS will enter the total number of operational rations or box lunches (SB 10–540 or SB 10–263) or other types of operational rations furnished to SIK personnel.

Line 18, columns b, c, d

b. The FSS will enter the total number of operational rations and box lunches from SB 10–540 or SB 10–263 or other types of operational rations sold for cash.

Line 19, columns b, c, d

c. The FSS will enter the total number of operational rations or box lunches (SB 10–540 or SB 10–263) or other types of operational rations furnished to personnel reimbursing the Government through FAO action.

Remarks

This section will be used to report required data not included elsewhere in the report. If all of the data cannot be entered in the space provided, put it on a continuation sheet and make the following entry in this section:

"Data reported on continuation sheets through ."

a. ARCS accounts. Units operating an appropriated fund dining facility under ARCS and receiving subsistence support directly from other than Army sources (for example, Air Force, Navy, or Army National Guard) will furnish the following information, some of which may have to be obtained from the TISA, commissary, or the food activity of the Service providing the support:

(1) Statement that the dining facility is operating under ARCS. When a supplemental food allowance is authorized, the percentage of supplemental food allowance authorized will be reported.

(2) Identification of Service providing support to include installation.

(3) Monetary value of the BDFA for the reported month including, if authorized, increased allowance.

(4) Dollar value of all subsistence supplies received during the month. The dollar value of excess costs will be shown in parentheses immediately following the total dollar value of the issue. (Dollar value will be furnished by commissary officer or food service activity of the Service providing the support.)

Instructions for preparing DA Form 2970

(5) Dollar value, obtained from servicing FAO, for which reimbursement was claimed for local billing of meals furnished each Service, component, or program.

(6) The value of excess credits dropped and the value of overdrawn accounts (ARCS) dropped as a result of a report of survey or investigation.

Guidance for computing this data is contained in AR 30–5, table 2–1.

b. Eighth U.S. Army. Eighth U.S. Army units will complete the following data:

(1) Number of meals (included in headcount line 4) served to Republic of Korea (ROK) personnel on a nonreimbursable basis. These figures will be obtained from daily records maintained in each dining facility.

(2) Number of meals (included in headcount line 4) served to Korean Augmentation to US Army (KATUSA) personnel on a nonreimbursable basis. These figures will be obtained from daily records maintained in each dining facility.

c. Enter the total headcount from civilians unable to pay for meals served during disaster or emergency conditions. This headcount will be included in line 4.

d. When local national employees pay in cash, all or a portion of the rate prescribed in this regulation, or the employee's portion of food cost is deducted from his or her pay, the following entry will be made in this section."Reimbursement to the MPA (subsistence) in the amount of $X.XX is to be deducted from the salaries portion of the OMA for (number)... meals served to local national personnel."

e. Additional uses. Remarks block may be used for the following purposes:

(1) Items and quantities desired to be deleted under the field ration requisitioning and accounting system(meals) may be listed in this section.

(2) Units receiving a special food allowance for special exercises and operations will enter the total number of personnel subject to this allowance and the cost of the special food allowance only. Basic, supplemental, or other special allowances discussed in a, b, c, and d above for lines 4, 5, or 6 will not be included under the provisions of this paragraph.

Signature and date blocks.

Type in the name, grade, title OCONUS or CONUS, and phone number of the commanding officer, or FSO (DA civilian or NCO of the unit when authorized by paragraph 2–19)of the unit organization, dining facility, ration breakdown, or consolidating headquarters. Units or activities submitting the report directly to the Commander, U.S. Army Troop Support Agency,(DALO–TAF–S), Fort Lee, Virginia 23801–6020 will include in this block the AUTOVON and extension number of the individual preparing the report.

Figure D-1. Instructions for preparing DA Form 2970

SUBSISTENCE REPORT AND FIELD RATION REQUEST

For use of this form, see AR 30-1; the proponent agency is DCSLOG.

(Check one) ☐ UNIT ☒ CONSOLIDATED

☒ SUBSISTENCE REPORT ☒ SUBSISTENCE REQUEST

REQUIREMENT CONTROL SYMBOL CSGLD 1596(R5)

PERIOD OF: Oct 86

TO: (Include ZIP Code) TISA, FORT LEE, VA 23801

THRU: (Include ZIP Code)

FROM: (Include ZIP Code) CONSOLIDATED HHC 1/6 INF DINING FACILITY FORT LEE, VA 23801

SECTION A – SUBSISTENCE REPORT

LINE	PERSONNEL AUTHORIZED TO BE SUBSISTED WITHOUT REIMBURSEMENT (a)	DAILY SUBSISTENCE DATE 9 Oct 86 (b)	DATE 10 Oct 86 (c)	DATE 11 Oct 86 (d)	TOTALS: TOTAL OF COLUMNS b+c+d (e)	ACCUMULATED FROM LAST REPORT (f)	CUMULATIVE TOTAL TO DATE (e+f) (g)
1	Assigned and Attached Active Army enlisted personnel	496	483	487	1466	1398	2864
2	Assigned and Attached Reserve Component enlisted personnel ☐ ARNG ☐ USAR						

SECTION B – FIELD RATION REQUEST

			REGULAR MEALS			BOX LUNCH		
3	DATES MEALS ARE REQUIRED					18 Oct 86	19 Oct 86	20 Oct 86
	NUMBER OF MEALS REQUESTED	BREAKFAST						
		LUNCH				120/MENU #4	60/MENU #5	120/MENU #6
		DINNER						

SECTION C – HEADCOUNT DATA

	TOTAL PERSONNEL SUBSISTED (a)	MEALS	DAILY SUBSISTENCE DATE 9 Oct 86 (b)	DATE 10 Oct 86 (c)	DATE 11 Oct 86 (d)	TOTALS: TOTAL OF COLUMNS b+c+d (e)	ACCUMULATED FROM LAST REPORT (f)	CUMULATIVE TOTAL TO DATE (e + f) (g)
4	Headcount (when subsistence (A-rations) is obtained from a military issue activity)	B	314	33	319	964	1913	2877
		L	420	423	467	1310	1210	2520
		D	340	358	362	1060	1026	2086
		BR						
		S						
5	Headcount (when unprepared meals are obtained from commercial sources)	B						
		L						
		D						
		BR						
		S						
6	Headcount (when prepared meals are obtained from commercial sources)	B						
		L						
		D						
		BR						
		S						
7	Number of meals for which cash payment was received	B	39	35	43	117	121	238
		L	62	53	68	183	157	340
		D	28	31	41	100	103	203
		BR						
		S						
8	Total number of meals furnished to transients	B						
		L	2	3	1	6	10	16
		D						
		BR						
		S						
9	Total number of meals for which payment was accomplished by FAO	B						160
		L						471
		D						364
		BR						
		S						

DA FORM AUG 86 2970 EDITION OF AUG 84 IS OBSOLETE.

Figure D-1. Sample of a completed DA Form 2970 for Active Army

SECTION D – COMMON SERVICE FEEDING

LINE	TOTAL PERSONNEL SUBSISTED a	MEALS	DAILY SUBSISTENCE DATE 9 Oct 86 b	DATE 10 Oct 86 c	DATE 11 Oct 86 d	TOTALS TOTAL OF COLUMNS (b+c+d) e	ACCUMULATED FROM LAST REPORT f	CUMULATIVE TOTAL TO DATE (e+f) g
10	Service and Component (Specify)	B	5	9	11	25	18	43
		L	18	13	26	57	49	106
		D	12	18	21	51	37	88
		BR						
		S						
11	Service and Component (Specify)	B						
		L						
		D						
		BR						
		S						
12	Service and Component (Specify)	B						
		L						
		D						
		BR						
		S						

SECTION E – MEALS SERVED REQUIRING REIMBURSEMENT

13	US Army Reserve	BR / B	/ 5	/ 9	/ 6	/ 20	/ 17	/ 37
		LUNCH	10	12	9	31	26	57
		S / D	/ 9	/ 8	/ 11	/ 28	/ 25	/ 53
14	US Army National Guard	BR / B	/	/	/	/	/	/
		LUNCH						
		S / D	/	/	/	/	/	/
15	Active Army	BR / B	/	/	/	/	/	/
		LUNCH						
		S / D	/	/	/	/	/	/
16	Other (Specify)	BR / B	/	/	/	/	/	/
		LUNCH						
		S / D	/	/	/	/	/	/

SECTION F – OPERATIONAL RATION REPORTING DATA

17	Total number of rations furnished SIK personnel	B/L			25	25	77	102
		MRE	61	39	36	136	520	656
		Other						
18	Total number of rations sold for cash	B/L			3	3	10	13
		MRE	10	15	8	33	80	113
		Other						
19	Total number of rations furnished to FAO actions personnel	B/L						54
		MRE	24	26	24	74	365	439
		Other						

REMARKS 300 box lunches (SB10-540) required for air recon and ground troops training in support of "Gold Eagle" (18 thru 30 Oct 86)

DATE	TYPED NAME, GRADE, TITLE, AND PHONE (AUTOVON) NO	SIGNATURE
12 Oct 86	GLENN C MORRIS CPT, COMMANDING 687-2707	Glenn C. Morris

Reverse of DA Form 2970

Figure D-1. Sample of a completed DA Form 2970 for Active Army–Continued

Appendix E
Standing Operating Procedures for Headcounters

E–1. Introduction

The headcounter is responsible for accurately accounting for each individual admitted to the dining facility for a meal. The importance of this duty is emphasized since headcount data is the basis for MPA budgetary actions prepared by HQDA DCSLOG. The data also forms the basis for accounting for Government property(subsistence) issued to, or purchased by each dining facility.

E–2. Admission to dining facility

Caution must be exercised to route all diners through the headcount station. All individuals entering the dining facility will be identified as to their meal entitlement (for example, BAS, SIK, and per diem). They will be required to sign the appropriate headcount form regardless of whether a full meal or only a portion of a meal is consumed. Attention will also be given to ensure that food service personnel on duty who subsist in the facility also sign the appropriate headcount form and pay for the meal, as appropriate.

E–3. Specific duties

The headcounter will check each individual's DD Form 714, DA Form 428 (Application for Identification Card) for personnel control facilities only, or travel orders for verification of entitlement to be subsisted. Individuals without a meal card, travel orders, or temporary identification card will show an ID Card (DD Form 2A). Individuals authorized to be subsisted without reimbursement will sign a DA Form 3032 (Signature Headcount Sheet)(first name, middle initial, and last name). The headcounter will take the individual's meal card and enter the meal card number(upside down) in the appropriate columns as depicted in table 6–4. This practice permits the headcounter to verify and enter the meal card number or reservist's or trainees SSN on the DA Form 3032 without constantly turning it around. Under conditions where authorized, RC members will show a DD Form 2A(RES) (ID Card), basic combat and advanced individual trainees (during the training cycle)will show a DD Form 2A and enter the last four digits of his or her SSN. The headcounter will require all individuals to sign one of the following forms according to their category.

a. DD Form 1544 (Cash Meal Payment Sheet). This form is signed by all personnel who do not possess a valid DD Form 714 or other document authorizing them to be subsisted without cash reimbursement at the time of consumption.

(1) The headcounter will require each individual to enter his or her signature, grade, and the price of the meal being consumed in the prescribed columns of the DD Form 1544. The surcharge column will be used only when a surcharge collection is required. The food costs and surcharge rates to be collected from each category of diner for each meal are shown at figure 6–1. Military personnel (officers and enlisted) and civilians receiving per diem will be required to pay the surcharge regardless of type of meal consumed ("A" or operational ration or box lunch (in house ingredients)) or conditions under which served (garrison or field). Officers and civilians not in a per diem status will pay the surcharge unless exempt under conditions cited in paragraph 6–16. The following abbreviations may be entered above the person's grade to identify the component or condition exempting him or her from surcharge payment:

(a) ODS – This category identifies the food adviser, FSOs, Duty officer, and inspectors for sanitation or preventive medicine subsisting because of duty requirements.

(b) CEC – contractor employed cook.

(c) CEA – contractor employed attendant. This category identifies food service personnel employed by a contractor.

(d) C/M – Military Academy cadets or midshipmen. This category identifies Service academy personnel.

(e) DFP – dining facility personnel. Direct hire cooks and DFAs(including foreign nationals).

(f) NPG – nonprofit youth groups. This category is applicable to personnel identified in paragraph 6–27.

(g) ROTC – Reserve Officer Training Corps. This category identifies junior and senior personnel.

(h) YCC – Youth Conservation Corps. This category is applicable to youth and Young Adult Conservation Corps personnel sponsored by the Department of the Interior.

(i) Cdr – Commander. This category identifies officers who are Commanders or a designated representative of the commander.

(2) When a sheet is used for more than one meal, the headcounter at the conclusion of each meal will enter the date, signature, and grade on the next unused line. When the entire cash collection sheet is filled, the last person collecting cash will complete the totals on the sheet and sign in the block entitled,"Signature of Last or Only Headcounter." Cash overages or shortages resulting from apparent errors generated while making changes will be explained in the "Remarks" block or on the reverse side of the form. All strikeovers or erroneous entries on the form will be initialed and fully explained in the"Remarks" block, or on the reverse side by the headcounter.

(3) A separate roster will be provided to support a one–line entry on the DD Form 1544 by special visiting groups. The roster will contain a listing of all individuals by name; grade; amount of reimbursement involved; and signature of an officer, NCO, or the senior member of the group. The roster will be attached to the applicable DD Form 1544.

b. Signature Headcount Sheet (DA Form 3032). DA Form 3032 is the basic document to collect signatures and account for meals served to enlisted personnel authorized SIK. Preparation instructions are included at figure 6–4. Normally, a separate DA Form 3032(s) will be used for each meal and each day. Separate DA Form 3032(s) will be used for each category (permanent, transient, FAO action, common service, central billing, local billing, and others) subsisted during one meal, unless exempt as follows. When the total number of signatures (in a category) for all three meals in 1 day will not exceed 82, only one DA Form 3032 will be required for that day. When less than 25 persons in a category are to be subsisted in one meal, the data for more than one category can be recorded on one form. For example, the category of common service includes Active US Air Force, US Navy, and US Marines. Therefore, if a dining facility subsisted 18 USAF, 20 USN, and 20 USMC personnel, all members could be entered on one DA Form 3032 annotated common service. The headcounter in this case will be required to enter the service component below the meal card number to provide the proper identification of each diner. In such cases, the headcounter will close out that portion of the sheet used for breakfast and lunch by entering his or her signature, grade, and date on the next unused line. After the dinner meal is served, all unused lines will be lined out as illustrated in figure 6–4. The following procedures will be followed when the applicable blocks have been checked, as shown:

(1) Permanent. Permanent personnel are Active Army enlisted personnel assigned or attached (enlisted receiving BAS who have initiated a DA Form 4187 (Personnel Action) to terminate BAS during a specific period of time) to an organization on the installation.They are authorized to subsist without reimbursement to the Government and possess a valid meal card or orders. Unused lines will be lined out as illustrated in figure 6–4. When the form is used in a RC dining facility, "permanent" will be used to reflect the signatures of personnel who are members of a unit of that State ARNG or members of a unit in that MUSARC for IDT or AT.

(2) Transient. Transient personnel are Active Army enlisted personnel authorized to subsist without reimbursement to the Government at an installation other than the one where they are assigned and not authorized per diem. When the form is used in an RC dining facility, "transient" will be used to reflect the signatures of personnel who are not members of a unit of that State ARNG or in that MUSARC and do not require reimbursement.

(3) Common service. Common service personnel (Active duty Air Force, Navy, and Marine) will sign DA Form 3032 for all meals

consumed. All three branches of Service personnel entitled to subsist without reimbursement to the Government may sign on a single DA Form 3032 when there are 25 or less personnel in each category.In addition, a separate DA Form 3032 will be used each day. When it is determined that the total number of common Service personnel will not exceed 82 for the day, the headcounter will close out that portion of the sheet used for breakfast and lunch by entering his or her signature, grade, and date on the next unused line. At the completion of the dinner meal, all unused lines will be lined out as illustrated in figure 6–4, and the headcounter will sign his or her signature and grade where indicated.

(4) FAO Action. This block will be checked when the form is to be used to record the headcount of Active Army and RC personnel who have initiated FAO action. Prior to implementation of these procedures the following actions must be taken:

(a) When officers initiate the DA Form 4187 in accordance with AR 600–38, they will sign the DA Form 3032 "FAO Action." When officer personnel temporarily return to garrison dining facility they will sign a DA Form 3032 "FAO Action." The FSS will establish headcount procedures to ensure that such personnel are accurately recorded when subsisting in garrison dining facilities. Officers will be issued a meal card per the procedures outlined in AR 600–38.

(b) When enlisted personnel on BAS who initiate action (BAS recoupment/suspension) to effect FAO Action, they will follow the procedures in (*a*) above. Enlisted personnel will be issued a meal card per the procedures outlined in AR 600–38.

(5) Reimbursements. A separate DA Form 3032 is required for each category of cross–service reimbursement through local or central billing for each day. If the total number of reimbursements attached for Class I support collectively will not exceed 82 for all three meals in 1 day, then one DA Form 3032 may be used for local billing and a separate DA Form 3032 for central billing. Procedures for closing out the DA Form 3032 are explained in *b*above. (Specify on the line provided on DA Form 3032 that headcount is for ARNG, USAR, etc.)

(a) Central billing by Active Army. Billing for reimbursement of meals furnished in Active Army dining facilities to personnel of ARNG, USAR, Senior (college) U.S. Army ROTC, Air National Guard, U.S. Navy Reserve, Youth Conservation Corps, Job Corps, U.S. Marine Reserve, and the U.S. Air Force Reserves will be accomplished centrally at HQDA level.

(b) Local billing by Active Army. Billing for reimbursement of meals furnished in Active Army dining facilities to personnel of the U.S. Coast Guard, labor service, KPs, MAP, and Cadets of U.-S.Military Academies will be accomplished locally per AR 30–18 guidance.

(c) Junior ROTC. Meals consumed by Junior ROTC students in a training status at an Active Army installation will be reimbursed in cash by the student at time of consumption or through local billing procedures as specified in a Memorandum of Understanding between the supporting installation and the supported school.

(6) Other. For those categories not shown in the diner category block, print the category on the line; for example, KATUSA, CLG, MAP, deferred payment, etc. A separate DA Form 3032 will be prepared for each group and meal and closed out as prescribed in (5)above.Authorized personnel who are unable to pay in cash at time of consumption for meals consumed in garrison, may be authorized (when approved by the Installation commander) to pay at a later date. A separate DA Form 3032 overstamped "Deferred Payment"will be used to record signatures of each person. The following procedures will apply:

(a) The DA Form 3032 will be placed in the headcount folder or binder. Since these forms reflect data for cash reimbursement, they will be kept secure in the same manner as DD Forms 1544. The folder or binder will be kept on file in the dining facility, 1 year active and 2 years inactive. Visitors and all other personnel who are required to pay cash and who are supported by another unit effect cash payment at time of consumption and sign the DD Form 1544.

(b) **(Rescinded.)**

(c) Upon receipt of cash, a one–line entry will be made on DD Form 1544. A one– line entry will be made on DD Form 1544 for the total value of the breakfast, lunch, and dinner meals consumed plus surcharges when applicable. The FSS will prepare a DF indicating dates of deferred payment meals by date, the amount of breakfast, lunch, and dinner that was served, and the cash collected for each.The DF and supporting 3032(s) will be attached to the DD Form 1544 supporting the one–line entry.

(d) **(Rescinded.)**

c. Headcount forms completion.

At the conclusion of each meal service the headcounter will sign DD Form 1544 and DA Form 3032, as indicated in the guidance and examples on each sample form.

E–4. Specialty and short order dining facility headcount requirements

Headcounters performing duty in short–order or specialty dining facilities will comply with the above procedures. Specialty and organization dining facilities (operating during extended serving hours) will annotate the headcount form with "The undersigned states that I have signed for a maximum of only two previous meals this date."

E–5. Headcounter additional duties

Additional duties, such as checking attire, maintaining order, selling newspapers, etc., WILL NOT be assigned to the headcounter. The headcounter's full attention will be devoted to accurately accomplishing the requirements set forth in this appendix and the unit SOP.

Appendix F
Instructions for the Food Service Management Plan

F–1. Policy

a. The Food Service Management Plan (FSMP) policies prescribed herein establishes—

(1) The purpose.

(2) Guidance for review.

(3) Updating.

(4) Standards for preparing the FSMP.

(5) Minimum contents of the FSMP folder.

(6) Preparation and submission of DA Form 4945–R (Dining Facility Modernization Plan Development) (RCS–CSGLD 1881).Instructions for preparing the form are located at figure F–1.DA Form 4945–R will be reproduced on 8 ½ by 11–inch paper and is located at the back of this regulation.

b. The FSMP will be administered by the Commander, US Army Troop Support Agency (DALO–TAE), Fort Lee, VA 23801 for HQDA.All MACOMS will submit an FSMP for each of their installations to the Commander, TSA, as directed by this regulation. This guidance does not apply to the ARNG, USAR, Army hospitals, or Army and Air Force Exchange Service (AAFES) food service systems.

F–2. Purpose

The purpose of the FSMP is to provide information and guidance for the formulation and implementation of installation enlisted personnel dining facility—

a. Construction.

b. Modernization.

c. Improvement planning.

d. Modern Food Service System (MFSS).

e. Need in the event of full mobilization.

F–3. Scope

a. To be useful, the plan must be accurate and current. The FSMP must be reviewed and revised whenever there is a change in the Army Stationing and Installation Plan. The FSMP is also reviewed and revised when there is a change in the annual MCA programs due to actions by the MACOM, HQDA, or the Congress.

b. All dining facilities must be listed, including the following:

(1) Temporary buildings that are used by USAR and ARNG units and for mobilization.

(2) Those that were constructed or modernized wholly or partially with host nation funds.

c. To maintain an accurate FSMP on each installation, the food adviser and master planner should establish and maintain close continued coordination.

d. Upon implementation of this regulation, each installation will provide a FSMP within 6 months of publication; thereafter, the FSMP will be forwarded to Commander, US Army Troop Support Agency,(DALO–TAE), Fort Lee, VA 23801 every 2 years from date of submission of last FSMP. Negative reports indicating no change from the previous report are required.

e. Requests for additional information or assistance should be directed to the Commander, US Army Troop Support Agency, (DALO–TAE), Fort Lee, VA 23801.

F–4. Preparation

a. The installation food adviser will prepare the FSMP and supporting documents and coordinate with the installation Subsistence Review Committee and the facilities engineer.

b. The Installation Dining Facility Modernization and Improvement Planning Guide prepared by the TSA will be used when developing the FSMP.

F–5. FSMP folder contents

a. The FSMP folder should contain, as a minimum—

(1) The most current and legible blueprints of the installation site plans.

(2) DA Form 4945–R.

(3) Any correspondence regarding the FSMP.

b. The following will be indicated on blueline prints of the installation general site plans by color code and building numbers:

(1) Heavy black outline. All existing permanent and semipermanent appropriated fund enlisted personnel dining facilities(EPDF) and other facilities (for example, TISA, commissary, cold storage, and dry storage) supporting the appropriated fund food program.

(2) Blue outline. All existing temporary appropriated fund EPDF and other facilities (for example, TISA, commissary, cold storage, and dry storage) supporting the appropriated fund food program.

(3) Red color within black or blue outline. All existing permanent, semipermanent, and temporary EPDF and supporting facilities to be retained as a permanent part of the installation FSMP.

(4) Yellow color within black or blue outline. All existing permanent, semipermanent, and temporary appropriated fund EPDF and supporting facilities not to be retained as a permanent part of the installation FSMP and to be converted to other uses.

(5) Green color within black outline. All new appropriated fund EPDF, including cold storage facilities proposed in the short–range and intermediate range MCA programs identified by proposed fiscal year and project number.

(6) Solid black color. All existing bachelor enlisted quarters(BEQ) supported by existing EPDF and all new BEQ projects proposed in the short–range and intermediate–range MCA programs identified by proposed fiscal year and project number.

(7) Purple color within black outline. All dining facility modernization or construction using host nation funds.

c. All forms of correspondence (such as written letters, notes, maps, overlays, or electrical communication to include FONECON and messages) should be retained for reference in the plan folder.

d. Site plans, DA Forms 4945–R, and all correspondence relevant to the FSMP will be prepared in duplicate. One plan, in a file folder, will be forwarded in accordance with paragraph F–3*d* and the remaining file folder will be maintained at the originating installation.

Page No
Starting with page 1, number each page used to list all the dining facilities on the installation.

No. of pages
The total number of pages used to list all the dining facilities on the installation.

Reports control symbol
Enter CSGLD–1881.

Command
Enter the applicable MACOM.

Installation
Enter the name of the installation to which the listed dining facilities actually belong.

Sub–post
Enter the name of the camp, post, or station where the dining facilities are actually located (for example, Fort A. P.Hill is a sub-post of Fort Lee).

Date
Enter the date the form was prepared.

Column a
Enter all active and inactive dining facilities by building number, including temporary buildings that are used by USAR and ARNG units during IDT or AT for mobilization and other uses.

Column b
a. Place an "X" if the dining facility is currently active.
b. Enter a C (converted) if the dining facility, freestanding or otherwise, has been or is planned to be stripped of all installed and mobile food service equipment and utility hook–ups, and will be used for an alternate purpose and no longer available to subsist troops.
c. Enter a D (diverted) if the dining facility has all mechanical kitchen equipment and utility hookups, but is being temporarily used for an alternate purpose; for example, a library or conference room. However, the facility can revert to a dining area for the purpose of subsisting troops.

Column c
Enter an "X" if the dining facility is to be converted in the future.

Column d
Enter the applicable type of dining facility; for example, type 64, type 106, type 121 or nonstandard.

Column e Enter the square footage of the entire dining facility (kitchen, storage, administration, serving, or dining area). Because of variances in the construction of the same type of facility, check with the facilities engineer for square footage of the dining facility designs prior to making the entry in this column.

Column f
Enter the serving capacity of the dining facility based on a 90–minute serving and eating time.
a. Type 64 dining facility designed serving capacity as built was 300 prior to modernization; after modernization it is 245.
b. Type 106 dining facility designed feeding capacity as built was 1, 000 prior to modernization; after modernization it 800.
c. Type 121 dining facility designed serving capacity as built was 400 prior to modernization; after modernization it is 300.
d. Serving capacities of existing nonstandard dining facilities will be determined by the appropriate food service office. For planning purposes, the following standard serving line types, rates, and seating capacities will be used as a guide when determining serving capacities for new and existing dining facilities.

Type	Description	Serving Line Rate
A	Full serving line for full menu meals.	8 patrons per minute
B	Reduced A line w/ short order menu service.	5 patrons per minute
C	Full serving line plus short order section. (A line equals 8 patrons per minute and short order is 2.5 patrons per minute which equals 10.5 patrons per minute.	10.5 patrons per minute

e. New facilities constructed with modern standard design (minimum and maximum capacity range), for example, 151–250; 401–650 should be reported using the maximum figure.

Column g
Enter in the column line the modernization project number and fiscal year of projects authorized under HQDA Barracks Modernization Programs, MCA fiscal year 72 through 74. This would include such projects as painting, upgrading of utilities, and installation of air conditioning.

Column h
Enter the year and project line number for projects authorized full modernization (installing new mobile kitchen equipment (MKE), decor, and state–of–the–art and the year for those to be programmed in the intermediate 2 year program. For any unknown year long range program, write in under fiscal year, future"FUT." If used for mobilization, ARNG or USAR, or any other reason, enter on the line directly across from dining facility building number (reserves), (mobilization), (diverted to library),(inactive).

Column i
Enter the year and line item number for authorized conversion projects and the year for those to be programmed in the future.

Column j
Enter the barrack buildings number that are served by the dining facility in column a.

Column k
Enter the maximum capacity of the barracks. The maximum use is a summation based on the following data provided by the facilities engineer.
a. The proposed number of E–2s through E–4s times one.
b. The proposed number of E–5s through E–6s times one and a half (1.5).
c. The proposed number of E–7s through E–9s times three.

Column l
Enter the percentage of bachelor enlisted quarters(BEQ) strengths for mission or operation funding requirements based on the following information—
Types of mission or operation:
a. Personnel transfers and oversea processing centers.

Percent of BEQ strengths for mission or operation funding requirements:

50 percent

Types of mission or operation:

b. Air installation (station), shipyards, weapon plant support units, construction battalions, and Army TOE and TD units.

Percent of BEQ strengths for mission or operation funding requirements:

70 percent

Types of mission or operation:

c. Service schools, organizational land warfare, and recruit reception centers.

Percent of BEQ strengths for mission or operation funding requirements:

85 percent

Types of mission or operation:

d. Basic and/or recruit training, ARNG, USAR, Reserves, remote locations, and mobilization or annual training.

Percent of BEQ strengths for mission or operation funding requirements:

95 percent

Types of mission or operation:

e. Confinement facilities and local parole units.

Percent of BEQ strengths for mission or operation funding requirements:

110 percent

Column m

Enter the number of barrack spaces that will be served by the dining facilities reflected in column a. Example:maximum capacity (col k) x percent served (col 1) = number served;242 x .85 = 205.70 or 206.

Note: Do not enter headcount or average headcount or average headcount data in this column; also the figure entered in this column should not be greater than the figure entered in column f.

Column n

Enter the year and line item number for projects authorized for modernization and the year for those to be programmed in the future (if the year is unknown for modernization enter unknown). The barracks and supporting dining facilities should be modernized at the same time; however, only permanent–type buildings will be modernized. Enter the total number of facilities listed in columns a, b, c, g, h, i, j, and n. The totals of each column does not necessarily have to match, for example, column b and c do not have to match column a. Consecutively numbered pages will be totaled to reflect the totals of preceding pages. For example, page 1 of 2 has 4 facilities listed in column a while page 2 of 2 has 5 facilities listed. The total in column a, page 2 of 2 would be 9 facilities.

Figure F-1. Instructions for preparing DA Form 4945–R

DINING FACILITY MODERNIZATION PLAN DEVELOPMENT

For use of this form, see AR 30-1; the proponent agency is DCSLOG.

Page No. | No of pages | REPORTS CONTROL SYMBOL CSGLD-1881

COMMAND: TRADOC | INSTALLATION: FORT NEW | SUBPOST: Fort Worth | DATE: 6-1-8X

DINING FACILITIES

Building No. (a)	Curr Act (b)	To be convt (c)	Type (d)	Square Feet (e)	Serving Capacity (f)	(g) Part Modernization FY 76 L-106	(h) Full Modernization FY & Project No. FY82 L-213	FY 82	FY83 L-346	FY84 L-110	Fut	(i) Conversion FY & Project No. FY82 L-213	FY 83 L-346
200	X		64	5,100	245	X	X						
201		X	64	5,100	245							X	
678	X		NS	5,000	200			X	FUNDED	BY	HOST	NATION(60)	
204	D		121	5,210	300		DIVERTED	TO	ADMIN	OFFICE			
205	X		121	5,200	300				X				
206	X	X	121	5,200	300								X
210	X		106	11,100	800					X			
260	X		NS	16,500	1,000						X		
630	X		NWII	3,500	125		USED	FOR	WEEKEND	TRAINING			
9	7	2				1	1	1	1	1	1	1	1

BARRACKS SUPPORTED

Building No. (j)	Maximun Capacity (k)	Percent Served (l)	No. Served (m)	(n) Modernized FY & Project No. FY82 L-213	FY82	FY83 - 346	FY84 L-110	FUT
1200	175			X				
1201	175			X				
TOTAL	350	70	245					
	250	70	175		X			
—	—	—	—					
1205	170					X		
1206	170					X		
TOTAL	340	85	289					
1211							X	
1212							X	
1213							X	
1214							X	
TOTAL	968	70	678					
1261	260							X
1262	260							X
1263	260							X
1264	260							X
TOTAL	1040	95	988					
T-631								
TOTAL	65	95	62					
14				2	1	2	4	4

DA FORM 4945-R, APR 84 EDITION OF NOV 80 IS OBSOLETE

Figure F-1. Sample of a completed DA Form 4945-R

Appendix G
Guide for Review of Dining Facility Accounts

G–1. General

This guide is designed to provide specific procedures for use by personnel who are conducting a review of dining facility operations. The purpose of the quarterly review is to provide the installation commander with reasonable assurances that the policy guidance in this regulation is implemented in each dining facility on the installation. The review of accounts will—

a. ***(Rescinded.)***

b. ***(Rescinded.)***

c. Be submitted in letter format to the installation commander with findings and recommendations outlined in paragraph G–5.

d. Include files from any one accounting calendar month within the quarter for all dining facility operations, except those receiving a supplemental food allowance. For those receiving a supplemental food allowance, all records will be reviewed for that quarter.

e. Include all elements of this appendix that apply to the Active Army units.

G–2. Food service procedure to be reviewed

Food service procedures to be reviewed are as follows:

a. Headcount (collection, reporting, and maintenance of forms).

b. Cash (collection, turn–in, safeguarding, control, and unannounced cash counts).

c. Subsistence (requisitioning, receiving, storage, preparation, inventory management, and accountability).

d. Status of ARCS or FRIS accounts.

e. Dining facility security (compliance with procedures prescribed in app I).

G–3. Format and method for the review

Format and method for review are as follows:

a. Headcount at table G–1.

b. Cash at table G–1.

c. Subsistence at table G–1.

d. Status of accounts at table G–1.

e. Dining facility security at table G–1.

f. Sample format of review at table G–1.

G–4. Previous deficiencies

Review preventive medical sanitary reports and the previous quarterly review reports on file in the dining facility. Determine those areas where recurring deficiencies are prevalent or where follow–up action is lacking. Provide recommendations where emphasis is needed to correct those areas that continue to be deficient.

G–5. Report

A letter report reflecting findings and recommendations(sample format at fig G–1) will be prepared and submitted to the appointing headquarters and installation or division food service officer after each review. A comment must be made on each paragraph, G–2a through G–2e. A copy will also be furnished the commander responsible for operating the dining facility (para 6–35a).

Table G–1
Sample Format—Quarterly Review of Dining Facility Accounts

SECTION 1
Headcount

1. Headcounters are military ... or civilian ... .
2. Are military headcounters detailed in accordance with AR 220–45 (para 5–9)?
Yes ... No ...
3. Is the grade of head counts detailed (for example, E4, E5, GS–3, or contract civilian.) (para 5–9)?
Yes ... No ...
4. Is headcounter briefed by dining facility manager prior to assuming duty (para 6–10)?
Yes ... No ...
5. Could you perform headcount functions accurately based on briefing given by dining facility manager? (Explain no response below.)
Yes ... No ...
6. Is there a detailed headcount SOP on hand (app E)?
Yes ... No ...
7. Are headcount SOPs used and does it provide the headcount with sample forms and necessary instructions (para 6–10)?
Yes ... No ...
8. Observation of actual headcount performance revealed that—
a. Meal cards (DD 714), DA Form 428, DD Form 2A(RC), DD Form 2A (for trainees BCT or AIT) or travel orders were required to gain entry to the dining facility (patrons without meal cards paid cash) (para E–3).
Yes ... No ...
b. Overstamp on meal card (if present) was used to identify correct headcount form to be signed by diner (para E–3).
Yes ... No ...
c. The following headcount forms were present:
(1) DD Form 1544 (para E–3).
Yes ... No ...
(2) DA Form 3032 (para E–3).
Yes ... No ...
9. Were cash patrons required to state if they were TDY?
Yes ... No ...
10. Did TDY patrons pay both food costs and surcharge rates(para E–3)?
Yes ... No ...
11. Did DA Form 3033, when completed, reflect all meals served (cash, meal card holders, box lunches, field feeding, etc.)(para 6–13)?
Yes ... No ...

SECTION 2
Cash

1. What are the serial numbers of Cash Meal Payment Book on hand? ...
2. Cash Meal Payment Book Control Officer's name/rank. ...
3. Does the receipt for Cash Meal Payment Book (first page)show issue from the Cash Meal Payment Book Control Officer (para 11–4)?
Yes ... No ...
4. Is the dining facility officer designated on DA Form 1687 to receive and sign for DD Form 1544 books (para 11–4)?
Yes ... No ...
5. Dining facility officer's name/rank. ...
6. What is the location of the Cash Meal Payment Book (for example, orderly room safe, field safe, or other identifiable location (para 11–2)? ...
7. What are the sheet numbers that have been used and filed with Cash Meal Payment Book (para 11–7)? ...
8. What sheet numbers have been issued to dining facility(para 11–7)? ...
9. What are the numbers of unused sheets remaining with Cash Meal Payment Book? ...
10. Were all sheets issued and used accounted for on the cash meal payment sheet register (para 11–7)?
Yes ... No ...
11. Is the Control Record for Dining Facility–DD Form 1544(DA Form 3546– R) used to issue all sheets to the headcount(para 11–7)?
Yes ... No ...
12. Was the heading of each cash meal payment sheet completed to include meal rates and surcharges prior to issue (para 11–7)?
Yes ... No ...
13. Was the block, signature of unit commander, or FSO on the DD Form 1544 signed prior to issue to the headcounter for use(para 11–7)?
Yes ... No ...
14. If the DD Form 1544 is used for more than one meal, was the next unused line signed and dated by the headcounter collecting the money (para E–3)?
Yes ... No ...
15. Were all used cash meal payment sheets (when money was turned into finance) stamped "verified" by the finance officer (para 11–9)?
Yes ... No ...
16. Were cash turn–in vouchers (DD Form 1131) prepared in accordance with AR 30–1, paragraph 11–9 and figure 11–4?
Yes ... No ...
17. On the DD Form 1131 were the cash meal payment sheet numbers that each cash turn–in covered clearly indicated; and were all cash meal payment sheets accounted for (para 11–9 and fig 11–4)?
Yes ... No ...
18. Were any shortages or overages of cash collected clearly explained on cash meal payment sheet and reverse side of DA Form 3546–R (paras 11–7 and E–3)?
Yes ... No ...

SECTION 3
Subsistence

1. Were review requirements completed for the following areas?
a. Requisitioning. (para I–2.)
Yes ... No ...
b. Receipt of subsistence. (para I–3a.)
Yes ... No ...
c. Subsistence drawn, prepared, and served. (para I–5.)
Yes ... No ...
2. In the above review areas and during the quarter, were recurring deficiencies noted?
Yes ... No ...
3. Is there documentation on the production schedule of progressive cooking in accordance with FM 10–25, especially in large consolidated dining facilities (fig 6–2)?
Yes ... No ...
4. Were review requirements for inventory management completed (para I– 6)?
5. When excess subsistence supplies are identified, what method is used to reduce excess supplies (para 7–8)?
6. Were the review requirements for Disposition of Subsistence (accountability) completed (para I–5 and fig I–1)?
Yes ... No ...

Table G–1
Sample Format—Quarterly
Review of Dining Facility
Accounts—Continued

7. In the above requirement, was accountability acceptable(plus or minus 5 percent of total available) for all items evaluated during the quarter?
Yes ... No ...
8. When items are unacceptable for accountability (in excess of plus or minus 5 percent of total available), list those items and indicate the total percentage of unaccountability.
9. Are DFs (DA Form 2496) in the dining facility files to support all Class I subsistence consumed outside the dining facility(para 7–12)?
Yes ... No ...
10. Are DA Forms 5309–R (Operational Ration/Box Lunch Control Sheet) maintained for box lunches (SB 10–540/263).(para 8–7)?
Yes ... No ...
11. Are DA Forms 5309–R (Operational Ration/Box Lunch Control Sheet) maintained for individual packaged operational rations (MREs, FPAs) (para 8–8 and fig 8–3)?
Yes ... No ...
12. Physically count the inventory of those operational rations on hand. Does the physical count match the"Cumulative Balance on Hand" (col f) as reflected on DA Form 5309–R (fig 8–3)?
Yes ... No ...
13. Look at the DA Forms 3161 used in requisitioning and issuing operational rations. Are DA Forms 5309–R annotated to reflect total quantities of operational rations received from the issuing activity (col b, fig 8–3) and are the dates of issue reflected (col a, fig 8–3)?
Yes ... No ...
14. Look at DA Form 2970, section F, lines 17, 18 and 19.Can the data entered be supported by signatures of diners (DA Form 3032), verification by the commander or FSO on DA Form 3033, cash as collected on DD Form 1544, and DFs requesting operational ration support, etc.? Is the data, as reflected on lines 17, 18 and 19 of the DA Form 2970, the same as that posted in col d of DA Form 5309–R (fig D–2 and table 8–4)?
Yes ... No ...
15. Is there any evidence of fraud, waste, or mismanagement of operational rations? If an audit trail cannot be made, determine the cause, provide an explanation, and recommend corrective action-(para 8–8).
Yes ... No ...

SECTION 4
Status of Accounts

1. ARCS.
a. Are the computations by the FSO to determine maximum authorized dollar value of inventory and excess inventory amounts completed (para I–6)?
Yes ... No ...
b. Does the Dining Facility Account Card (DA Form 3980–R) indicate—
(1) That over or under percentages do not exceed established tolerances (para 9–5)?
Yes ... No ...
(2) Reconciliation with TISA? Entries should be posted in ink and initials of TISA personnel should be on DA Form 3980–R(para 9–4). Yes ... No ...
2. FRIS.
a. Are the units or organizations utilizing FRIS within 3 percent weighted rations over or underdrawn at the end of the monthly accounting period or training exercise (para 8–4b and fig 8–1, and table 8–1)?
Yes ... No ...
b. When RC units are at the end of the FY (IDT), is excessively (10 percent) overdrawn, is there evidence of action to obtain relief from accountability per AR 735–11 (para 8–5)?
Yes ... No ...
c. RC units or organizations are within 3 percent weighted rations at the end of AT (para 8–4).
Yes ... No ...

SECTION 5
Dining Facility Security

1. Were the review requirements for security procedures completed (para I–4)?
Yes ... No ...

OFFICE SYMBOL: XYZ–TU SUBJECT: Quarterly Review

FROM: ... (Appointee) ... TO:... (Appointing Authority) ... DATE: 2 Jul 82

1. Unit Reviewed: US Army Garrison, Fort Wright, VA 23801
   Commander of Unit: LTC Becker
   Food Service Officer: CPT Mixon
   Food Service Sergeant: SFC Dimino
2. Findings.
   a. Headcount.
   (1) Collection.
   (2) Reporting.
   (3) Maintenance of Forms.
   b. Cash.
   (1) Collection.
   (2) Turn–in.
   (3) Safeguarding.
   (4) Control.
   (5) Unannounced Cash Counts.
   c. Subsistence.
   (1) Requisitioning.
   (2) Receiving.
   (3) Storage.
   (4) Preparation.
   (5) Inventory Management.
   (6) Accountability.
   d. Status of Accounts.
   (1) ARCS.
   (2) FRIS.
   e. Dining Facility Security.
   Compliance with procedures prescribed in Appendix I.
   f. Previous Deficiencies (List only if recurring).
3. Recommendations.
   a. Regarding Headcount.
   (1) Collection.
   (2) Reporting.
   (3) Maintenance of Forms.
   b. Regarding Cash.
   (1) Collection.
   (2) Turn–in.
   (3) Safeguarding.
   (4) Control.
   (5) Unannounced Cash Counts.
   c. Regarding Subsistence.
   (1) Requisitioning.
   (2) Receiving.
   (3) Storage.
   (4) Preparation.
   (5) Inventory Management.
   (6) Accountability. d. Regarding Status of Accounts.
   (1) ARCS.
   (2) FRIS.
   e. Regarding Dining Facility Security.
   f. Regarding Previous Deficiencies.

___Incl SIGNATURE

Figure G-1. Sample letter format for review of accounts—Continued

Appointee

CPT,AG

CF:

CDR of unit being reviewed

Installation/Food Adviser

Figure G-1. Sample letter format for review of accounts

Appendix H
Food Service Summary (DA Form 4811–R)(RCS CSGLD–1816)

Section 1
Introduction

H–1. General

DA Form 4811–R (Food Service Summary) RCS CSGLD 1816)is used to report Active Army appropriated fund dining facility and food service personnel operational data. The data will be used to—

a. Provide information and reports to Congress, the Secretary of Defense, and other Government agencies, as required.

b. Identify the size, location, and category of all Active Army dining facilities in operation to include energy conservation.

c. Identify the number of military and civilian (US and foreign) personnel working full or part–time in dining facilities and in installation staff positions (includes school instructors and food management assistance team members).

H–2. Use of DA Form 4811–R

DA Form 4811–R will be used to prepare the report and will be locally reproduced on 8½– by 11–inch paper.Instructions for preparing the form are located at figure H–1.

(A copy of DA Form 4811–R is located at the back of this regulation).

H–3. Preparing agencies

DA Form 4811–R will be prepared by each installation or activity responsible for operating Active Army appropriated fund dining facilities under ARCS and FRIS or providing Government subsistence to a GOCO dining facility. Reports will include data pertaining to those dining facilities receiving subsistence support from other Services (for example, Air Force, Navy, Army, and National Guard) or commercial sources that submit the DA Form 2970 monthly direct to the Commander, US Army Troop Support Agency(DALO–TAF), Fort Lee, VA 23801–6020. TSA will consolidate reports by MACOM totals, oversea totals, CONUS totals, and worldwide totals. The consolidated reports will be dispatched to HQDA (DALO–TST–F), WASH DC 20310–0564. Each monitoring headquarters will be furnished a consolidated report of its respective command.

Section 2
Preparation and Submission of Food Service Summary (DA Form 4811–R)

H–4. General instructions

Lines on DA Form 4811–R having no entries will be left blank. Do not annotate with a zero (0) or the word“none.”

H–5. Frequency, routing, and due dates

a. The report will be prepared to cover the data as of the close of business 31 March and 30 September each fiscal year.

b. Individual installations and activities will submit the DA Form 4811–R (the original and one copy) directly to the Commander, U.S. Army Troop Support Agency (DALO–TAF–S), Fort Lee, VA 23801–6020. An information copy will be forwarded to the appropriate monitoring headquarters designated below. The report will be forwarded within 12 calendar days following the end of the report period. TSA will consolidate according to monitoring headquarters, in addition, separate consolidations will be made of all CONUS and oversea installations and activities. These will be dispatched not later than the 15th calendar day of the third month following the report period. Each monitoring headquarters will be furnished a copy of the consolidated report pertaining to its respective command. CONUS, oversea, and MACOM consolidated reports will be dispatched to HQDA (DALO–TST) and (DAPE–MBB), WASH DC 20310–0564.

(1) CG, U.S. Army Materiel Command.
(2) CG, U.S. Army Training and Doctrine Command.
(3) CG, U.S. Forces Command.
(4) CG, U.S. Army Military District of Washington.
(5) CG, U.S. Army Information Systems Command.
(6) CG, U.S. Army Intelligence and Security Command.
(7) CG, U.S. Army, Japan.
(8) CINC, U.S. Army, Europe, and Seventh Army.
(9) CG, Eighth U.S. Army.
(10) Commander, Military Traffic Management Command.
(11) CG, U.S. Army Western Command.
(12) Superintendent, U.S. Military Academy.
(13) CG, U.S. Army, South

c. Corrections will be submitted to the CG, TSA by air mail or electrical transmission up to the 20th calendar day in the month following the report period. Necessary corrections after that date will be in the form of adjustments on the next semiannual report with an explanation of corrections included in the remarks section.

H–6. Preparation instructions for DA Form 4811–R

a. General.

(1) The installation food adviser or food service supervisor will normally complete this form. In oversea areas, the major Army commander will designate the activities responsible for the completion of the form. It normally will be the first level in the chain of command having food service staff responsibility.

(2) The dining facility sizes reflected on the description line, columns B through K (for example, up to 40, 41 to 80, etc.)represent the current design feeding capacity (based on DOD construction criteria, NOT seating capacity NOR average headcount)of the dining facility. The food adviser can obtain the current design capacity of each facility from the facilities engineer. The entries in columns E, F, and H (type 64 and 64A), (type 121), and(type 106) are types of dining facilities with designed capacities applicable to the ranges listed in the column heading. For example, any type 64 dining facility or a nonstandard facility with a rated capacity of 151 to 250 would be reported in column E.

(3) For the purpose of this report, a dining facility, free–standing specialty house, or free–standing short–order facility is one where meals are prepared and are either served or transported to a different serving area. A dining facility preparing food served in two different

wings or floors of a building will be considered and reported as one dining facility. The design capacity will be based on the total capacity of all dining areas.

(4) Whenever specialty or short–order dining facilities are mentioned in this appendix, they refer to facilities being operated solely for the purpose of serving specialty menus or short–order menus, as applicable. Any facility offering the regular menu and a specialty or short–order menu will not be reported on lines 19 or 20.

(5) GOCO facilities are defined as Operations and Maintenance, Army, (OMA) appropriation funded operations that operate under a full food service contract.

(6) Only dining facilities in operation on the last day of the report period and those temporarily closed (for the weekend or between training cycles) will be reported.

(7) Lines 1, 4, and 7 will be used to report the total number of dining facilities operating under the jurisdiction of the organization submitting the report.

(8) When the facilities reported on lines 1, 4, or 7 are not all located on the same installation or site, they will be identified by installation or site on lines 2, 3, 5, 6, or 8 through 16, as applicable. (See fig H–1.) The total of entries on lines 2 plus 3 must equal entries on line 1, 5 plus 6 on line 4, and 8 through 16 on line 7.

(9) A dining facility will be reported only once on line 1, 4 or 7. Facilities reported on lines 18, 19, or 20, however, should have been included on line 7 since the GOCO, free–standing specialty, and short–order facilities operate under the ARCS. The location of facilities reported on lines 18, 19, or 20 will be identified on the applicable line and column with a 4 in parenthesis(4) for GOCO facilities; a 5 in parenthesis (5) for free–standing specialty house; and a 6 in parenthesis (6) for a free–standing short–order facility. (See fig H–1 for examples.)

b. The form will be prepared in accordance with the instructions and examples depicted at fig H–1.

c. Explanation of the completed DA Form 4811–R illustrated is as follows:

(1) CW4 Pierce, the Ft George Post Food Adviser, prepared this report for Ft George and the sub–installations/training sites receiving food service advisory service from Ft George (for example, Camps Merrimack, Nashua, Manchester, Durham, and site Hudson). LTC Taylor, Ft George DOL, reviewed and resolved questions with CW4 Pierce, then approved, signed, and dispatched the report on 3 Apr 84. CW4 Pierce can be called at AUTOVON 633, telephone number 1234.

(2) Since there was only one ARCS officers' field ration facility with a designed feeding capacity of 75, and it was located at Fort George, it was entered on line 1, columns c and l.

(3) The total dining facilities reported on line 6, were operated under FRIS. Both facilities have a designed feeding capacity of 40. One is located at Camp Merrimack and one at Camp Nashua, as annotated in column A, on lines 5 and 6, respectively.

(4) The total number of facilities operated under ARCS were shown on line 7. Fort George operated two Type 64, one 190 design feeding capacity nonstandard facility, and two free–standing specialty facilities with design feeding capacities of 175 each, all reported on line 8, column e. The two free–standing specialty facilities were identified by the (5, 5) entry and were included on line 19, column e. The one type 121 facility and one nonstandard facility located in a multi–story building with one kitchen preparing food, includes a short–order service and serving areas on two different floors, with a total design feeding capacity of 350.This was reported on line 8, column f. A grand total of 7 was reported in column l. Camp Manchester, annotated in column a, line 9, operated one 110–design free– standing specialty facility and one 100 design capacity free– standing, short–order facility. These two were reported in column d, identified by the (5, 6) entry and were recorded on lines 19 and 20, column d. The one type 64 facility in operation was reported in column e. The total 3 was reported in column L. Camp Durham, annotated in column a, line 10, operated one nonstandard facility with one kitchen supporting two separate dining areas each designed at a feeding capacity of 45. These were reported as one facility in columns d and l. A 100–design feeding capacity facility was operated at Site Hudson and reported in columns d and l on line 11. Since this was a full– food service contract operation in a Government–owned facility, it was identified by a (4) and also reported on line 18, columns d and l. Ft George operated two free–standing specialty facilities and a fee–standing short–order facility to be reported in column f. There would not have been sufficient space for the required parenthetical entry (for example,5 (5, 5, 6)). This irregular entry would, therefore, be explained in the remarks section and highlighted on line 8, column e with a 5 (*)entry.

(5) The entries for dining facility employees in column b, lines 21 through 24 reflect the total number of full–time personnel by category that were assigned or employed at all locations shown on the front of the form with the exception of the GOCO–operated facility at Site Hudson. Information pertaining to contractor employees is not required in this report.

(6) The entries for staff employees in column c, lines 21 through 24 reflect the total number of full–time personnel, by category, that were assigned or employed on the staff at all levels of command. Instructor and management assistance team personnel will be included in this data.

(7) Line 25, assigned/working, reflects that during the report period 14,236 hours were worked by part–time and intermittent employees in the dining facilities. Line 25, staff, reflects 764 hours worked by part–time and intermittent employees in staff positions. Compute the entry for line 26, column d, first (for example, 15000÷1040=14.4 or 14). Next compute the entries for columns b and c in the same manner. When the computations for b and c result in a number of personnel greater than the entry in column d, the entry in column c will be reduced. The following is an example of the computation:

Col d .....15000÷1040=14.4 or 14 14
Col b .....15000÷1040=13.6 or 14 adj 14
Col c..... 764÷1040=.73 or &frac115; adj
0/14 14

(8) When the above occurs, a double asterisk will be entered by the figure in column c and explained in the remarks block.

From
The designation and address of the organization preparing the report.

Period
The months of the 6–month period and fiscal year covered by the report (for example, Oct–Mar FY 85).

Line 1, columns b–l
Enter the total number, by feeding capacity (columns b thru k) of officers Active Army dining facilities operating under ARCS or FRIS.
(In column l, lines 1 thru 20, enter the sum of columns b thru k.)

Lines 2, 3, column a
Identify the location of reported facilities if entries on line 1 represent facilities at more than one installation or site.

Lines 2, 3, columns b–l
The total number, by design feeding capacity (columns b thru k), of officers' Active Army dining facilities operating under ARCS or FRIS.

Line 4, columns b–l
The total number, by design feeding capacity, of enlisted dining facilities operating under FRIS, to include GOCO(TOE/TDA) facilities, free–standing specialty houses (serving only the specialty menu), and free–standing short–order facilities(serving only short–order menu).

Lines 5, 6, column a–l
The same data as required on line 2 for each location identified in column A, line 5 or 6.

Line 7, columns b–l
The total number by rated feeding capacity of enlisted dining facilities operating under ARCS, including GOCO(TOE/TDA) facilities, free–standing specialty houses, and free–standing short order facilities.

Lines 8 through 16, columns a–l
The same data as required on line 7 for each location identified in column A, lines 8 through 16. Installations reporting facilities at more than ten locations will enter the additional data on a second DA Form 4811–R. To identify the fact that more than ten locations are being reported, the lines on the continuation form will be renumbered 8.1, 9.1, 10.1, etc. Enter in addition, the following entry will be made in the "Period" block in the heading (sheet 1 of applicable number of sheets).

Line 17, columns b–l
The total number, by design feeding capacity, of GOCO(TOE) dining facilities. Location of these facilities will be identified as depicted in figure H–1.

Line 18, columns b–l
The total number, by design feeding capacity, of GOCO(TDA) dining facilities. Location of these facilities will be identified as depicted in figure H–1.

Line 19, columns b–l
The total number, by designed feeding capacity, of free–standing specialty houses. Location of these facilities will be identified as depicted in figure H–1.

Line 20, columns b–l
The total number, by design feeding capacity, of free–standing short–order facilities. Location of these facilities will be identified as depicted in figure H–1.

Prepared by
The preparer's name, grade, and title.

Telephone No.
The preparer's AUTOVON and telephone numbers.

Reviewed by
The name, grade, and title of the installation Director of Logistics (DOL), or equivalent, approving the report.

Signature
After reviewing and approving the report, the DOL or equivalent will sign the report in this block.

Date of Dispatch
The date that the report is dispatched from the DOL office to TSA.

Lines 21 through 24, column b
Enter use this column to report only those personnel assigned or working in the dining facilities reflected on lines 1,4, and 7 (excluding GOCO facilities).

Column c
Use this column to report only those personnel assigned to food service positions on an installation staff (for example, food adviser, food service supervisor, school instructor, or food management assistance team).

Column d
The total figures for each line for columns a and b.

Line 21
The total number of military personnel assigned to those operating dining facilities reported on lines 1, 4, and 7 as of the last day of the report period. The figures will include cooks, supply personnel, clerks, and other military personnel working in an appropriated fund dining facility.

Line 22
The total number of full–time US civilian employees(those who are regularly scheduled to work the number of hours and days required by the administrative workweek) assigned as of the last day of the report period in support of the Army Food Service Program. Personnel includes cooks, supply and clerical personnel, and any other direct or indirect employee working in the dining facility. Do not include civilians under contract.

Line 23
The total number of full–time foreign national direct–hire personnel employed as of the last day of the report period.

Line 24
The total number of full–time foreign national, indirect–hire personnel employed as of the last day of the report period.

Line 25, column a
Enter the total number of hours worked by all when actually employed (WAE) and part–time employees. Included in this category are—

a. Part–time employee hours. Those regularly employed on a prescheduled tour of duty that is less than specified hours or days prescribed for full–time employees.

b. Intermittent employee hours. Those employed on an irregular or occasional basis, with hours of work not on a prearranged schedule and compensation based on time actually employed.

c. All hours of detailed, borrowed, or OJT worked by military or civilian personnel with the exception of military dining facility attendants kitchen police (KP).

Line 25, columns b, c

The full–time man–day equivalent of total hours worked, line 25a. This figure is computed by dividing the total hours worked by 1040 hours, rounded off to the nearest whole number.

Line 26, columns b, c, d

Enter the total of lines 21 through 25, columns b, c, and d.

Line 27

The number of dining facilities where local energy conservation programs are being implemented.

Line 28

The total number of dining facilities where only the AFSEM (Army Food Service Energy Management) Program is being implemented. This is the total of lines 29, 30 and 31.

Line 29

The number of dining facilities where the full implementation plan is being utilized. The full implementation plan makes use of all the action plans contained in Chapter 2 of the AFSEM Manual.

Line 30 The number of dining facilities where the Top 20 Plan as addressed in the AFSEM is being utilized.

Line 31

The number of dining facilities where the Awareness Plan as defined in the AFSEM manual is being utilized.

Line 32

The number of dining facilities where energy usage has been reduced by 15 percent or greater over that consumed when first initiating either the Full Implementation Plan or the Top 20 Plan through use of the AFSEM Program. If the local energy program has the requirement to measure and record energy consumption, these facilities will also be entered here.

Remarks

Explanation of irregular entries or correction entries applicable to previous reports.

Figure H-1. Instructions for preparing DA Form 4811–R

FOOD SERVICE SUMMARY

For use of this form, see AR 30-1; the proponent agency is DCSLOG.

REQUIREMENT CONTROL SYMBOL CSGLD-1816

TO: (Include ZIP Code) COMMANDER US ARMY TROOP SUPPORT AGENCY ATTN: DALO-TAFS FORT LEE, VA 23801-6020

FROM: (Include ZIP Code) COMMANDER HQ FORT GEORGE ATTN: ABCD-FS APO NEW YORK 03061

PAGE 1 OF 2 PAGES

PERIOD OCT 86 – MAR 87

SECTION A – ACTIVE ARMY DINING FACILITY DATA

LINE	DESCRIPTION/LOCATION a	UP TO 40 b	41 TO 60 c	61 TO 150 d	151 TO 250 (TYPE 64 & 64A) e	251 TO 400 (TYPE 121) f	401 TO 650 g	651 TO 1000 (TYPE 108) h	1001 TO 1500 i	1501 TO 2200 j	2201 TO 3000 k	TOTAL NUMBER l
	OFFICERS' DINING FACILITIES UNDER FRIS OR ARCS											
1	Number of Officer Field Ration Facilities		1(A)									1
2												
3												
	ENLISTED DINING FACILITIES											
	ENLISTED DINING FACILITIES UNDER FRIS											
4	Total number under FRIS	2										2
5	CAMP MERRIMACK	1										1
6	CAMP NASHUA	1										1
	ENLISTED DINING FACILITIES UNDER ARCS											
7	Total number under ARCS			4	6	2						12
8	FORT GEORGE				5(5,5)	2						
9	CAMP MANCHESTER			2(5,6)	1							
10	CAMP DURHAM			1								
11	SITE HUDSON			1(4)								
12												
13												
14												
15												
16												
17	No. of GOCO facilities included in above count (TOE)											
18	No. of GOCO facilities included in above count (TDA)			1								1
19	No. of free standing specialty houses included in above count			1	2							3
20	No. of free standing short order facilities included in above count			1								1

PREPARED BY (Typed name, grade and title): JOHN Q PIERCE, CW4, INSTALLATION FOOD ADVISER

AUTOVON NO. 633-1234

REVIEWING/APPROVING OFFICIAL (Typed name, grade and title): ROBERT J. TAYLOR, LTC, DOA

SIGNATURE: Robert J. Taylor

DATE OF DISPATCH: 3 Apr 87

DA FORM 4811-R, Aug 85 EDITION OF AUG 84 IS OBSOLETE

Figure H-1. Sample of a completed DA Form 4811–R

SECTION B – ASSIGNED/WORKING AND STAFF PERSONNEL DINING FACILITY DATA

LINE	PERSONNEL CATEGORIES a	ASSIGNED/ WORKING b	STAFF c	TOTAL d
	US ASSIGNED			
21	Military	101	5	106 *
22	Civilian Full-time	82	2	84
	FOREIGN NATIONALS			
23	Direct Hire	5		5
24	Indirect Hire	5	1	6
	WAE AND PART TIME PERSONNEL			
25	HOURS WORKED: ASSIGNED/WORKING 14236; STAFF 764; TOTAL 15000	FULL-TIME EQUIVALENT: 14	0 **	14
26	TOTALS (21 through 25, columns b, c, and d)	207	8	215

SECTION C – ENERGY CONSERVATION SUMMARY

27	Local Energy Conservation Program	
28	Army Food Service Energy Management Program	15
29	Full Implementation Plan	15
30	Top 20 Plan	
31	Awareness Program	
32	Energy Reduction by 15 Percent or Greater	2

REMARKS

* THIS INCLUDES TWO ASSIGNED MILITARY OMITTED FROM LAST REPORT.

** THIS FIGURE WAS ADJUSTED DOWNWARD AS THE ENTRY IN COLUMN a plus COLUMN b EXCEEDED THE ENTRY IN COLUMN c.

verse of DA FORM 4811-R, Aug 85

Figure H-1. Sample of a completed DA Form 4811–R—Continued

Appendix I
Control Procedures for Dining Facility Operations

I–1. General

This appendix will be used by the Commander, commander's representative (FSO) or alternate, responsible for the operation of the dining facility to evaluate the procedures used in the dining facility for requisitioning, receiving, utilizing, and physically securing subsistence and physical protection of buildings. It will provide the commander with reasonable assurances that existing guidance and procedures (as stated in this regulation) are implemented. The evaluation will apply to all except small isolated sites (staffed by seven food service personnel or less) and or contract operated Active Army dining facilities.

I–2. Requisition procedures

a. The commander will review requisitioning procedures used in the dining facility. The review will be conducted quarterly. The review will determine if the subsistence requirements, as requested, had the following considerations addressed—

(1) Are requests for rations determined or guided by the Master Menu, SB 10– 260? If the Master Menu is not used, what menu is used as a basis for the requests?

(2) Are mandatory menu changes, as directed by the menu board, incorporated when requesting rations?

(3) Are requisitions completed by authorized personnel as indicated on DA Form 1687 (Notice of Delegation of Authority–Receipt for Supplies)?

(4) Are ration requests submitted on schedule and on documents prescribed by the TISO?

(5) Are requisitioning documents completed in ink and legible?

(6) Are factors such as the day of the week and the time of the month (payday, holiday) considered when ration requests are completed?

b. After the review, a DF will be completed by the reviewing individual. As a minimum, the DF will indicate—

(1) The date the review was accomplished.

(2) The name and grade of the individual conducting the review.

(3) Comments to items *a*(1) through *a*(6) above, including negative comments, are required.

c. A copy of the DF will—

(1) Be sent to the FSS operating the dining facility and retained in the dining facility files.

(2) Be sent to the commander (if appropriate) of the unit responsible for operation of the dining facility.

I–3. Review of receiving procedures

a. The commander will review quarterly the receiving practices actually in use in the dining facility operation. This review will be unannounced and will be conducted at the receiving point in the dining facility during receipt of subsistence and will ensure that—

(1) Scales are available and in satisfactory operating condition and are used for receiving items that are charged and issued by weight (price per pound).

(2) Items are inspected for condition (quality) upon receipt.

(3) An accurate comparison of items issued versus items actually received is accomplished upon receipt.

(4) Discrepancies upon completion of (3) above are corrected on issue documents by receiving personnel.

(5) All receiving documents have a receipt signature.

(6) The signature of the person verifying receipt is authorized to receive subsistence. Ensure that DA Form 1687 is posted in the receiving area, or maintained in the dining facility files.

(7) Direct vendor delivered items are inspected to ascertain that—

(a) Quantities actually received are those listed on the delivery ticket.

(b) Items delivered are within the correct date or "use by" code.

(c) Delivery tickets are receipted and signed only by designated dining facility receiving personnel.

b. All issue or receiving documents reviewed will be initialed by the reviewing individual.

c. Steps to be taken by the reviewing individual after the review are as follows:

(1) A DF will be completed by the individual conducting the review. As a minimum the DF will indicate—

(a) The date the review was accomplished.

(b) The name and grade of individual conducting the review.

(c) Any deficiencies in items *a* to include a negative reply.

(2) A copy of the DF will—

(a) Be sent to the FSS operating the dining facility and retained in the dining facility files.

(b) Be sent to the commander (if appropriate) of the unit responsible for operation of the dining facility.

I–4. Review of physical security

a. Review of physical security procedures. The commander will review quarterly the physical security practices actually in use in the dining facility operation. The review will ensure that—

(1) Subsistence warehouses and rooms of dining facilities or other buildings used to secure nonrefrigerated food stuffs, including field rations for contingency purposes, will meet the standards outlined in (3) below.

(2) Refrigeration units with locking devices are secured. If this is not possible, the room or building in which the refrigeration unit is located will meet the physical protection standards prescribed in AR 190–18.

(3) Subsistence storage facilities (warehouses and rooms, and refrigeration units) are secured at all times when entrances or exits are not under the surveillance of personnel permanently assigned to the facility such as the food service sergeant or cooks.Government key–operated, tumbler–type padlocks will be used for this purpose except in instances in which a commercially installed locking device exists.

(4) Keys and padlocks used to protect food stuffs and subsistence storage facilities are controlled as outlined in AR 190–18.

(5) Personal packages into or out of subsistence storage areas is prohibited and enforced.

(6) Access to ration storage areas is limited to those individuals conducting official business.

(7) Operational rations on parked vehicles are stored in locked, enclosed vans, trailers, or armored vehicles or under the surveillance of a responsible unit member or guard.

(8) Shipping containers, cases, etc. are inspected to ensure they are empty; cardboard boxes will be flattened before disposal.

(9) Personnel lockers are located in a designated area away from loose or broken containers of foodstuffs.

b. Physical security measures for furniture, food service equipment, building components (rooms, doors and windows) and key and lock security/ accountability will be as prescribed in AR 190–18.

I–5. Subsistence accountability

a. The FSO will compute the disposition of high dollar subsistence items monthly. A minimum of four different items will be evaluated each month for accountability. High dollar items are defined as meats (beef, pork, veal), poultry, seafood, variety meats(hot dogs, bacon, canned and pullman hams), coffee, and commercial pastries.

(1) DA Form 3034–2–R will be used to compute, record and evaluate the results of disposition of subsistence. (See para 6–7*b* and *c*.)Instructions for completing DA Form 3034–2–R are located at figure I–1.

(A copy of DA Form 3034–2–R is located at the back of this regulation and will be locally reproduced on 8½– by 11–inch paper) .

(2) A tolerance factor will be used to identify acceptable or unacceptable accountability of an subsistence item recorded on DA

Form 3034–2–R . The tolerance factor is established at 5 percent of the entry on the line, Total Available During Period. For example (see fig I–1, roast beef), 311 pounds of an item was available during the period being evaluated; 5 percent of 311 pounds is 16 pounds. Thus, an entry of an unaccountable difference greater than 16 pounds plus or minus, as illustrated at figure I–1, will be considered unacceptable accountability for that item. An entry of 16 pounds or less will be considered acceptable accountability for that item.

b. When unacceptable accountability is indicated on DA Form 3034–2–R, the FSO will take the following actions:

(1) If one item is unacceptable and the other three items are acceptable (during the same period), reevaluate that same item in the following month with three new items.

(2) If two or more items are unacceptable (during the same period)—

(a) Recheck your computations for possible errors

(b) Inform the commander. Also, obtain assistance from the food adviser (FA) to determine probable causes for unacceptable accountability of these items.

(c) Select four new items for the following month

c. When two or more subsistence items are unacceptable for 2 consecutive months the FSO will—

(1) Follow the instructions in I–5,*b*,(2),*(b)* above.

(2) The FA and FSO will prepare an analysis to identify causes and develop written corrective actions for the specific purpose of obtaining acceptable accountability for all items evaluated during the following month.

(3) Select the same items for the following month.

d. If two or more subsistence items are unacceptable for three consecutive months the FSO will—

(1) Send a formal notice to the commander. The commander will take the necessary corrective actions required to improve subsistence accountability.

(2) Select four new items and continue to monitor disposition of subsistence on DA Form 3034–2–R.

I–6. Inventory management

a. The FSO will compute the maximum authorized dollar value of inventory within two days after the monthly (except year end) dining facility inventory was taken. Instructions for completing the dollar value of inventory are located in paragraph 7–6*f*.

b. After determining the authorized inventory dollar value, the FSO will compare this figure with the net verified inventory dollar value to determine if excess inventory is present.

c. If excess inventory is determined, the FSO and FSS will discuss and resolve the disposition as prescribed in paragraph 7–8.

Disposition of subsistence or accountability checks of high cost times can be made daily, weekly, monthly, or for any period of time provided that you have a beginning and ending quantity (weight or unit of issue such as cans or gallons) for the item to be checked. The following instructions will assist in completing DA Form 3034–2–R:

Dining facility

The official unit designation of the dining facility.

Period of

Enter the inclusive dates of the month in which the check is being made.

Item

Description of item as reflected on the issue document.

Unit of issue

The unit of issue as reflected on the issue document.

Unit price

Current issue price.

Receipts

Enter on the appropriate line the quantity of an item received on that date as listed on the issue or receiving document.

Prepared

Enter on the appropriate line the quantity of item prepared as reflected on sensitive and high dollar item disposition for that date.

Totals

Enter total quantity received and total quantity prepared.

Beginning inventory

Enter the quantity of the item shown on the ending inventory from the previous month's inventory record from DA Form 3234–R.

Add receipts

Enter the total from the quantities annotated in the column receipts.

Subtotal

Add beginning inventory and receipts.

Deduct closing inventory

Enter the quantity of the item shown on the current month's ending inventory from DA Form 3234–R.

Total available during period

Subtract closing inventory from subtotal.

Quantity prepared during period Enter total from the quantities annotated in the prepared column.

Unaccountable difference plus or minus

Subtract quantity prepared from total available. If quantity prepared is less than total available, a shortage exists;if total available is less than quantity prepared, an overage exists.

The above provides instructions to be used when making a disposition or accountability check of two different high cost items for a period of one calendar month, normally the first day through the last day of the month; for example, 1–31 July.As previously mentioned, the check can be made for any period provided you can determine a beginning quantity and an ending quantity for the items checked. The following is a list of often repeated errors that adversely affect disposition of subsistence.

a. Inaccurate or incomplete end–of–month inventory.

b. Not entering "back–up" items on sensitive and high dollar item disposition.

c. Not deleting items entered on sensitive and high dollar item disposition but not served.

d. "Loans" between dining facilities.

e. Not preparing sensitive and high dollar item disposition for field feeding or box lunches.

f. Security of storeroom.

g. Receiving procedures.

Figure I-1. Instructions for preparing DA Form 3034–2–R

DISPOSITION OF SUBSISTENCE

For use of this form see AR 30-1; the proponent agency is ODCSLOG

Dining Facility 3d Signal Brigade

Period of 1-31 July 84

ITEM: Roast Beef

Unit of Issue LB Unit Price $2.87

DATE	Receipts QTY	Prepared QTY
1		45
2	56	
3		
4		
5		
6		70
7		
8		
9		
10		
11		35
12		
13		
14	102	
15		95
16		
17		
18		
19		
20	106	
21		
22		
23		
24	57	
25		
26		70
27		
28		
29		
30		
31		
TOTALS	321	305

Beg Inv (DA Form 3234-R) 125

ADD Receipts + 321

Subtotal 446

DEDUCT Closing Inv (DA Form 3234-R) − 135

TOTAL Avail During Period 311

Qty Prep During Period 305

Unaccountable Difference (+ or −) −6

ITEM: Chicken, Frozen, Cut-up

Unit of Issue LB Unit Price $ .89

DATE	Receipts QTY	Prepared QTY
1		30
2	48	
3		45
4		30
5		
6		60
7		48
8	102	
9		48
10		30
11		
12		60
13		
14	102	48
15		60
16		
17	96	
18		30
19		60
20	103	
21		60
22		48
23		48
24	154	
25		
26		48
27		
28		
29		
30		
31		
TOTALS	605	753

Beg Inv (DA Form 3234-R) 35

ADD Receipts + 605

Subtotal 640

DEDUCT Closing Inv (DA Form 3234-R) − 45

TOTAL Avail During Period 595

Qty Prep During Period 753

Unaccountable Difference (+ or −) +158

DA FORM 3034-2-R, AUG 84

Figure I-1. Sample of a completed DA Form 3034–2–R

Appendix J
Nutritional Standards for Garrison Dining Facilities

J–1. Purpose
This appendix applies to all Active Army dining facilities.It gives the installation commander, dietitian, food adviser, and food service sergeant the basic standards to ensure a comprehensive nutrition program and meet the requirements of AR 40–25.

J–2. General standards
The installation food service and nutrition programs will comply with AR 40–25 and will adequately meet the daily nutritional needs of the soldier. The standards to be applied when developing the installation nutrition program follows:

a. The installation dietitian or medical department activity(MEDDAC), representative will have an integral responsibility in the total installation nutrition program.

b. The nutritional adequacy of food service menus will be planned within the framework of the Daily Food Guide (Basic 4 Food Groups).

c. SB 10–264 Nutrient Values of Master Menu Recipes and Food Items, will be used as a reference for all nutrient values.

d. Resources permitting, a salad bar will be available at lunch and dinner meals and a breakfast fitness bar during the breakfast meal.

e. ***(Rescinded).***

f. Adherence to the nutrition standards will be required weekdays, weekends, and all holidays.

g. Resources permitting, the Guide to Good Eating Cards will be used to inform diners regarding the nutrient values of the foods being selected. The Guide to Good Eating Card provides information on calories, serving size, levels of fat, sodium and basic food groups. Installations may obtain camera ready copies of the Guide to Good Eating Cards, for local reproduction, by forwarding request to the U.S. Army Troop Support Agency, ATTN: DALO–TAF–T, Fort Lee, VA 23801–6020.

J–3. Menu standards
The menu standards listed below will be followed in the installation nutrition program. Menus modified by the installation menu board will comply with AR 40–25. Nutritional menus for dining facility use will —

a. Provide a low calorie menu for each breakfast, lunch, and dinner, as specified in SB 10–260.

b. Provide a low calorie menu for the short order line (when operational), as specified in SB 10–260.

c. Include the following items daily:

(1) A variety of menu items contrast in texture, flavor and color.

(2) Unsweetened, ready–to–eat, and whole grain cereals(breakfast only).

(3) Fresh fruit (canned fruit, if fresh is not available) or unsweetened juice.

(4) Noncaloric beverages, unsweetened or prepared with an authorized sugar substitute in addition to caloric beverages.

(5) Margarine available as a spread.

(6) Whole grain breads and rolls.

(7) Lowfat (2%) milk as the primary milk source in bulk dispensers with whole milk as an alternate at all meals. Lowfat (1%)milk, skim milk, buttermilk, lowfat chocolate flavored (2%)milk, may also be offered.

(8) Low calorie dressing(s).

(9) Herbal seasoning mixtures (blends of sodium free herbs and spices containing no calcium/potassium chlorides) for use as a salt alternative on the table. Procurement of commercial sodium–free herbal seasoning mixtures is authorized. Commercial salt substitutes are prohibited.

(9.1) Table salt is permitted for diner use.

(10) Authorized granulated, nonnutritive sugar substitutes in addition to granulated sugar.

J–4. Preparation and serving standards
The procedures to be used in the preparation and serving of meals in each Active Army dining facility are as follows:

a. TM 10–412, Armed Forces Recipe Service, recipes will be used in food preparation.

b. Excessive fat will be trimmed from meat.

c. A nonfried entree will be offered as an alternative when a fried entree is featured.

d. Reduced portion sizes will be available at each meal.

e. Cooked vegetables, to include potato and potato substitutes, will be served without margarine, butter, sauces, or gravies.

f. Alternatives to the traditional breakfast menu should be provided with the breakfast fitness bar concept.

J–5. Training standards
Installation training programs must be provided to assist food service personnel in the implementation of the nutrition standards. Installation training must be based on established DA policy and guidance. Additional training assistance will be offered by the HQDA, FMAT during their scheduled or requested visits.

a. In support of the nutrition program, installation training must include the following—

(1) Instruction for food service personnel in the following areas:

(a) Basic nutrition.

(b) Food preparation.

(c) Serving techniques.

(d) Nutrition standards implementation.

(2) Discussions concerning low calorie meal preparation during scheduled installation menu board meetings.

b. A diner education program in accordance with AR 40–25.

J–6. Dining facility standards
The following nutritional awareness enhancements must be available in each operational dining facility:

a. The caloric value of each menu component must be posted in a place visible to the diner before he or she enters the serving area.

b. ***(Rescinded.)***

c. Nutritional education materiel's must be on display. These materiel's include—

(1) Nutrition posters.

(2) Table tents.

(3) Nutrition bulletin boards.

J–7. Review and recommendations
The nutrition checklist (fig J–1) will be used as a guide to determine whether or not the nutrition program in each Active Army dining facility is adequate or requires improvement. The responsible food adviser will use the checklist to evaluate on a quarterly basis each dining facility within his or her area of supervision. A copy of the review, to include the findings and recommendations, will be provided to the commander having operational control over the dining facility. Additionally, one copy of the review will be forwarded to the installation food adviser, and the responsible food adviser will retain one copy. The report will also include the date of the evaluation, the signature, and grade or rank of the responsible food adviser.

J–1. Sample format—dining facility nutrition program checklist

SECTION I
General Standards

1. Are the nutrition standards in the dining facility adhered to weekdays, weekends, and all holidays?....
2. Is a salad bar available at lunch and dinner meals?....
2.1 Is a breakfast fitness bar available at the breakfast meal? . . . . .

3. Is SB 10–264 used as a reference for all menu nutrient values?....
4. Do diners who do not wish to select a complete meal have easy access to self service salad and beverage areas?. . . . .

5. Is the nutritional adequacy of menus assured by planning within the framework of the Daily Food Guide (Basic 4 Food Groups?)

6. Is the Guide to Good Eating Card available?. . . . .

SECTION II
Menu Standards

1. Do all menus include—

a. A variety of menu items contrast in texture, flavor and color?....
b. Unsweetened, ready–to–eat, and whole grain cereals (for breakfast)?

c. Fresh or canned fruit or unsweetened juice at each meal?....
d. Noncaloric beverages available at each meal, unsweetened or prepared with an authorized sugar substitute in addition to caloric beverages? . . . . .

e. Margarine available at each meal as a spread?....
f. Whole grain breads and rolls at each meal?....
g. Lowfat (2%) milk offered as the primary milk source in bulk dispensers at all meals?....
h. Skim or other types of milk offered as alternative choices?....
i. Herbal seasoning mixtures for table use? . .. . .

j. Granulated, nonnutritive sugar substitutes in addition to granulated sugar available at each meal? . . . . .

k. Low calorie dressing(s) ?....
2. Is a low calorie menu provided for each breakfast, lunch, and dinner, as specified in SB 10–260.....
3. Is a low calorie menu provided for the short order line(when operational) as specified in SB 10–260.....

SECTION III
Preparation and Serving Standards

1. Are TM 10–412 recipes used in food preparations?....
2. Is excess fat trimmed from meat?....
3. Is a nonfried entree offered as an alternative when a fried entree is featured?....
4. Are reduced portion sizes available at each meal?....
5. Are cooked vegetables, to include potato and potato substitutes, served without margarine, butter, sauces, or gravies?....
6. Are alternatives to the traditional breakfast menu available? . . . .

SECTION IV
Training Standards

1. Are installation training programs provided to assist food service personnel in the implementation of the nutrition standards?....
2. Of the 94B personnel assigned to the dining facility, how many have received training in basic nutrition, food preparation, and serving techniques?..... of ....
3. Is there an established diner education program in accordance with AR 40–25, to include—

a. The caloric value of each menu component posted in a place visible to the diner before he or she enters the serving area?....
b. ***(Rescinded.)***

c. Nutrition education materials on display, to include—

(1) Nutrition posters.....
(2) Table tents.....
(3) Nutrition bulletin boards.....

Glossary

Section I
Abbreviations

AAFES
Army and Air Force Exchange Service

ADA
air defense artillery

ADARS
Army Defense Acquisition Regulation Supplement

AFA
appropriated fund activity

AFPEC
Armed Forces Product Evaluation Committee

AFSEM
Army food service energy management

AIT
advanced individual training

AMC
U.S. Army Materiel Command

ARCOM
U.S. Army Reserve Command

ARNG
Army National Guard

ARCS
Army Ration Credit System

ASA
Army Security Agency

AST
administrative supply technician

AT
annual training

BAS
basic allowance for subsistence

BCE
base–level commercial equipment

BCT
basic combat training

BDE
brigade

BDFA
basic daily food allowance

BEQ
bachelor enlisted quarters

bn
battalion

BPA
blanket purchase agreement

CAR
Chief, Army Reserve

Cdr
commander

CEA
contractor–employed attendant

CEC
contractor–employed cook

CG
commanding general

CLI
contract line item

CLG
civilian labor group

CMF
career management field

CNGB
Chief, National Guard Bureau

COB
command operating budget

COCO
contractor–owned, contractor–operated

COE
Chief of Engineers

CONUS
continental United States

CONUSA
the numbered armies in the continental United States

COR
contracting officer's representative

CTA
common table of allowances

DA
Department of the Army

DAC
Department of the Army civilian

DADAP
DA Domestic Action Program

DAR
Defense Acquisition regulation

DCSLOG
Deputy Chief of Staff for Logistics

DCSOPS
Deputy Chief of Staff for Operations and Plans

DCSPER
Deputy Chief of Staff for Personnel

DCSRDA
Deputy Chief of Staff for Research, Development, and Acquisition

DFAE
Director of Facilities Engineering

DFA
dining facility attendant

DFP
dining facility personnel

DIO
Director of Industrial Operations

div
division

DOD
Department of Defense

DODAAC
DOD activity address code

EM
enlisted member

EPDF
enlisted personnel dining facilities

ET
equivalent training

EUSA
Eighth, U.S. Army

FA
food adviser

FAO
finance and accounting office

FMAT
food management assistance team

FORSCOM
U.S. Army Forces Command

FPA
food packet assault

FRIS
Field Ration Issue System

FSC
Federal Supply Classification

FSMP
Food Service Management Plan

FSO
food service officer

FSS
food service sergeant

FY
fiscal year

GOCOM
U.S. Army Reserve General Officer command

GOCO
Government–owned, contractor–operated

GSA
General Services Administration

HQDA
Headquarters, Department of the Army

ID
identification

IDT
inactive duty training

IG
inspector general

ISSA
Interservice Support Agreement

JTR
joint travel regulations

KATUSA
Korean Augmentation to U.S. Army

KP
kitchen police

LRPR
long–range patrol ration

MACOM
major Army Command

MAP
Military Assistance Program

MCA
Military Construction, Army

MCI
meal, combat, individual

MEDDAC
Medical Department Activity

MFSS
Modern Food Service System

MKE
mechanical kitchen equipment

MOS
military occupational specialty

MPA
Military Personnel, Army

MRE
meal, ready–to–eat

MTOE
modification table of organization and equipment

MUSARC
major U.S. Army Reserve command

NAF
nonappropriated fund

NCO
noncommissioned officer

NCS
National Communications System

NGB
National Guard Bureau

NGPA
National Guard Personnel, Army

NPG
nonprofit youth groups

NROTC
Naval Reserve Officer Training Corps

NSN
national stock number

OCAR
Office of the Chief, Army Reserve

OCE
Office, Chief of Engineers

OCS
officer candidate school

OD
officer of the day

OJT
on–the–job training

OMA
Operation and Maintenance, Army

OMAR
Operation and Maintenance, Army Reserve

OMARNG
Operation and Maintenance, Army National Guard

OPA
Other Procurement, Army

OSUT
one station unit training

PAC
personnel and administration center

PBO
property book officer

PCS
permanent change of station

POM
program objective memorandum

PS
port steward

PWS
performance of work statement

QA
quality assurance

QAE
quality assurance evaluator

QC
quality control

QDR
Quality Deficiency Report

QMS
Quartermaster School

RC
Reserve Components

RG
readiness group

ROK
Republic of Korea

ROTC
Reserve Officers' Training Corps

RPA
Reserve Personnel, Army

RS
report of survey

RTU
Reinforcement Training Unit

SE
surcharge exempt

SF
standard form

SIK
subsistence–in–kind

SIS
subsistence item survey

S/L
shift leader

SMP
Simultaneous Membership Program

SOFA
Status of Forces Agreement

SOP
standing operating procedure

SQT
skill qualification test

ST
split training

TAADS
The Army Authorization Documents System

TAG
The Adjutant General

TAT
Transition Assistance Team

TDA
tables of distribution and allowances

TDY
temporary duty

TISA
Troop Issue Subsistence Activity

TISO
Troop Issue Subsistence Officer

TOE
table of organization and equipment

TRADOC
U.S. Army Training and Doctrine Command

TSA
U.S. Army Troop Support Agency

TSG
The Surgeon General

UA
unit administrator

UMR
unsatisfactory material report

USAF
U.S. Air Force

USAR
U.S. Army Reserve

USAREUR
U.S. Army, Europe

USMA
U.S. Military Academy

USMC
U.S. Marine Corps

USN
U.S. Navy

USO
United Services Organization

USPFO
U.S. Property and Fiscal Officer

WAE
when actually employed

WESTCOM
U.S. Army Western Command

YCC
Youth Conservation Corps

Section II
Terms

"A" ration
Perishable (fresh or frozen) and nonperishable (canned)items necessary to prepare the type of menus prescribed in SB 10–260. Army Defense Acquisition Regulation Supplement. The Army's supplement to the Defense Acquisition Regulation.

"B" ration
Semiperishable subsistence components, planned for subsisting members of the Armed Forces during operations that permit the establishment of organized dining facilities, but are not allowed or equipped to provide perishable subsistence.

Basic allowance for subsistence
A cash allowance, by law payable to officers at all times, to help reimburse them for the expense of subsisting themselves. For enlisted personnel, a cash allowance payable when rations in kind are not available; when permitted to ration separately; or when assigned to duty under emergency conditions where no messing facilities of the United States are available.

Box lunch
A meal prepared in the dining facility using food items requisitioned from SB 10–540/263 or using items requisitioned under ARCS as part of the normal ration. A lunch should contain sandwiches or fried meat items (chicken), a beverage, fresh fruit, pastry item, and individual packages of condiments (catsup, mustard, etc.). Each box lunch contains sufficient food for one person for one meal.

Brunch
A meal consisting of food items normally served during breakfast and lunch. This combined meal is served during an extended period of time beginning at early or midmorning and ending shortly after the noon hour.

Catered meal (or food catered service)
A meal prepared in a commercial establishment for consumption there or delivered to a specific location for consumption or, prepared at the consumption site using caterer's portable equipment and subsistence supplies.

Commander
A commissioned or warrant officer who by virtue of his or her grade and association exercises primary command authority over a military organization or prescribed territorial area that under pertinent official directives is recognized as a command.

Commercial contract meal
A meal obtained by contract from commercial sources, normally either catered or COCO but excluding GOCO food service.

Common service feeding
A meal provided by one military Service to personnel of another Service for which individual or Service reimbursement is not required.

Consolidating headquarters
A headquarter that consolidates requirements of subordinate elements and draws subsistence from the TISA. For the purpose of this regulation, the ration breakdown point is a consolidating headquarters for subsistence (FRIS) and may serve as the consolidating headquarters for cash meal payment books.

Contract line item
An entry on the schedule of services (Section B) of a contract where prospective contractors submit a price for each such service listed; often called a "bid item."

Contractor–owned, contractor–operated meal
A meal prepared and consumed on the premises of a contractor–owned, contractor–operated enterprise under contractual arrangement with the Government.

Daily food allowance
An authorized quantity of nutritionally adequate food to subsist one person for 1 day.

Defense Acquisition Regulation
A large, single regulation that is based upon and implements a public law known as The Armed Services Procurement Act of 1947. DAR was formerly known as ASPR (Armed Services Procurement Regulation).

Dining Facility Attendant Service Contract
Those activities required to perform janitorial, custodial duties within dining facilities. Included are sweeping, mopping, scrubbing, trash removal, dishwashing, waxing, stripping, buffing, window washing, pot and pan cleaning and other sanitation related functions.

Family member
A person residing with or under the sponsorship of a military member and entitled to a military ID card; even though the military member maybe a prisoner of war, missing in action, or serving in an isolated tour area.

Field feeding
A feeding under field conditions at a location actually situated in the field.

Field kitchen
A kitchen operating in the field for preparing and serving meals using field kitchen equipment.

Field ration issue system
A requisitioning and issuing of subsistence on a meal basis, following the SB 10–260 Master Menu or SB 10–263,14–Day US Army RC and Field Feeding Menu. (Under this system the TISO computes the requirements for each line item, based on the number of meals requisitioned, and makes a 100–percent issue of all ingredients.)

Flight meal charge
The rate to be charged for a meal served aboard aircraft while in flight

Food adviser
A commissioned or warrant officer or a civilian serving in this capacity.

Food cost index
A representative list of specified quantities of food items used to compute the monetary value of the basic daily food allowance.

Food cost rate
The rate paid by personnel required to reimburse the Government for only the food cost portion of meals consumed in an appropriated fund dining facility.

Food service personnel
Persons engaged in food preparation or service. Included in this category are FSDs, food advisers, food service supervisors, FSSs, bakers, cooks, and DFAs.

Frequency of serving
A monthly schedule for the use of each subsistence item included in the annual food plan.

Full Food Service Contracts
Those activities which comprise the full operation of an Army dining facility, includes but not limited to requisitioning, receiving, storing, preparing and serving of food. Also included is the performance of related administrative, custodial and sanitation functions.

Full time dining facility (RC)
A dining facility that operates to support RC students attending MOS or professional development training at ARNG or USAR training sites. These facilities are staffed by RC food service personnel or operate under civilian contract and are scheduled to provide support on a year round basis.

Government–owned, contractor–operated dining facility
A Government–owned, contractor–operated food service facility incorporating all elements of operation less those specifically retained as a responsibility of the Government.

Guest
A person other than a family member who is invited and escorted by a military member as authorized by the installation commander and according to the provisions of this regulation.

Holiday meal charges
The rates to be charged for the Thanksgiving and Christmas Day special meals.

Installation commander
A commander of an Army installation, military community for USAREUR, area command for EUSA, State adjutant general for ARNG, and MUSARC commander for USAR.

Issue cycle
The interval between each issue of subsistence, per schedule established and published by the TISO.

Issue factor
The amount of food required for 100 persons as specified in the recipes and menus. This factor is used to calculate the exact quantity required to be issued each dining facility based on the number of meals required to be prepared.

Local national personnel meal rates
The rate to be charged to local national dining facility employees for meals consumed while on duty.

Management and Food Production Contracts
Those activities which comprise the management of an Army dining facility to include requisitioning, receiving, storing, preparation and serving of food. Also, included is the performance of related administration and limited sanitation functions. DFA services are not included.

Meal
A specific quantity of food provided one person during one scheduled serving period.

Meal card
A card that applies to the DD Form 714, DD Form 2A (BCT or AIT trainees only) or the DD Form 2A(RES). This form is used to identify subsistence entitlement for Active Army and Reserve Component personnel.

Meal card number
The number preprinted on each DD Form 714 or the last four digits of a Reserve Component member's or BCT or AIT trainees social security number when authorized to use the DD Form 2A or DD Form 2A(RES) as a meal card.

Meal, combat, individual
(Rescinded.)

Meal ready–to–eat
A packaged meal designed for issue in individual units or in multiples of three for a complete ration. The components are packaged in flexible envelopes.

Meal status
A number of meals overdrawn or underdrawn by a dining facility operating under the field ration issue and account procedures as of a specific date and specific meal.

MUSARC
A collective term that refers to the Army Reserve command(ARCOM), Army Reserve General Officer Command (GOCOM), and separate training command.

Nutritive analysis
A computation of food values. The nutritive analysis of a monthly menu or annual food plan is the calculation of the nutritive value per ration of the specific foods prescribed therein for calories, protein, fat, calcium, iron, vitamin A, thiamine, riboflavin, niacin, and ascorbic acid.

Officer
A commissioned officer, warrant officer, civilian or noncommissioned officer when performing the duties normally assigned to a commissioned officer, or when specifically authorized under the provisions of paragraph 2–19.

Operational ration
A ration prescribed for individuals performing operational duty in time of war or other emergencies and composed of nonperishable items. Operational rations are used in peacetime for emergencies, travel, or training in order that stocks may be rotated. B rations, T rations menus, box lunches from SB 10–540/263 and MREs are examples of operational rations. (For a description of the different types of operational rations, see AR 30–7.)

Performance work statement
A document normally prepared by or under the supervision of the chief or commander of the function involved (for example, the food service function), which prescribes the work, services, and products, if any, to be furnished; the quality standards to be met;and the time of performance or delivery. When incorporated in a solicitation or contract package, the PWS becomes Section C(Description and Specifications) of the uniform contract format.

Producing
A processing of turning basic raw ingredients into a finished food item in accordance with the procedures outlined in FM 10–22 and recipes in TM 10–412.

Products
An item produced from processing formulated ingredients;for example, breads, pies, cookies, salads, and entree items.

Quality assurance
Standards established by the Government for purposes of evaluating quality of contractor performance and assuring compliance with contract requirements. In food service contracting, "QA" has the same meaning as does "inspection."

Quality assurance evaluator
An individual assigned duties of inspecting contractor's performance in accordance with quality assurance provisions of the contract.

Quality control
Internal actions and inspections exercised by a contractor over the work force and overall operations to achieve quality standard and time of performance of delivery date as set forth in the contract.

Rations–in–kind not available
A BAS rate authorized when a Government dining facility is not available or when the location of an enlisted member's duties or assignments make it impractical for an individual to be subsisted in the Government facility even though one is located in the vicinity.

Receiving Point
A constant location at the dining facility where Class I supplies (regardless if vendor or tailgate delivered or mini/maxi mart system is used) are received, inspected for condition, counted for quantity and weighted (for items issued in pounds), centrally located where scales for weighing and authorizations for receiving are posted in close proximity to the perishable or nonperishable storage areas.

Sampling (food)
The consumption of two or three bites of food items for the purpose of determining palatability and the application of proper cooking procedures by the cook preparing the product or the food service sergeant or instructor evaluating the product. Commercially prepared items are not normally sampled unless the item has been reported or is suspected of failing to meet procurement specifications or may be unfit for consumption.

Short order dining facility
An appropriated fund dining facility that serves a variety of hot and cold sandwiches as the main entree. The short–order dining facility is similar to a commercial fast food operation and has a casual atmosphere and informal decor.

Short order or specialty dining facility
An appropriated fund dining facility serving hot and cold sandwiches, international, regional, or ethnic food items as main entrees.

Special food allowance
A computed monetary value as necessary for the subsistence of personnel participating in operational missions when the BDFA is not sufficient or practical, such as flight feeding, field feeding, and motor convoys.

Specialty dining facility
An appropriated fund dining facility that serves a choice of several standard items such as pizza, fried chicken, tacos or an international, regional, or ethnic menu.

Subsistence–in–kind
Meals furnished to enlisted personnel rather than money in lieu thereof.

Subsistence Item Survey (SIS)
The SIS obtains information on handling, preparation, serving and acceptability of selected (TSA identified item) food item.

Supper
A meal consisting of food items normally served during lunch and dinner. The combined meal is served during an extended serving period, beginning early afternoon and ending early evening.

Supplemental food allowance
An increase up to 15 percent of the BDFA when required for the subsistence of personnel due to unusual or extraordinary circumstances.

Surcharge
An amount of money collected from personnel, subsisting in an appropriated fund dining facility. Such money is collected to cover the operating expenses of the dining facility and is credited to the appropriated funds.

Test Item (TSA)
A new item proposed for entry into the supply system for which development of a specification is necessary.

Transient
Enlisted personnel authorized to be subsisted without reimbursement, who—

a. Are in a travel status awaiting orders, assignment, or transportation, at a post or station to which they are not presently attached or assigned.

b. Because of duty requirements, consume meals in a dining facility located at an installation other than the one to which the individual is assigned or attached.

Troop Issue Subsistence Activity
The element of an installation responsible for acquiring, storing, issuing, selling, and accounting for subsistence supplies for appropriated fund dining facilities and for organizations and activities authorized to purchase therefrom.

Troop Issue Subsistence Officer
The individual (officer, civilian, or noncommissioned officer) responsible for operating a TISA.

Unit
Any constituted, activated, or organized military element with an assigned unit identification code, whose structure is prescribed by competent authority, such as a subtable of table of organization and equipment (TOE), separate table of distribution(TD), or modified TOE or TDA. For the purpose of this regulation, a unit may or may not be a part of an organization (parent unit).

Unitized Meals
A container assembled at either the manufacturer or depot that contains a specific number of meals (i.e. Meal, Ready–to–Eat(MRE)–12 meals, T Ration module–36 meals). These unitized meals can only be requisitioned and received in amount specified per the established standard. Currently, three types of meals are considered unitized—T Ration meals unitized in 36 meal containers, Meals Ready to Eat (MRE) unitized in 12 meal containers and B Ration meals unitized at depot based on the menu contained in SB 10–495 and the requistioner unitization requirements.

Section III
Special Abbreviations and Terms
There are no special terms.

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RESERVED

DISPOSITION OF SUBSISTENCE

For use of this form see AR 30-1; the proponent agency is ODCSLOG.

Dining Facility

Period of

ITEM:
Unit of Issue _____ Unit Price _____

Receipts		Prepared
DATE	QTY	QTY
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
TOTALS		

Beg Inv (DA Form 3234-R) _____

ADD Receipts + _____

Subtotal _____

DEDUCT Closing Inv (DA Form 3234-R) – _____

TOTAL Avail During Period _____

Qty Prep During Period _____

Unaccountable Difference (+ or –) _____

ITEM:
Unit of Issue _____ Unit Price _____

Receipts		Prepared
DATE	QTY	QTY
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
TOTALS		

Beg Inv (DA Form 3234-R) _____

ADD Receipts + _____

Subtotal _____

DEDUCT Closing Inv (DA Form 3234-R) – _____

TOTAL Avail During Period _____

Qty Prep During Period _____

Unaccountable Difference (+ or –) _____

FREQUENCY OF SERVINGS— ANNUAL FOOD PLAN For use of this form see AR 30-1; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.	COMMAND	PREPARATION DATE	CALENDAR YEAR	PAGE NO.

NO. (a)	ITEM NUMBER AND NOMENCLATURE (b)	UNIT OF ISSUE (c)	UNITS PER 100 (d)	JAN (e)	FEB (f)	MAR (g)	APR (h)	MAY (i)	JUN (j)	JUL (k)	AUG (l)	SEP (m)	OCT (n)	NOV (o)	DEC (p)	TOTAL NO. UNITS PER 100 (q)	UNIT COST (r)	TOTAL COST (s)	FOOT NOTE NO. (t)	(u)

DA FORM AUG 64 3069-R

EDITION OF SEP 79 IS OBSOLETE

INVENTORY RECORD

For use of this form, see AR 30-1; the proponent agency is DCSLOG.

PAGE NO.	NO. OF PAGES

ORGANIZATION	MONTH	YEAR

ITEM a.	UNIT b.	UNIT PRICE c.		d. LAST DAY QTY	VALUE	
SHEET TOTAL						

SIGNATURE OF VERIFYING OFFICER	DATE VERIFIED

DA FORM 3234-R, AUG 84 EDITION OF SEP 79 IS OBSOLETE

MONTHLY INVENTORY RECAP SHEET for DA FORM 3234-R

For use of this form see AR 30-1, the proponent agency is DCSLOG.

DATE: _____

PAGE of PAGES	PERISHABLES	SEMI-PERISHABLES	TOTAL
1.	$	$	$
2.	$	$	$
3.	$	$	$
4.	$	$	$
5.	$	$	$
6.	$	$	$
7.	$	$	$
8.	$	$	$
9.	$	$	$
10.	$	$	$
11.	$	$	$
12.	$	$	$
13.	$	$	$
14.	$	$	$
15.	$	$	$
16.	$	$	$
TOTALS	$	$	$

FSS SIGNATURE	FSO SIGNATURE	GRAND TOTAL

REMARKS:

OVER AND UNDER RECORD – MEALS For use of this form, see AR 30-1; the proponent agency is DCSLOG.	MONTH & YEAR	UNIT

STRENGTH, HEADCOUNT AND CUMULATIVE OVER AND UNDER

		BREAKFAST				LUNCH				DINNER				Weighted Rations		Percent Status	
		Issues	HC	Cumulative Status		Issues	HC	Cumulative Status		Issues	HC	Cumulative Status					
				Over	Under			Over	Under			Over	Under	Over	Under	Over	Under
DATE	Menu No	BALANCE BROUGHT FORWARD															

DA FORM 3251-R, 1 SEP 79 REPLACES DA FORM 3251-R 1 JAN 1977 WHICH IS OBSOLETE

CONTROL RECORD FOR DINING FACILITY – DD FORM 1544

For use of this form, see AR 30-1; the proponent agency is DCSLOG.

UNIT								SERIAL NO.
Sheet No.	ISSUED TO				RECEIVED BY			
	SIGNATURE	ORGANIZATION	Change Fund	Date Issued	Date Recieved	TURNED IN (+) (–)	Cash	SIGNATURE

DA FORM 3546-R, JAN 77 EDITION OF 1 OCT 69 IS OBSOLETE.

DINING FACILITY ACCOUNT CARD

For use of this form, see AR 30-1 and AR 30-18; the proponent agency is DCSLOG.

1. ACCOUNTING PERIOD	2. UNIT/ACCOUNT NO	2a. BEGINNING INV

3. BDFA	4. BREAK FAST	5. LUNCH	6. DINNER	7. BRUNCH	8. SUPPER	9. ☐ ACTIVE ARMY ☐ ARNG ☐ USAR	10. VERIFIED BY ACCOUNT OFFICER

DATE a.	BREAKFAST b.	LUNCH c.	DINNER d.	BRUNCH e.	SUPPER f.	ALLOWANCE FOR TODAY g.	CUMULATIVE ALLOWANCE INCL TODAY (g+h) h.	VALUE OF PERISHABLE ITEMS ISSUED i.	VALUE OF SEMI-PERISHABLE ITEMS ISSUED j.	DIRECT DELIVERY k.	TOTAL VALUE OF FIELD RATIONS ISSUED (i+j+k=) l.	CUMULATIVE TOTAL ISSUED INCL TODAY (l+m=) m.	MONETARY STATUS (m-h=+) (h-m=−) n.

DA FORM 3980-R, AUG 87

EDITION OF AUG 84 IS OBSOLETE

DINING FACILITY FOOD SERVICE EQUIPMENT REPLACEMENT	a. Unit Designation	b. Installation Name and Address	c. Bldg No.	d. Page _____ of _____

ITEM DESCRIPTION e.	ACQUISITION DATE FROM DATA PLATE f.	LIFE EXPECTANCY YEARS g.	APPROPRIATE AUTHORITY TB-43-0002- h.	PROGRAMED REPLACEMENT COST i.	PROGRAMED REPLACEMENT YEAR j.	REMARKS k.
NOUN: NSN: MANUFACTURER: MODEL: SERIAL NO(s)						
NOUN: NSN: MANUFACTURER: MODEL: SERIAL NO(s)						
NOUN: NSN: MANUFACTURER: MODEL: SERIAL NO(s)						
NOUN: NSN: MANUFACTURER: MODEL: SERIAL NO(s)						
NOUN: NSN: MANUFACTURER: MODEL: SERIAL NO(s)						
NOUN: NSN: MANUFACTURER: MODEL: SERIAL NO(s)						

Name/Grade of responsible Fd Svc Sgt/Mgt	Signature and Date:	Verified for accuracy by responsible Food Adviser	Signature and Date:

KITCHEN REQUISITION

For use of this form, see AR 30-1; the proponent agency is DCSLOG .

TO:	DATE PREPARED	DATE REQUESTED
FROM:	PAGE NUMBER / NUMBER OF PAGES	TIME REQUESTED

	ITEM a	UNIT b	QUANTITY c REQUESTED	QUANTITY d ISSUED	CHECK ITEMS RECEIVED e	AMOUNT f UNIT	AMOUNT g TOTAL
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

SIGNATURE OF REPRESENTATIVE REQUISITIONING	
SIGNATURE OF PERSON ISSUING	SIGNATURE OF REPRESENTATIVE RECEIVING

DA FORM 4552-R, JAN 77

TABLE OF MEAL RATES

For use of this form, see AR 30-1, the proponent agency is DCSLOG.

(Check appropriate box to indicate applicable rates)

[ ] REGULAR [ ] WEEKEND/HOLIDAY

CATEGORIES OF PEOPLE SERVED	BREAKFAST/BRUNCH			LUNCH/SUPPER			DINNER/HOLIDAY		
	FOOD COST	S/C	TOTAL	FOOD COST	S/C	TOTAL	FOOD COST	S/C	TOTAL
a	b	c	d	e	f	g	h	i	j
1. Enlisted personnel of uniformed services in travel status (less than 10 hrs.) or in a non travel status and receiving BAS									
2. Officers and civilians exempt from surcharges, not receiving per diem									
3. Food handlers on duty (cooks and KP)									
4. Junior ROTC Cadets, Youth Conservation Corps									
5. U.S. Military Academy Cadets/Midshipmen									
6. Nonprofit Youth Groups 12 and over									
7. Nonprofit Youth Groups under 12									
8. Members of uniformed services (officers and enlisted) and civilians receiving per diem									
9. Officers and civilians not receiving per diem and not exempt from surcharge									
10. Private contractor employees other than food handlers									
11. Foreign officers and foreign civilians									
12. Family member and guest of military 12 and over									
13. Family member and guest of military – under 12									
14. Night meals									

REMARKS

DA FORM 4808-R, AUG 84

EDITION OF MAY 82 IS OBSOLETE.

M TAB TAB TAB TAB TAB TAB TAB TAB TAB TAB TAB

FOOD SERVICE SUMMARY

For use of this form, see AR 30-1; the proponent agency is DCSLOG

REQUIREMENT CONTROL SYMBOL
CSGLD-1816

TO: *(Include ZIP Code)*	FROM: *(Include ZIP Code)*	PAGE OF PAGES	PERIOD

SECTION A—ACTIVE ARMY DINING FACILITY DATA

LINE	DESCRIPTION/LOCATION *(a)*	UP TO 40 *(b)*	41 TO 80 *(c)*	81 TO 150 *(d)*	151 TO 250 *(TYPE 64 & 64A)* *(e)*	251 TO 400 *(TYPE 121)* *(f)*	401 TO 650 *(g)*	651 TO 1000 *(TYPE 106)* *(h)*	1001 TO 1500 *(i)*	1501 TO 2200 *(j)*	2201 TO 3000 *(k)*	TOTAL NUMBER *(l)*
OFFICERS' DINING FACILITIES UNDER FRIS OR ARCS												
1	NUMBER OF OFFICER FIELD RATION FACILITIES											
2												
3												
ENLISTED DINING FACILITIES												
Enlisted Dining Facilities Under FRIS												
4	TOTAL NUMBER UNDER FRIS											
5												
6												
Enlisted Dining Facilities Under ARCS												
7	TOTAL NUMBER UNDER ARCS											
8												
9												
10												
11												
12												
13												
14												
15												
16												
17	No. of GOCO facilities included in above count *(TOE)*											
18	No. of GOCO facilities included in above count *(TDA)*											
19	No. of free standing specialty houses included in above count											
20	No. of free standing short order facilities included in above count											

PREPARED BY *(Typed name, grade and title)* AUTOVON NO.

REVIEWING/APPROVING OFFICIAL *(Typed name, grade and title)* SIGNATURE DATE OF DISPATCH

M TAB TAB TAB TAB TAB

SECTION B—ASSIGNED/WORKING AND STAFF PERSONNEL DINING FACILITY DATA

LINE	PERSONNEL CATEGORIES (a)	ASSIGNED/ WORKING (b)	STAFF (c)	TOTAL (d)
US Assigned				
21	Military			
22	Civilian Full-time			
Foreign Nationals				
23	Direct Hire			
24	Indirect Hire			
WAE and Part-Time Personnel				
25	HOURS WORKED: ASSIGNED/WORKING / STAFF / TOTAL	FULL-TIME EQUIVALENT		
26	**TOTALS** *(21 through 25, columns b, c, and d)*			

SECTION C—ENERGY CONSERVATION SUMMARY

27	Local Energy Conservation Program	
28	Army Food Service Energy Management Program	
29	Full Implementation Plan	
30	Top 20 Plan	
31	Awareness Program	
32	Energy Reduction by 15 Percent or Greater	

REMARKS

DINING FACILITY MODERNIZATION PLAN DEVELOPMENT

For use of this form, see AR 30-1; the proponent agency is DCSLOG.

Page No.	No of pages	REPORTS CONTROL SYMBOL CSGLD-1881

COMMAND	INSTALLATION	SUBPOST	DATE

DINING FACILITIES									BARRACKS SUPPORTED					
Building No. (a)	Curr Act (b)	To be convt (c)	Type (d)	Square Feet (e)	Serving Capacity (f)	(g) Part Modernization	(h) Full Modernization FY & Project No.	(i) Conversion FY & Project No.	Building No. (j)	Maximun Capacity (k)	Percent Served (l)	No. Served (m)	(n) Modernized FY & Project No.

DA FORM 4945-R, APR 84

EDITION OF NOV 80 IS OBSOLETE

OPERATIONAL RATION/BOX LUNCH CONTROL SHEET

For use of this form, see AR 30-1, the proponent agency is DCSLOG

PERIOD

UNIT

TYPE OF OPERATIONAL RATION [ ] MRE [ ] LRP [ ] BL

DATE a	MEALS DRAWN b	MEALS ISSUED c	HEAD COUNT MEALS CONSUMED d	MEALS TURNED IN e	CUM BAL MEALS ON HAND f	UNIT, INDIVIDUAL ACTIVITY ISSUED TO g	SIGNATURE OF INDIVIDUAL RECEIVING MEALS h	ISSUED BY i

REMARKS

DA FORM 5309-R, AUG 84

GARRISON CATEGORY CHECKLIST

For use of this form, see AR 30-1; the proponent agency is DCSLOG.

This checklist contains ten major areas, with specific subsections, to assist evaluators of all phases of the competition. however, the actual scoring method used is the prerogative of the participating commands.

A. TRAINING, SUPERVISION, AND MANAGEMENT	SCORE
OJT and cross training programs	
Menu/Nutrition planning	
Knowledge of terms/procedures	
Operators knowledge of equipment	
Training status and school quotas	
Effective use of manpower	
Adequacy of supervision	
Supervision during serving	
Response to supervision	
Required Publications on Hand	
SOP's in use	
Dining facility records	
Preparation/Use of Production Schedule/ Sensitive and high dollar item Disposition (DA Form 3034-1)	
Cost consciousness (Food/energy management)	
CATEGORY RATING	

B. HEADCOUNT PROCEDURES	
Headcount orientation personnel identification	
Cash collection/security procedures	
Procedures for personnel subsisted without reimbursement	
CATEGORY RATING	

C. RECEIPT AND STORAGE	
Authorized receiving personnel	
Receipt procedures	
Storage procedures	
Utilization of storage	
Coding and dating system	
CATEGOTY RATING	

D. FOOD SERVICE SANITATION	SCORE
Food Handler's Certificates	
Refrigeration of perishables	
Food preparation procedures	
Warewashing/detergents and disinfectants	
Overall dining facility sanitation	
Pest control	
CATEGORY RATING	

E. COMMAND RELATIONS	
Command interest	
Money, manpower/material support	
Utilization of facilities	
Manning level	
Recognition of individuals	
Community interest/publicity	
CATEGORY RATING	

F. APPEARANCE/ATTITUDE OF FOOD SERVICE PERSONNEL	
Appearance of personnel	
Attitude of personnel	
Courtesy of servers	
Work habits	
CATEGORY RATING	

G. SERVING AND TROOP ACCEPTABILITY	
Adequacy of meal hours Serving Rate	
Completeness of menu on serving line	
Arrangement of serving line	
Eye appeal and garnishment	
Portion control/plate waste	

G. SERVING AND TROOP ACCEPTABILITY (Con't)	SCORE	J. FOOD PREPARATION AND QUALTIY	SCORE
Replenishment		Effective menu adjustment	
Nutritional Standards for Garrison Dining Facilities		Adherence to Production Schedule	
Leftover quantity/utilization		Adherence to recipes	
Troop acceptability (PRO-CON)		Assembling, measuring, weighing	
CATEGORY RATING		Progressive cookery	
H. DINING AREA		Salads and dressings	
Arrangement		Pastries	
Decor		Preparation of leftovers	
Temperature		Proper serving temperatures	
Sound level		Food palatability	
CATEGORY RATING		CATEGORY RATING	
I. EQUIPMENT AND FACILITY			
Operating instructions posted			
Use and maintenance of equipment			
Safety practices			
Work order submission/follow-up			
Planning equipment replacement			
CATEGOTY RATING			

REMARKS

FIELD KITCHEN CATEGORY CHECKLIST

For use of this form, see AR 30-1; the proponent agency is DCSLOG.

This checklist contains ten major areas, with specific subsections, to assist evaluators of all phases of the competition; however, the actual scoring method used is the prerogative of the participating commands.

A. TRAINING, SUPERVISION, MANAGEMENT AND OPERATIONS	SCORE
Knowledge of Operational Procedures	
Operators Knowledge of Equipment	
Effective Use of Manpower	
Adequacy of Supervision	
Supervision during Serving	
Response to Supervision	
Required Publications on Hand	
Field SOPs in Use	
Preparation of Production Schedule *(DA Form 3034)*	
Cost Consciousness *(Food/Energy Management)*	
CATEGORY RATING	

B. ACCOUNTING PROCEDURES	
Headcount Orientation/Personnel Identification	
Procedures for personnel subsisted with reimbursement	
Cash Collection/Payroll Deduction *(PD)* Security Procedures	
Headcount Procedures under Field	
CATEGORY RATING	

C. RECEIPT AND STORAGE OF RATIONS	
Authorized Receiving Personnel	
Receipt Procedures	
Transporting and Storage Procedures	
Requisition and Use of Potable Ice	
Requisition and Use of Operational Rations (MRE & B rations, tray packs)	
CATEGORY RATING	

D. FIELD FOOD SERVICE SANITATION *(Cont'd)*	SCORE
Mess Kit Laundry/Pot & Pan Wash Setup *(Detergents & Disinfectants)*	
Overall Field Kitchen Sanitation	
Pest Control *(Field Sanitation Team)*	
Hand Washing Facilities *(Kitchen Area)*	
CATEGORY RATING	

E. COMMAND SUPPORT	
Command Interest/Support	
Material Support	
Procurement of Equipment	
Manning Level	
Recognition for Individuals	
CATEGORY RATING	

F. APPEARANCE/ATTITUDE OF FOOD SERVICE PERSONNEL	
Appearance of Personnel	
Attitude of Personnel	
Courtesy of Servers	
Work Habits	
CATEGORY RATING	

G. SERVING AND TROOP ACCEPTABILITY	
Adequacy of Meal Hours	
Menu and Serving Line Components	
Arrangement of Serving Line	
Appropriate/Sufficient Serving Utensils on Hand, In Use	
Eye Appeal and Garnishment	
Portion Control and Plate Waste	
Replenishment of Line	
Use of Soups and Beverages	

G. SERVING AND TROOP ACCEPTABILITY *(Con'd)*	SCORE
Use of Insulated Containers	
Troop Acceptability *(PRO CON)*	
CATEGORY RATING	

H. FIELD KITCHEN SITE SELECTION/LAYOUT	
Security	
Accessibility	
Sanitation	
Troop Support	
Traffic Flow	
Protection from Elements	
Location of Water Purification Bag and Water Trailer	
CATEGORY RATING	

I. USE AND MAINTENANCE OF EQUIPMENT	
Appropriate FMs Available	
Proper Use/Maintenance of Equipment to Include MKT, M-1948 Kitchen Tent, K.C.L.	
Safety Practices	
Scheduling of Preventative Maintenance Checks and Services	
Adequacy of On Hand Repair Parts	
CATEGORY RATING	

J. FOOD PREPARATION AND QUALITY	SCORE
Menu Adjustment/Nutrition Initiatives	
Adherence to Production Schedule	
Use of Appropriate Recipes *(TM 10-412/SB 10-263/SB 10-195)*	
Meats and Sauces	
Starches and Vegetables	
Salads and Dressings	
Quick Breads & Pastries	
Beverages	
Proper Serving Temperatures	
Food Palatability	
CATEGORY RATING	

REMARKS

USAPA

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DATA FILE:	s22.fil
DOCUMENT:	AR 30–1
DOC STATUS:	NEW PUBLICATION