

**Department of the Army  
Pamphlet 30–22**

**Food Program**

**Operating  
Procedures  
for the Army  
Food  
Program**

**Headquarters  
Department of the Army  
Washington, DC  
17 July 2019**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

DA PAM 30–22  
Operating Procedures for the Army Food Program

This major revision dated, 17 July 2019—

- o Provides disposition guidance for Army Food Program records identified as "K records" by AR 25–400–2 (para 1–5).
- o Adds the Joint Culinary Center of Excellence functions of members (para 2–7).
- o Provides new and updated procedures for the senior commander; Army Commander, Installation Management Command; and the subordinate Installation Command Regions to comply with the responsibilities in AR 30–22 (chapter 2 and para 3–1).
- o Adds new procedures for conducting usage and operational reviews of dining facilities and for completing action plans (chap 3 and app C).
- o Establishes new procedures for requesting and operating à la carte dining facilities (para 3–2).
- o Combines DA Form 7458 (Risk Management Data Log - Cooking) and DA Form 7459 (Risk Management Data Log – Serving) with DA Form 7800 (Risk Management Data Log-Cooking-Holding-Cooling-Heating) (para 3–8*b*(1)(*a*)).
- o Updates procedures for DD Form 200 (Financial Liability Investigation of Property Loss) actions when the total value of items certified do not exceed \$500 (para 3–11*b*).
- o Clarifies procedures for the Reserve Component Subsistence System (para 3–43*a*).
- o Clarifies holiday basic daily food allowance guidance (para 3–44*e*).
- o Revises DA Form 5415 (Garrison Category Competition Checklist) and DA Form 5416 (Field Category Competition Checklist) for Connelly Award evaluations (para 3–69*b*(6).)
- o Details instructions for completing Food Service Management Board minutes (para 3–75 and app G).
- o Provides updated menu standards to support Department of Defense Nutrition Standards (para 3–76*b*).
- o Establishes new menu and nutrition standards to support the U.S. Army Training and Doctrine Command initial military training Soldier fueling initiative (para 3–77*a*).
- o Prescribes new procedures and documents required to open a field account (para 4–1).
- o Provides procedures for garrison support to a field environment (para 4–4).
- o Details specific handling procedures for frozen meals, ready-to-eat (para 4–7).
- o Updates procedures for requesting rations (para 4–14).
- o Updates guidance on supplements and authorized enhancements (para 4–15).
- o Replaces Troop Issue Subsistence Activity with Subsistence Supply Management Office (para 4–23).

- o Prescribes new procedures and new forms for reporting unsatisfactory subsistence (para 5-26 and app H).
- o Explains new methods for maintaining the dining facility account, replacing DA Form 3980-R (Dining Facility Account Card) with DA Form 7455 (Financial Summary) (throughout).



## Food Program

# Operating Procedures for the Army Food Program

By Order of the Secretary of the Army:

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Official:

  
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**History.** This publication is a major revision.

**Summary.** Policies that guide these procedures are incorporated in AR 30–22. This pamphlet establishes procedures for implementing à la carte dining facilities, extended delivery options, and for watercraft facilities that provide subsistence when underway or in dock. Additionally, the pamphlet provides procedures for using catered

meals and host nation meals. The consolidated pamphlet gives procedures for operating under the subsistence prime vendor program and includes guidance for the implementation of the U.S. Department of Agriculture food recovery program.

**Applicability.** This pamphlet applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve. It also applies to all contracted operations in appropriated fund Army dining facilities and extended delivery options, unless otherwise noted. During mobilization, the proponent may modify chapters and procedures in this pamphlet. The procedures in this pamphlet are not applicable to cadet mess dining facilities at the U.S. military academies, which are governed by DOD 7000.14–R, Volume 12, Chapter 20.

**Proponent and exception authority.** The proponent of this pamphlet is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The

proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G–4, DALO–SPT, 500 Army Pentagon, Washington, DC 20310–0500.

**Distribution.** This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This pamphlet supersedes DA Pam 30–22, dated 6 February 2007.

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## Glossary

## **Chapter 1 Introduction**

### **1–1. Purpose**

This pamphlet provides information and manual procedures for the operation and management of the Army Food Program, to include subsistence supply and food service programs in both garrison and field operations. This pamphlet is intended for use by those Army National Guard (ARNG) and U.S. Army Reserve (USAR) food activities and operations lacking automation. It is also intended for use in the event of extended automation or power failures.

### **1–2. References and forms**

See appendix A.

### **1–3. Explanation of abbreviations and terms**

See the glossary.

### **1–4. Food service and subsistence programs**

The specific explanations and procedures of the food service and subsistence programs are delineated as follows:

- a.* Garrison food service operations for both the regular Army (RA) and reserve components (RCs) are in chapter 3 of this pamphlet.
- b.* Field training operations (both local training areas (LTAs) and deployments) for both the RA and RCs are in chapter 4 of this pamphlet.
- c.* Subsistence supply management operations for both RA and RCs are in chapter 5 of this pamphlet.

### **1–5. Files**

- a.* All documents and file records related to Army garrison food service, the Army Field Feeding System (AFFS), and Subsistence Supply Management Office (SSMO) operations are maintained and disposed of in accordance with AR 25–400–2.
- b.* Disposition instructions in AR 25–400–2 refer to records being kept until they are no longer needed for conducting business, then dictate further disposition.
- c.* For the purpose of the Army Food Program, “no longer needed for conducting business” is defined as “a minimum of 6 months active, then 6 months inactive,” except as specified below.
- d.* When DA Form 3032 (Signature Headcount Sheet) is used as a deferred payment method (generally in emergency situations), maintain it in the same manner as DD Form 1544 (Cash Meal Payment Book), Army Records Information Management System (ARIMS) record number (see para 3–28).
- e.* When DA Form 3032 is used as an emergency method due to a point of sales (POS) system down or during emergency operations due to sudden natural disasters, maintain and file it in the same manner as the DA Form 3032.

## **Chapter 2 Explanation of Functions**

### **2–1. Army General Staff functions**

The functions of members of the Army general staff are in AR 30–22. These individuals set policy and directives in their specific subject matter areas. These policies and directives affect the Army Food Program at large. These policies assist the Deputy Chief of Staff (DCS), G–4, Director, Supply Policy (the proponent for the Army subsistence and food service programs), in determining policy for the Army Food Program.

### **2–2. Army command functions**

Functions of the Army commands (ACOMs), the U.S. Army Installation Management Command (IMCOM), subordinate regions, the senior commander, and Army unit commanders are in AR 30–22. The functional areas in each chapter are requirements for the specific missions of garrison food service (see chap 3), Army field feeding (see chap 4), and DD Form 200 (Financial Liability Investigation of Property Loss)(see chap 5). Manual procedures for fulfilling these requirements are in the same corresponding chapters of this publication.

### **2–3. Assistant Chief of Staff for Installation Management**

The functions of members of the Installation Management Command are in AR 30–22. These policies and directives affect the Army Food Program Base Support. Their support assists the DCS, G–4, (REPLACE WITH OFFICE SYMBOL the Director, Supply Policy (the proponent for the Army subsistence and food service programs) in determining policy for the Army Food Program

### **2–4. U.S. Army Corps of Engineers**

The geographic Districts, U.S. Army Corps of Engineers, (USACE) is accountable for military construction in the region where the military installation is located should normally be responsible for execution of the design and construction of projects within its AOR. A project may be assigned to another district by the regional business center (RBC) in accordance with USACE policy ER 5–1–11, and ER 5–1–9. Project Delivery Teams (PDTs) may be made up of members from across multiple organizations.

- a.* Geographic district functions shall include, but not limited to:
  - (1) Project management including identification of requirements for execution.
  - (2) Coordination and communication with the stakeholders, USACE Design Center, major subordinate commands (MSCs) and Headquarters (HQ) USACE (HQUSACE).
  - (3) Complying with project authorization and directives issued by HQUSACE.
  - (4) Development of project budgets accounting for all PDT design efforts.
  - (5) Financial management, metrics performance tracking, and project reporting through established automated information systems such as Resident Management System (RMS), Corps of Engineers Financial Management System.
  - (6) Technical quality of plans and specifications (engineering and design) to include validation that designs and specifications should meet energy and sustainability goals.
  - (7) Conducting value engineering.
  - (8) Enhanced commissioning.
  - (9) Leadership in Energy and Environmental Design (LEED) registration and certification.
  - (10) Development of Project Management Plans (PMP), construction contract acquisitions and executing construction contract awards.
  - (11) Construction contract administration, quality assurance, and other construction phase services through fiscal completion and closeout.
  - (12) Administer indirect and host nation contracting procedures/actions in outside the continental United States (OCONUS) locations.
- b.* Geographic districts should execute all project manager (PM) actions, as well as the responsibility for the overall technical adequacy of the products produced both in design and construction. The districts shall conduct an independent technical review (ITR) of all designs, including the design bid ability, constructability, operability, environmental and sustainability (BCOES) compliance.
- c.* Geographic districts should ensure technical adequacy of all design products, perform BCOES reviews and certification (ensuring JCCOE and installation/user personnel have the opportunity to participate in all design reviews), solicit/award construction projects, and supervise and administer awarded construction contracts.
- d.* The geographic districts shall serve as the design and construction agent throughout the lifecycle of project execution till turnover.
- e.* Continental United States (CONUS)—Geographic districts should coordinate acquisition of architect/engineer (A/E) design services which reside at the USACE Design Center for new projects. In coordination with JCCOE, the geographic district and the USACE Design Center, an A/E should be selected for specific projects in order to most effectively manage the cadre of A/Es supporting the program.
- f.* OCONUS—Geographic district shall make every effort to use the A/E design services that reside at the Design Center. In OCONUS locations, the geographic districts should utilize the design services on their Indefinite Delivery, Indefinite Quantity (IDIQ) contract or require them to obtain a subcontract with a firm familiar with the JCCOE dining facility (DFAC) modernization criteria; that is, a Norfolk design center A/E or other qualified firm with demonstrated experience in DFAC Modernization design and construction. The geographic district shall request prior approval from JCCOE if the USACE Design Center A/Es or other U.S. A/Es should not be utilized before entering into design contracts or obligating funds.
- g.* The geographic district is responsible for the successful execution of their projects in accordance with specific project management plans and applicable policies. The geographic district project manager (USACE PM) should develop a Project Management Plan (PMP) for each project in coordination with other members of the project delivery team (PDT) at the onset of the project planning phase and initial project authorizations. The PMP should be developed, coordinated, reviewed,

and signed/approved by all PDT members including the USACE design center. Approved PMPs should be submitted electronically to JCCOE by the USACE PM within 30 days of the first design authorization.

*h.* Norfolk District, USACE Design Center. The design center is setup to guide excellence in design across the enterprise and to sustain collaborative design/construction concepts. The design center is a key participant during advance planning, design and construction, and should serve as the USACE DFAC modernization subject matter expert to the geographic districts for DFAC modernization projects. It should create and facilitate a collaborative design environment among a cadre of DFAC design firms, USACE SMEs, and the RBC engineering teams.

*i.* The design center should participate as a member of each project delivery team (PDT) and attend design reviews. For CONUS projects and for projects directly utilizing the design center IDIQ, the design center should draft and coordinate the scope of work with the USACE PM, negotiate, award, and manage the A/E task orders. For OCONUS projects in Europe and the Pacific, the design center should work closely with the geographic districts in drafting scopes of work to ensure that content is consistent with the JCCOE expectations.

*j.* The design center should provide project level design reviews to verify compliance with the DFAC modernization policy. The design center should gather information for continuous improvement of, policies and knowledge base tools and should ensure best practices and lessons learned are applied to ongoing concept designs and future projects.

*k.* In addition to the design center coordination of planning and design (P&D) in support of JCCOE, the design center should provide other duties to support overall projects within the program, as requested by JCCOE and approved by the MSC and the HQUSACE National Program Manager.

*l.* Funding for design center tasks attributed to specific projects under design should be coordinated with the geographic district PM and included in overall P&D requirements sent to the geographic district for the project. The geographic district should forward design funds to the design center. Tasks of a general nature that are not project specific and cross Corps District boundaries should be funded by HQUSACE.

## **2-5. Commander, Army Field Support Brigade**

Compare food service contract requirements (all types) with the actual food service requirements on the installation 18 months prior to the conclusion of the contract. Provide the comparison to Army Sustainment Command (ASC). The objective of this comparison is to identify significant deviations from contract requirements to modify current or future contract requirements to meet the actual needs of the installation. Upon completion of the comparison, document and retain on file the results and the decision of the logistics readiness center (LRC) for each type of food service contract for 2 years.

## **2-6. Commanders of Army commands, Army service component commands, and direct reporting unit commands**

The functions of members of the Army Commands, Army service component commands, and direct reporting units are in AR 30-22. These policies and directives affect the Army Food Program operation of dining facilities supporting feeding operational support. Their support assists the DCS, G-4, Director, Supply Policy (the proponent for the Army subsistence and food service programs), in determining policy for the Army Food Program

## **2-7. Director, Joint Culinary Center of Excellence**

The functions of members of the Joint Culinary Center of Excellence are in AR 30-22. These policies and directives affect the Army Food Program operation of dining facilities supporting feeding operational support. Their support assists the DCS, G-4, Director, Supply Policy (the proponent for the Army subsistence and food service programs), in executing and determining policy for the Army Food Program.

## **2-8. Roles of senior commanders**

The functions and roles of senior commanders are in AR 30-22. Their support directly affects the Army Food Program operation of dining facilities supporting feeding operational support. Their support assists the DCS, G-4, Director, Supply Policy (the proponent for the Army subsistence and food service programs), in executing and determining policy for the Army Food Program.

## **2-9. Food program manager and other food advisory personnel**

The functions and roles of senior commanders are in AR 30-22. Their support directly affects the Army Food Program operation of dining facilities supporting feeding operational support. Their support assists the DCS, G-4, Director, Supply Policy (the proponent for the Army subsistence and food service programs), in executing and determining policy for the Army Food Program.

## **2–10. Unit and organization commanders**

The functions and roles of senior commanders are in AR 30–22. Their support directly affects the Army Food Program operation of dining facilities supporting feeding operational support. Their support assists the Deputy Chief of Staff (DCS), G–4, Director, Supply Policy (the proponent for the Army subsistence and food service programs), in executing and determining policy for the Army Food Program.

## **2–11. Reserve components functions**

*a.* The Chief, National Guard Bureau (CNGB), determines policy for the ARNGUS food program and oversees the program for all ARNGUS units.

*b.* The Commander, USARC, oversees and determines policy for the USARC food program.

## **2–12. Duties of supporting registered dietitian nutritionist**

*a.* Commanders, FPMs, and food advisors should collaborate with the supporting command or unit registered dietitian nutritionist (RDN) at the lowest level applicable to DFAC in question.

*b.* Through systematic command, headquarters, installation evaluations—such as Military Nutrition Environment Assessment Tool (m-NEAT)—and a regular exchange of information—including participation in the Food Program Management Board—the leaders and RDN should assure that food service operations menu plans and product selections provide robust delivery of healthy, performance-supporting selections which are consistent with the DOD and Army menu standards and to include the DOD Go for Green program that can be found at <https://hprc-online.org/>. The RDN should review selections which are consistent with the DOD and Army menu standards and the DOD Go for Green requirements.

*c.* The m-NEAT working group should be key installation food service representatives with the RDN leading the work group. The m-NEAT working group should develop action plans to track progress and the Community Health Promotion Council should brief the evaluation and progress updates for action plans. Further information concerning the m-NEAT can be found at: <https://www.med.navy.mil/sites/nmcphc/health-promotion/healthy-eating/pages/m-neat.aspx>.

*d.* The RDN should approve appropriate diner nutrition education materials and food service staff training plans regarding nutrition and cooking techniques to optimize nutrient delivery; the supporting RDN is encouraged to assist in developing and delivering training, but is not mandated to do so. The RDN must regularly participate in evaluating new and existing food products for nutritional impact; these tasks must be well coordinated by the FPM to assure that it does not compromise the RDNs execution of primary duties.

## **Chapter 3**

### **Establishment, Management, and Disestablishment of Dining Facilities**

#### **Section I**

#### **Installation Food Service Program**

### **3–1. Establishing an Army dining facility**

The unit or organizational commander to the senior commander, in conjunction with the AFSB, AMC, and DCS, G–4, submits requests to establish a unit, consolidated DFAC for approval or extended delivery options. Requests should include—

*a.* Justification for establishing a DFAC or extended delivery options.

*b.* Identification of the unit to be subsisted.

*c.* The number of personnel to be subsisted, identified by category of diner (SIK or cash).

*d.* The number of food service personnel authorized and assigned.

*e.* Equipment required.

*f.* Identification of existing DFAC desired, if known.

*g.* The unit designated to operate the facility if the request is for a consolidated DFAC.

### **3–2. Establishing an à la carte dining facility**

*a.* Requests to establish an à la carte facility are forwarded from the AFSB through ASC to the JCCoE, Army Center of Excellence, Subsistence (ACES), 1831 A Avenue, Fort Lee, VA 23801–1601, for review and evaluation prior to submission to HQDA DCS, G–4, for approval.

*b.* Requests for establishment should contain an outline of the development of the à la carte facility and the following information for the beginning phase:

(1) Type of DFAC designs, seating capacity, and date of last renovation or scheduled renovation.

- (2) Estimated renovation and additional equipment costs and the availability of funds.
  - (3) Facility management, military or contract operated, and if contracted, the expected yearly cost increases to operate and the availability of funds for support.
  - (4) Proposed number of days of operation during a week and proposed hours of service, to include non-meal periods.
  - (5) Estimated number of personnel (enlisted, officer, and civilian) to be served SIK and BAS.
  - (6) Proposed menu and cyclical duration.
- c. Obtain general information and additional guidance for developing an à la carte DFAC at the installation level from the Director, JCCoE, ACES, 1831 A Avenue, Fort Lee, VA 23801–1601.

### **3–3. Establishing a reserve component dining facility**

Forward requests to establish an RC DFAC to RC headquarters and furnish a copy to the Director, JCCoE, ACES Operations Directorate (OD); include—

- a. Identification of the unit to be subsisted.
- b. The number of personnel to be subsisted, identified by category of diner (SIK or cash).
- c. The number of food service personnel to be authorized and assigned.
- d. Equipment required.
- e. Identification of existing DFAC desired, if known (that is, size and design type).
- f. The unit designated to operate the facility if the request is for a consolidated DFAC.

### **3–4. Army policy on establishing appropriated fund dining facilities**

Criteria for consideration:

- a. Subsisting personnel, possibly, in an existing facility.
- b. Establishing the facility in accordance with the installation's FSMP.
- c. Contracting with a commercial activity. For this alternative, submit a request through channels to the supporting ACOM through AFSB region, ASC, AMC, and DCS, G–4, for approval.
- d. Recommending enlisted personnel be placed on BAS in accordance with DCS, G–1, policy. Consider the availability and nutritional adequacy of nonappropriated funding or commercial feeding establishments in the local area in conjunction with this criterion.

### **3–5. Disestablishing an appropriated fund dining facility**

When the building or area is no longer required as a DFAC, the following actions are required:

- a. Coordinate with the responsible ACOM for DFAC operation of military operated facilities.
- b. Justify how personnel should be supported if required.
- c. Conduct inventory of all FSE and inspect for serviceability.
- d. Transfer, laterally, serviceable equipment to other units.
- e. Transfer non-serviceable equipment to the Defense Reutilization and Marketing Office (DRMO) for disposal.
- f. Return the building to the director of public works (DPW) real property officer for disposition according to existing engineer regulations.

### **3–6. Annual utilization or participation usage and consolidation review**

a. Senior commanders, in conjunction with the AFSB and LRCs, should complete the annual consolidation review by determining the DFAC peak utilization rate and participation rate. The maximum design capacity of each DFAC can be obtained from the installation food program manager (FPM), DPW, or from the DFAC modernization and improvement planning guide. The peak utilization rates for a DFAC should be calculated by using the following method:

- (1) Peak Utilization Rate (all diners & SIK diners only).
- (2) Calculate the Target High Meal Headcount by averaging the high meal headcount for the 20 days (or less if DFAC was not open 20 days) having the highest high meal headcount (All diners should include SIK, cash meals, and field duty (FD) or field training (supported from garrison); SIK diners only should exclude cash meals) for a 1-month period (rounded to nearest whole number).
- (3) Calculate the Threshold High Meal Headcount by multiplying the Target High Meal Headcount by 90 percent (rounded to nearest whole number).
- (4) Calculate the Average High Meal Headcount over Threshold by averaging the high meal headcount for the days in the month where the high meal headcount equals or exceeds the Threshold High Meal Headcount (rounded to nearest whole number).

(5) Calculate the Peak Utilization Rate by dividing the Average High Meal Headcount over Threshold by the Design Capacity and multiplying by 100 (rounded to two decimal places).

(6) An example of the computation for DFAC peak utilization rate follows:

(a) Target high meal headcount (average high meal headcount (HC) for highest 20 days):  $19168/20 = 958.4$ .

(b) Threshold high meal headcount (90 percent of target):  $958 \times 0.9 = 862.2$ .

(c) Average high meal headcount over threshold (average high meal HC for the 15 days where high meal headcount met or exceeded threshold):  $14917/15 = 994.4$ .

(d) Peak utilization rate:  $(994/1300) \times 100 = 76.46$  percent.

(e) The 5 mil rule is used when computing figures. Round all data to the nearest whole figure unless directed otherwise. When the decimal part is 0.5 or more, round up. Round to the next lowest whole number if the decimal part is below 0.5. See table 3-1.

**Table 3-1  
Peak Utilization Rate—All Diners, Design Capacity—1,300**

Number of days	Meal Date	Day of Week	Breakfast / Lunch / Dinner	High Meal
Day 1	11-Jul-2016	Mon	1,051 / 1,002 / 979	1,051
Day 2	12-Jul-2016	Tue	1,036 / 1,004 / 999	1,036
Day 3	9-Jul-2016	Sat	1,033 / 1,016 / 854	1,033
Day 4	10-Jul-2016	Sun	1,030 / 1,012 / 1,012	1,030
Day 5	14-Jul-2016	Thu	1,020 / 840 / 701	1,020
Day 6	1-Jul-2016	Fri	1,017 / 979 / 972	1,017
Day 7	13-Jul-2016	Wed	1,016 / 996 / 998	1,016
Day 8	7-Jul-2016	Thu	989 / 953 / 770	989
Day 9	4-Jul-2016	Mon	986 / 977 / 776	986
Day 10	3-Jul-2016	Sun	984 / 978 / 978	984
Day 11	8-Jul-2016	Fri	967 / 982 / 806	982
Day 12	2-Jul-2016	Sat	971 / 979 / 978	979
Day 13	6-Jul-2016	Wed	965 / 961 / 811	965
Day 14	5-Jul-2016	Tue	963 / 952 / 602	963
Day 15	15-Jul-2016	Fri	866 / 854 / 866	866
Day 16	19-Jul-2016	Tue	849 / 861 / 852	861
Day 17	20-Jul-2016	Wed	686 / 850 / 856	856
Day 18	18-Jul-2016	Mon	848 / 837 / 839	848
Day 19	17-Jul-2016	Sun	847 / 834 / 834	847
Day 20	21-Jul-2016	Thu	839 / 656 / 658	839
Day 21	16-Jul-2016	Sat	838 / 835 / 838	838
Day 22	29-Jul-2016	Fri	694 / 665 / 678	694
Day 23	25-Jul-2016	Mon	692 / 610 / 670	692
Day 24	28-Jul-2016	Thu	681 / 675 / 686	686
Day 25	26-Jul-2016	Tue	685 / 673 / 683	685
Day 26	23-Jul-2016	Sat	676 / 444 / 449	676
Day 27	27-Jul-2016	Wed	676 / 670 / 659	676
Day 28	24-Jul-2016	Sun	664 / 664 / 613	664
Day 29	22-Jul-2016	Fri	660 / 447 / 440	660
Day 30	31-Jul-2016	Sun	578 / 573 / 564	578

**Table 3-1  
Peak Utilization Rate—All Diners, Design Capacity—1,300—Continued**

Number of days	Meal Date	Day of Week	Breakfast / Lunch / Dinner	High Meal
Day 31	30-Jul-2016	Sat	568 / 571 / 569	571

*Note.* Brunch and supper contain no entries.

b. Obtain the assigned population of each DFAC from the installation FPM who receives assigned SIK and BAS data from installation units.

c. Commanders should complete the annual consolidation review by determining the DFAC participation rate. The participation rates for a facility should show two categories; all diners and SIK only. The FPM should identify the unit identification codes (UICs) supported by the DFAC. Data collected via the meal entitlement maintenance module should be used to calculate the assigned population of each DFAC (number of SIK and all diners belonging to each unit or UIC which the DFAC supports. The participation rate should be calculated by using the following method:

(1) Calculate the total headcount for all meals served on all days (all diners should include SIK, cash meals, FD, or field training supported from garrison), SIK diners only (exclude cash meals) for a one-month period.

(2) Calculate the average meal headcount by dividing the total headcount for all meals served on all days by the number of meals served on all days (rounded to the nearest whole number) for a one-month period.

(3) Calculate the monthly participation rate by dividing the average meal headcount by the assigned population for the DFAC and multiplying by 100 (rounded to two decimal places).

(4) Weekday participation rate (calculation is the same using only weekdays).

(5) Weekend participation rate (calculation is the same using only weekend days).

(6) Example of the computation for monthly DFAC participation rate follows (assigned population 450):

(a) Total headcount: 22,364.

(b) Average meal headcount: 22,364/68

(c) Monthly participation rate:  $329/450 = 73.11$  percent. See table 3-2.

**Table 3-2  
Monthly Participation Rate—All Diners, Assigned Population—450**

Meal Type	Number of Meals	Total Headcount	Participation Rate
Breakfast	20	7,280	
Night Breakfast			
Lunch	20	5,715	
Dinner	18	6,854	
Night Dinner			
Brunch	5	1,452	
Supper	5	1,063	
Total	68	22,364	73.11 percent

(7) Example of computation for weekday participation rate follows (assigned population 450):

(a) Total headcount: 20,078.

(b) Average meal headcount:  $20,078/60 = 335$ .

(c) Weekday participation rate:  $335/450 = 74.44$  percent. See table 3-3.

**Table 3-3  
Weekday Participation Rate—All Diners, Assigned Population—450**

Meal Type	# of Meals	Total Headcount	Participation Rate
Breakfast			
Night Breakfast			
Lunch			

**Table 3–3  
Weekday Participation Rate—All Diners, Assigned Population—450—Continued**

Meal Type	# of Meals	Total Headcount	Participation Rate
Dinner			
Night Dinner			
Brunch	4	1,295	
Supper	4	991	
Total	8	2,286	63.56 percent

(8) Example of computation for weekday participation rate follows (assigned population 450):

(a) Total headcount: 2,286.

(b) Average meal headcount:  $2,286/8 = 286$ .

(c) Weekend participation rate:  $286/450 = 63.56$  percent. See table 3–4.

**Table 3–4  
Weekend Participation Rate—All Diners, Assigned Population—450**

Meal Type	# of Meals	Total Headcount	Participation Rate
Breakfast			
Night Breakfast			
Lunch			
Dinner			
Night Dinner			
Brunch	4	1,295	
Supper	4	991	
Total	8	2,286	63.56 percent

(9) The 5-mil rule is used when computing figures. Round all data to the nearest whole figure unless directed otherwise. When the decimal part is 0.5 or more, round up. Round to the next lowest whole number if the decimal part is below 0.5.

(10) Obtain the assigned population of each DFAC from the installation FPM who receives assigned SIK and BAS data from installation units.

(11) LRCs must use both review processes to determine consolidation or closure of DFACs supporting the installation food program and to provide for decision in conjunction with senior commander and AFSB.

(12) Senior commanders, in conjunction with the AFSB and LRCs, should consider consolidating DFACs when total utilization of any facility drops below a yearly average of 65 percent of the design capacity or participation review.

(13) Senior commanders, in conjunction with the AFSB and LRCs, must also consider alternative arrangements, such as opening additional DFACs or limiting participation of cash customers, when the utilization rate exceeds design capacity by 10 percent.

### **3–7. Food Service Management Plan**

The FSMP must be reviewed by the FPM; the master planner must be revised whenever there is a change in the Army stationing and installation plan. Also, review and revise the FSMP when there is a change in the annual MCA programs due to actions by the ASC, AFSB, IMCOM region, HQDA, or Congress.

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 (Dining Facility Modernization Plan Development).

(3) Any correspondence regarding the FSMP.

b. The following should be indicated on the blueprints of the installation general site plans by color code and building numbers:

(1) Heavy black outline. All existing permanent and semi-permanent appropriated fund enlisted personnel dining facilities (EPDFs) and other facilities (for example, the SSMO and supporting storage facilities) supporting the appropriated fund food program.

(2) Blue outline. All existing temporary appropriated fund EPDFs and other facilities (for example, the SSMO and storage facilities) supporting the food program.

(3) Red outline within black or blue outline. All existing permanent, semi-permanent, and temporary EPDFs and supporting facilities to be retained as a permanent part of the FSMP.

(4) Yellow within black or blue outline. All existing permanent, semi-permanent, or temporary appropriated fund EPDFs and supporting facilities not to be retained as a permanent part of the installation FSMP and to be converted to other uses.

(5) Green within black outline. All new appropriated fund EPDFs, including cold storage facilities, proposed in the short-range and intermediate-range MCA programs, identified by proposed FY and project number.

(6) Solid black. All existing bachelor enlisted quarters (BEQ) supported by existing EPDFs and all new BEQ projects proposed in the short-range and intermediate-range MCA programs, identified by FY and project number.

(7) Purple within black outline. All DFAC modernization or construction using host nation funds.

c. All forms of correspondence (such as a written memorandum for record (MFR), notes, maps, overlays, or electrical communication, to include phone conversations, and messages) should be retained for reference in the plan folder.

d. Prepare site plans, DA Form 4945, and all correspondence relevant to the FSMP in duplicate; store one set in the files and forward one set to JCCoE, ACES OD, Facilities and Equipment Division, with the FSMP. See appendix B for further guidance on the FSMP and instructions to complete DA Form 4945.

### **3–8. Installation food protection programs**

a. TB MED 530 outlines the standards for the Army Food Sanitation Program and defines responsibilities of key personnel in the Army Food Service Program. Specific responsibilities of the FPM are outlined in TB MED 530. In addition to those, FPMs should be proactive in the development of installation programs to ensure the effectiveness of the installation's food service program as it relates to food safety and sanitation.

b. The FPM should establish an installation food safety and sanitation program, in accordance with the standards in TB MED 530. The FPM should coordinate with the supporting installation preventive medicine (PVNTMED) activity to develop the installation food safety and sanitation program. As a minimum, the installation food safety and sanitation program should address these areas:

(1) Food risk management. At a minimum, a basic Army food risk management installation program should address the prescribed time and temperature controls for cooking and holding potentially hazardous foods.

(a) This is achieved by applying the monitoring procedures, identifying critical temperature limits, and appropriately documenting using DA Form 7800 (Risk Management Data Log-Cooking-Holding-Cooling-Heating) (see fig 3–1). Minimum requirements for DFAC operations and supervisory staff (military food advisors, FPMs, contracting officer's representatives (CORs), and contractors' operations) are in table 3–5.

#### *Notes.*

<sup>1</sup> Initiate a new DA Form 7800 for each day and meal period. Completed forms should be attached and filed with the appropriate production schedule for the meal being documented.

<sup>2</sup> Category is the numeric designator of the temperature standard that applies to the product or process being monitored. Minimum internal cooking standards are prescribed by TB MED 530. Examples of items assigned to category 3 include all reheated leftovers, chicken dishes, and stuffed food items (that is, fish, meat, pasta). Once identified, enter the numeric designator and corresponding minimum temperature in the CAT field in item 4.

<sup>3</sup> If the facility has multiple units of the same equipment, number each piece for positive identification. Examples include main line 1 and main line 2.

<sup>4</sup> Measure the internal temperature of the food item at the end of the prescribed cooking period (refer to recipe card). If the internal temperature does not meet the prescribed standard, continue to cook the item and make the appropriate note in the CORRECTIVE ACTIONS column. Re-measure the temperature of the item until the prescribed cooking standard is met. Note the time the subsequent measurement or standard was achieved.

<sup>5</sup> Monitor the same menu item a minimum of three times during the meal period (for example 30 minute intervals or when the hot and cold items are replenished).

RISK MANAGEMENT DATA LOG COOKING-HOLDING-COOLING-REHEATING									
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G-4.									
1. DATE (YYYYMMDD) YYYYMMDD	2. MEAL <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner <input type="checkbox"/> Other	3a. MONITORED BY: FIRST/LAST NAME			3b. TITLE: SHIFT LEADER		3c. UNIT: HHC 123 DFAC, FT. NOWHERE, VA		
4. Food Item and Required Temperature	5. Equipment Used or Location Served	6. COOK/REHEAT		7. HOLDING		8. COOLING		9. COMMENTS OR CORRECTIVE ACTIONS (Mandatory for Non-compliance)	
		6a. Time	6b. Temp (°F)	7a. Time	7b. Temp (°F)	8a. Time	8b. Temp (°F)		
MEATLOAF CAT: 2.00	OVEN#1	1100 1115 1125	138 152 158					RECHECK TEMP UNTIL 165 IS ACHIEVED	
BAKED CHICKEN CAT: 3.00	OVEN#2	1100 1115	142 160					RECHECK TEMP. UNTIL 165 IS ACHIEVED	
CHICKEN NOODLE CAT: 3.00	STEAM KETTLE #1	1105	152						
FRIED CHICKEN CAT: 3.00	DEEP FAT FRYER	1110	170						
MASHED POTATOES CAT: 1.00	STEAM KETTLE #2	1120	145						
CHICKEN NUGGETS CAT: 3.00	OVEN #2	1120	165						
CHILI CAT: 2.00	SERVING LINE #2			1200	140		1600 70	COOL TO 70 BEFORE PLACING IN REFRIGERATOR. REHEAT TO 165 BEFORE SERVING	
POTATO SALAD CAT: 40.00	SERVING LINE #2			1200	38				
EGGS CAT: 40.00	SALAD BAR			1145	38				
CREAM PIE CAT: 40.00	SERVING LINE #2			1130	40				
Record follow-up temperature checks for original item entries that were found deficient. Spot check internal cooking temperatures at end of programmed cook/reheat cycle.		Hot Holding: ≥ 140°F Cold Holding: ≥ 40°F Cold Storage: ≥ 40°F		Temperature Categories Hot Holding: ≥ 140°F (Pork, fish, past. eggs, etc.) Cold Holding: ≥ 40°F (Beef, fresh eggs, etc.) Cold Storage: ≥ 40°F (Chicken, reheat items, etc.)				When holding hot or cold for more than 1 hour, a minimum of two temperature checks are required. (Establish an SOP for monitoring interval.)	

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**Legend**

The culinary management NCO should complete the data element listed below (items 1 through 5) prior to the meal being served.

1. DATE. Enter the numeric date (YYYYMMDD).
  2. MEAL. Enter an X in the appropriate meal period bracket. For OTHER, enter the name of the meal in the space provided (for example, brunch, midnight meal). See note 1.
  - 3a. MONITORED BY. Enter the name and military rank of the responsible shift leader.
  - 3b. TITLE. Enter the duty title of the responsible shift leader.
  - 3c. UNIT. To identify the DFAC location, enter the unit designation, building number, and installation.
  4. FOOD/MENU ITEM AND REQUIRED TEMPERATURE. Using guidance from table 3-1, enter the food items being prepared/served. Enter the name of each menu item on a separate line. Also enter the numeric category and minimum required temperature for each food item. See note 2.
  5. EQUIPMENT NAME. Enter a description of the equipment where the food item is being cooked or reheated (for example, combi oven, steam kettle, griddle, and so on). See note 3.
- The shift leader should complete the following data elements (items 6a through 8):
- 6a. TIME. Enter the time that the internal cooking or reheating temperature is taken.
  - 6b. TEMP (F). Enter the internal temperature of the food item being documented. When cooking temperature is indicated as a critical control point (CCP) on the recipe card, continue cooking cycle until minimum temperature has been achieved. For reheating, temperature is always a CCP. See note 4.
  - 7a. TIME. Enter the time that the holding temperature is taken.
  - 7b. TEMP (F). Enter the internal temperature of the food item. Temperatures taken on a hot serving line should be taken at a shallow depth in the coldest portion of the food item. When hot or cold holding is outside of the required temperatures, documentation of corrective actions is mandatory. See note 5.
  - 8a. TIME. Enter the time that the cooling cycle begins for the first entry. Subsequent entries may be made as the cycle continues, but the final entry should be at completion of the cooling cycle.
  - 8b. TEMP (F). Ensure that documentation demonstrates that the requirement to cool food to 135 degrees F to 70 degrees F within 2 hours and 70 degrees F to 41 degrees F within 4 hours has been met or that corrective actions have been taken. Additionally, the following conditions apply for specific food commodities as outlined in the TB MED 530 TSFC.
    - 8c. Lower than 41 degrees F within 4 hours when working with ingredients at ambient temperatures or from reconstituted foods and tuna.
    - 8d. Food received at allowed temperatures above 41 degrees F, such as shell eggs, should be immediately transferred to refrigeration units and brought to below 41 degrees F within 4 hours.
  9. CORRECTIVE ACTION. Identify any corrective actions taken, including comments such as "cooking cycle extended beyond recipe card to meet CCP," "Serving line not maintaining temperature, foods not left more than 30 minutes," "Items not cooled within requirements discarded."
- \*\*\*\*End of Legend\*\*\*\*

**Figure 3-1. Sample of DA Form 7800**

**Table 3–5  
Minimum monitoring requirements**

Process	Number of samples & frequency		Monitoring criteria
DFAC operation			
1. Cooking	*Breakfast Two meat items and two other hot items *Lunch and dinner Three entrée items (if possible, one meat, poultry, and seafood item) *Three other hot menu items. *All leftovers intended to be served hot should be entered on the log	Each meal period	*Monitor internal product temperature at the end of the prescribed cooking period (per recipe card). Continue to monitor the temperature of items not in compliance until the internal cooking standard is achieved. * All leftovers being reheated are noted as Category 3 on the log sheet. * All leftovers must attain an internal product temperature of 165 degrees Fahrenheit (F). * All leftovers entered on the log should be highlighted with a translucent marker. Record internal food temperatures on data log for cooking.
2. Cold serving salad bar, sandwich bar, self-service cold bars, and other cold-holding units such as dessert refrigerators	Three menu items (focus on pasta (macaroni) and potato salads, sliced cold cuts, diced meats or eggs, cut fruits or vegetables, and cream desserts such as pies, puddings and custards)	Each meal period	* Check the same items at least three times during the meal period. Spot check the same items at least twice during the meal period. * Record internal food temperatures on data log for cold serving.
3. Hot serving (hot serving line and hot self-service areas)	*Breakfast: Two meat items and two other hot items Include one self-service item *Lunch/Dinner Check at least one meat, poultry, or seafood item Check three other hot menu items	Each meal period	* Monitor the same menu items three times during the meal period. Monitor the same menu items two or three times during the meal period (that is, 30-minute intervals or at the beginning, middle, and end of the meal period). * Record internal food temperatures on data log for serving.

(b) Clarification of policy or procedure for the Army food risk management programs can be requested by contacting the senior food safety officer at ACES Directorate of Operations, Quality Assurance Division (804) 734–4286 or defense switched network (DSN) 687–4286.

(2) Food safety and sanitation training. Food sanitation certification in accordance with TB MED 530 is required and recertification occurs in accordance with the interval prescribed by the certifying organization. The FPM should act as the lead coordinating agent by identifying certification needs among food service personnel and consulting with the supporting installation PVNTMED activity to schedule certification training as outlined in TB MED 530.

(a) As part of the installation food safety and sanitation program, at a minimum, inspect each DFAC operation quarterly using DD Form 2973 (Food Operation Inspection Report)(see TB MED 530). If the facility is inspected at least quarterly by a representative of the PVNTMED section, there is no requirement to perform this inspection again by either a military, DOD, or contractor representative. However, if the PVNTMED section is unable to perform this inspection, at least quarterly, then this comprehensive inspection should be completed quarterly by the appropriate representative.

(b) TB MED 530 affords for public health interventions in place of an inspection and can consist of training, hazard analysis and critical control points (HACCP) implementation, HACCP development, SOP/operating instruction development and must be documented, in accordance with TB MED 530, TSFC 8–401.30, routine inspection substitution. Formal and documented self-evaluations are required weekly; informal self-evaluations are required daily, in accordance with TB MED 530, TSFC 8–402.12.

(c) When required and in accordance with AR 40–657, contact veterinary service personnel (VSP) to determine whether food products originate from DOD-approved sources and are listed in the Worldwide Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement, hereafter referred to as “DOD Approved Sources” (see <https://phc.amedd.army.mil/>). Each food establishment manager or person in charge should—

1. Perform a documented self-evaluation of the food establishment once a week using the guidelines in this pamphlet.
2. Keep records of documented weekly self-evaluations on file for at least 1 year. Make records should be available to all evaluators upon request.

3. Conduct daily, informal self-evaluations. These evaluations are typically conducted by managers, supervisors, or shift leaders and do not require documentation. Daily self-evaluations should focus on time and temperature control of food, personal hygiene, and food-handling practices. Documentation of daily monitoring activities associated with an HACCP plan qualifies as a self-evaluation.

4. Include completed inspections (DD Form 2973) as part of the food advisor quarterly action, which should also be considered as part of the contractors quality assurance plan.

5. Manage integrated pest management (see AR 40–5), which requires cooperation and coordination among food service personnel, PVNTMED, and the Directorate of Engineering and Logistics. The FPM assists in the integrated pest management program by developing methods and procedures for tracking structural deficiencies within food service facilities and for ensuring that appropriate corrective actions are taken by the Directorate of Engineering and Logistics.

### **3–9. Action plans**

*a.* Advice to the commanders having operational control of the DFAC and extended delivery options, should be by formal written action plans. These action plans should note deficiencies with regard to Army regulations and accepted food management principles. The action plan should also contain recommended corrective measures to address these deficiencies. These action plans, with recommended corrective measures, are submitted by the appropriate food advisor to the commander on a quarterly basis; RCs submit annually. A copy is forwarded through the next higher headquarters providing food service support, and a copy is sent to the installation food service office.

*b.* As a minimum, the action plan should address the following areas for both garrison and field feeding:

(1) Administration (headcount procedures, cash turn-ins, account status, and collections for field feeding).

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

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

(4) All employees should receive 4 hours of food sanitation refresher training annually in the following categories (minimum):

(*a*) Food from unsafe sources.

(*b*) Inadequate cooking.

(*c*) Improper holding and time-temperature.

(*d*) Contaminated equipment and cross contamination protection.

(*e*) Cross contact (allergen control).

(*f*) Poor personal hygiene.

(5) Training can be conducted by certified individuals (person-in-charge) or medical representatives.

(6) Nutritional quality (adherence to menu standards located in para 3–74) and (adherence to nutrition standards located in AR 40–25).

(7) Food safety controls (storage temperatures, proper preparation, hot and cold holding, cross-contamination, and effective cleaning and sanitizing). As a management tool, the food advisor should complete DD Form 2973. Use DD Form 2973 to perform formal self-evaluations on a weekly basis. Informal self-evaluations occur on a daily basis and are not required to be documented. Maintain the formal self-evaluation for 1 year.

(8) Personnel (contract employees, supervise 92G Credentialing Program (refer to TM 4–41–11), education, and incentive awards).

(9) Equipment (operator knowledge of equipment in garrison and field), adequacy of the FSE training program by the facilities engineers, calibration, work order equipment log, and maintenance, in compliance with energy efficiency requirements.

(10) Facilities (energy and water conservation, recycling, composting waste management, environmental issues, safety, fire evacuation plans, and grounds).

(11) Regarding resource management, focus on manpower issues, performance, personnel development, training, motivation, and program direction.

*c.* The RC Food Advisor Action Plan, in addition to the above, should address those areas identified as a result of annual reviews, inactive duty training (IDT) and annual training (AT), command logistics review team expanded visits, annual general inspection, or command readiness inspection reviews.

*d.* The installation FPM in coordination with the LRC should—

(1) Review all action plans submitted by subordinate food advisors.

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

(3) Advise the senior commander or RC FSMB as appropriate of the common deficiencies. When addressing these deficiencies, also state the recommended solutions and actions that have taken place to resolve these problem areas. As a minimum, review semiannually with the senior commander or RC menu board, as appropriate, the progress in correcting the common deficiencies previously addressed.

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

### **3–10. Operational reviews**

Conduct the operational reviews unannounced, with the frequency and standards as identified in appendix C.

### **3–11. Relief from losses**

*a.* Condemnation losses. When subsistence is not fit for human consumption, authorized DFAC personnel should destroy it. This method of disposition requires a DA Form 7538 (Subsistence Serviceability Certificate). List the items on DA Form 3161 (Request for Issue or Turn-In) (see para 5–41) 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 DFAC by [landfill, contractor, dumpster].” Forward DA Form 3161 and DA Form 7538 to the SSMO.

*b.* Alternate procedures for DD Form 200. When the total value of items certified for destruction does not exceed \$500.00 and there is no known or suspected negligence involved in the loss, the commander may do the following:

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

(2) Submit the DA Form 3161, with VSP and commander’s statements, to the DD Form 200 appointing authority for concurrence/nonoccurrence. Nonoccurrence should require initiation of a DD Form 200.

(3) After the inquiry/investigation number is assigned and signed by the appointing official, the person initiating the DD Form 200 should provide a copy of DD Form 200 and DA Form 7531 (Checklist and Tracking Document for Financial Liability Investigations of Property Loss) to the FPM and subsistence supply manager (SSM) for posting to the unit’s DFAC account.

### **3–12. Financial liability investigation of property loss instructions**

*a.* Initiate DD Form 200 in accordance with the procedures outlined in AR 735–5 and the following:

(1) The commander, the lieutenant colonel directly responsible for the DFAC operation, signs DD Form 200 in the accountable officer block. At DFACs 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 and the Army Intelligence Command (isolated sites), the first lieutenant colonel equivalent commander is the accountable officer.

(2) The activity having responsibility for DD Form 200 enters the inquiry/investigation number in block 2. Generally, this is the activity at the next higher headquarters responsible for property accountability of the organization.

(3) When it becomes known that there should be a requirement to prepare a DD Form 200 to investigate the loss of Government property, prepare DA Form 7531 with elements in part A completed as events occur. When DD Form 200 is prepared, attach it to DA Form 7531 to be used as a checklist for tracking events as they occur.

*b.* Credit should not be posted to the DFAC account until the control number is assigned and the appointing official has signed DD Form 200. The result of the final DD Form 200 action has no bearing on the adjustment action of the account.

*c.* After the inquiry/investigation number is assigned and the form is signed by the appointing official, the person initiating the DD Form 200 should provide a copy of DD Form 200 and DA Form 7531 to the FPM and SSM for posting to the unit’s DFAC account.

*d.* For contract operated facilities, use the contract officer’s (CO’s) letter of determination in place of DD Form 200.

### **3–13. Procedures for new subsistence items**

*a.* Procedures for new products. When an installation’s food program personnel or customers are dissatisfied with a product that they are currently using or when the installation wishes to introduce a new product, the FPM should be guided by the following procedures and information in appendix I. The RDN should screen and evaluate all new items for nutritional quality and compliance with DOD Army standards and initiatives to ensure that the portion size, nutrition, and ingredient data is closely reviewed for consistency with DOD and Army menu standards.

(1) First, use the product demonstration procedure. A product demonstration is used to educate the food program staff and customers about new products either seen at food shows or presented by representatives of manufacturers or prime vendors (PVs). Representatives contact the installation’s FPM to schedule a meeting or to schedule a demonstration at the installation FSMB. After choosing the products of interest for evaluation, the next step is to use comparison cuttings.

(2) Second, use comparison cuttings to determine the best value choice. In conjunction with the installation’s PV, select several companies that produce the product to be purchased. Give first consideration to companies that already hold national allowance pricing agreements. In addition, companies that are already in-house with the installation’s PV should be considered. Procedures for comparison cuttings are:

(a) Invite each company to participate in an installation's FSMB meeting on the same date. Have the company representatives prepare the product and place each product on plain, unmarked plates, cups, and containers.

(b) Place the products in a row on a serving line (table). Have someone on the food advisory staff label each product with either an alphabetical character (for example, a, b, c, and so forth) or numeric character (for example, 1, 2, 3, and so forth) prior to having the voting members of the FSMB enter the evaluation area.

(c) Place the product's nutrition facts and entire ingredient label next to each product. The nutrition facts label should provide all information required within the Nutrition Labeling and Education Act of 1990, Public Law 101-535, which requires food manufacturers to disclose the fat (saturated and unsaturated), cholesterol, sodium, sugar, fiber, protein, and carbohydrate content in their products.

(d) Do not permit representatives of the manufacturers or the PVs in the room at the time the voting members evaluate each of the products.

(e) Have each voting member use the DA Form 7456 (Evaluation Form) to evaluate each product and then have someone from the food advisory staff tabulate the forms. The supporting RDN should annotate whether product complies with DOD nutrition standards.

(f) Have the representatives of the manufacturers and PVs reenter the room, and compute the cost-versus-product yield. On the basis of the unit cost and the acceptability evaluation, select the product that best suits the installation.

1. If cost, yield, and acceptability are extremely close, and the PV already has one of the brands in house, it is recommended to select that brand.

2. The PV representative may also be able to indicate if the estimated increased usage of that product would result in moving into an improved price bracket. Provide this information to the board if it could impact its decision.

3. The primary decision focus should always be to provide the best possible product to the Soldier/customer at the best possible price.

(g) After making the installation decision, notify the DLA-Troop Support (DLA-TS) account manager and PV representative. Ensure DA Form 7457 (Request to Stock New Line Items)(see fig 3-2) is dated prior to faxing it to the appropriate parties. Also complete the blocks that estimate usage and identify any products that are reduced usage. In the comments section of DA Form 7457, the FPM should write a short justification of procedures used to make the selection. Where possible, include relevant information, voting percentages, or survey data for support of this request for new item.

**REQUEST TO STOCK NEW LINE ITEMS**

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. DATE (YYYYMMDD) YYYY/MM/DD	2. TO: ACCOUNT MANAGER, DSCP First/Last Name	3. PRIME VENDOR REPRESENTATIVE First/Last Name
4. REQUEST YOU STOCK THE FOLLOWING ITEM CHEESE, NON-DIARY, PIZZA BLEND		5. ITEM IS FOR USE BY (Installation(s)) FORT HUNTLEY
6. DSCP CATALOG NUMBER 8910-01-E59-5555		
7. ITEM DESCRIPTION		
a. MANUFACTURER VEGGIE SOLUTIONS		b. MANUFACTURER'S SKU IF KNOWN 123-4567A
c. UNIT OF ISSUE LB		d. BRAND NAME SOGOOD DAIRY FREE CHEESE
8. ESTIMATED WEEKLY USE (Estimate number of cases. Estimate does not commit installation to purchasing this number of cases; is an estimate only.) 3 CASES (15 LBS/CASE)		9. WILL CATALOGING THIS ITEM RESULT IN REDUCING USAGE OF AN ITEM ALREADY IN YOUR CATALOG? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
10. IF YES, IDENTIFY THE STOCK NUMBER OF THE ITEM FOR WHICH USAGE WILL BE REDUCED 8910-01-E59-5555		11. IF YES, PROVIDE THE ITEM DESCRIPTION CHEESE, MOZZARELLA WILSON DAIRY 199-1234 EA MIDWEST'S BEST MOZZARELLA
12. COMMENTS (Include statement as to whether this stock number is required to support a commercial concept.) REQUEST INITIATED DUE TO SUFFICIENT DINNER DEMAND FOR VEGAN/VEGETARIAN PIZZA		
13. REQUESTED BY (Food Program Manager) First/Last Name		14. DATE (YYYYMMDD) YYYY/MM/DD
NOTE: Provide a copy of this request to both your DSCP and prime vendor account managers simultaneously to expedite stockage of the items desired.		

### Legend

Completion instructions follow:

1. DATE (YYYY/MM/DD). Enter the date of the request.
2. TO: ACCOUNT MANAGER, DLA-TS. Enter the name of the DLA-TS account manager. See note.
3. PRIME VENDOR REPRESENTATIVE. Enter the name of the PV representative.
4. REQUEST YOU STOCK THE FOLLOWING ITEM. Enter the name of the item being requested.
5. ITEM IS FOR USE BY. Enter the name of the installation submitting the request.
6. DLA-TS CATALOG NUMBER. Enter the DLA-TS catalog number for the item. See note 2.
7. ITEM DESCRIPTION. Describe the item.
  - a. MANUFACTURER. Enter the name of the manufacturer.
  - b. MANUFACTURER'S SKU IF KNOWN. Enter the manufacturer's SKU. Otherwise leave blank.
  - c. UNIT OF ISSUE. Enter the appropriate unit of issue.
  - d. BRAND NAME. Enter the commercial brand name of the product.
8. ESTIMATED WEEKLY USE. Enter the estimated weekly usage of the product. See note 3.
9. SHOULD CATALOGING THIS ITEM RESULT IN REDUCING USAGE OF AN ITEM ALREADY IN YOUR CATALOG? Check the appropriate block.
10. IF YES, IDENTIFY THE STOCK NUMBER OF THE ITEM FOR WHICH USAGE SHOULD BE REDUCED. Enter the stock number of an item that you estimate should have reduced demand as a result of the new item. If none, leave blank.
11. IF YES, PROVIDE THE ITEM DESCRIPTION. If applicable, enter the appropriate information of the item that you estimate should have decreased demand. Use the same type of information listed in blocks 7a, 7b, 7c, and 7d.
12. COMMENTS. Enter any additional comments here.
13. REQUESTED BY. The installation FPM signs the form.
14. DATE (YYYYMMDD). Enter the date that the form is signed.

\*\*\*\*End of Legend\*\*\*\*

### Notes.

<sup>1</sup> Provide a copy of this request to both the DLA-TS and PV account managers

simultaneously to expedite stockage of the items desired.

<sup>2</sup> This form is used only for those items already having DLA-TS stock numbers. For items not having DLA-TS stock numbers, contact your DLA-TS representative for assistance.

<sup>3</sup> Use the correct unit of issue. This number does not commit the installation to purchasing this number; it is an estimate only.

**Figure 3-2. Sample of DA Form 7457**

b. Requesting new stock numbers. The procedure described above assumes the items cut already have either National Allowance Pricing Program or local electronic stock numbers. To add an item that does not already have a stock number in the electronic catalog, request a stock number from DLA-TS.

c. Follow-on procedures. Enter the stock number in both the master item file (MIF) and the recipe file. Do not activate the number until the PV notifies the FPM that the product is in-house and ready for order.

## Section II

### Dining Facility Operation

#### 3-14. Meal service schedule

a. The LRC may approve change to DFAC operating hours when requested by the senior commander if funding is available. Base operating hours on the following:

- (1) Number of diners.
- (2) Size and type of facility.
- (3) Work or training schedules.
- (4) Distance between the facility and duty station.
- (5) Impact on nutrient delivery and performance, in consultation with RDN.

b. The LRC may authorize that brunch and supper meals be served on weekends and holidays over two extended serving periods when requested by the senior commander. The value of the brunch meal for headcount earning is 45 percent of the BDFFA; the supper meal's value is 55 percent of the BDFFA. The brunch and supper concept provides for two meal periods and is especially suited for holidays and weekends. If the brunch meal is served, the supper meal must be served. At least 4 hours must elapse between the close of brunch and the opening of supper meals, and total covered time for meal service, including the break, should be more than 9 hours. The supper meal items must be predominately freshly prepared, not leftovers.

c. When requested by the senior commander, the LRC may authorize serving a midnight meal to personnel unable to attend the normal breakfast or dinner meal because of the mission of the Soldiers. The majority of personnel subsisted must be those authorized SIK. The serving of a midnight meal should not be established primarily to support personnel reimbursing in cash at the time of consumption. Subsistence drawn for this purpose is not authorized to be served to persons who have already signed for the normal three meals that day, nor should they be served as a supplement to the normal meal schedule.

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

(a) Provide a memorandum to the supporting DFAC, listing those personnel authorized to consume the night meal.  
(b) List the name, rank, and DOD CAC ID number for SIK Soldiers, name, and rank for cash-only Soldiers, and the inclusive dates personnel are authorized to receive this meal.

(2) DFAC procedures for the midnight meal are as follows:

- (a) Requisition subsistence items required to serve this meal using normal subsistence supply procedures.  
(b) Use a separate production schedule for preparing the night meal.  
(c) Use DA Form 3032 and DD Form 1544 to record the signatures and to collect cash for all personnel served.  
(d) To ensure that this headcount information is not forgotten when completing the headcount record, include in the appropriate meal-heading column (breakfast or dinner) the headcount for the regular meal and also for the night meal for that day. A note in the remarks section should identify for which meal the headcount was incorporated.  
(e) Admission to the DFAC should be per headcount procedures.

### **3–15. Requisitioning and receiving authorizations**

Requisitioning and receiving authorization guidance is in AR 30–22.

### **3–16. Menu planning and nutrition requirements**

a. To encourage customer feedback, the culinary management NCO or manager should establish an enlisted DFAC advisory council. This council is encouraged but is not mandatory. The purpose of the council is to advise management on desired adjustment to the menu to meet diner preferences or services that should provide a more effective food service program to the Soldier or diner.

b. Some of the culinary management NCO's or manager's basic menu considerations when adjusting the DFAC menu are:

- (1) Troop diner preferences.
- (2) Nutritional adequacy in accordance with AR 40–25.
- (3) Menu standards in accordance with paragraph 3–74.
- (4) Monetary value of the BDFA.
- (5) Seasonal considerations.
- (6) Supply factors.
- (7) Staffing.
- (8) Equipment.
- (9) Special occasions.
- (10) Troop activity.
- (11) Menu presentation, such as color, shape, flavor, texture, and temperature.
- (12) Low calorie entrées. Obtain assistance in planning these menus or entrées by consulting the responsible local RDN or the JCCoE RDN located at Fort Lee, VA.
- (13) Go for Green® (see fig 3–3) items with at least one “green” main entrée, starch, vegetable, dessert, and beverage item offered at each meal. Refer to the appendix I.



Figure 3–3. Go for Green

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*c.* Routine, or daily, menu standards are detailed in paragraph 3–74. The objective of routine menu planning is to ensure nutritional balance, sufficient variety, and complementary items are served to the diners. It also forms the basis for ordering the ingredients, production planning (to include time, labor, and equipment requirements), and marketing of special events in the food service program. Enter menus into an approved automated system 5 days prior to the required delivery date. DFACs not using an approved automated system must maintain documentation showing menu planning 5 days ahead of the required delivery date. All food operation management personnel must continually analyze cost, storage, and labor factors to determine the most effective method of purchasing and preparing food. The cost per yield, available personnel, market cost at varying times of the year, and the monetary status of the DFAC account should greatly influence the menu design and selection of ingredients.

*d.* Some special dietary considerations are accommodated in the daily menu standards detailed in this pamphlet. Many practices associated with allergies, vegetarianism, and religious dietary requirements are normally addressed within the framework of daily standards. Installations should develop options for specific entrées within the cost framework of the BDFC to accommodate needs of groups representing 10 percent or more of the average daily headcount. Installation FPMs should consider opportunities for special menus within the BDFC when that consideration affects more than 20 percent of the installation’s headcount.

*e.* RA and full-time RC DFACs should post menus for the upcoming meals where the diners may easily read them before or immediately upon entering the facility. The posted menus should include all meals scheduled for service that day and should include the caloric value of each food item. Items that support a nutritionally balanced 600 calories, calorie-controlled menu pattern should be identified in the overall menu or as a separate posting. Display at least one type of nutrition educational materiel—such as nutrition posters, table tents, or bulletin boards—in the DFAC. Display educational materials approved by the closest Army dietitian prominently at the facility entrances, within the service area, and in the dining room. Rotate these posters or tents quarterly or more often.

### **3–17. Subsistence estimates**

Base subsistence requirements on the estimated number of persons to be served each meal. To determine requirements, consider inventory on hand, items on requisition, holidays, pass policy, day of the week, time of the month, historical headcount, and the DFAC account status. Although the monetary status of the account should be considered, the most important factor is ensuring that the diners are adequately subsisted.

### **3–18. Requisitioning procedures**

*a.* Personnel authorized to requisition subsistence should use the approved automated system or manual procedures as appropriate. The SSM should submit requisitions as directed by the SPV program.

b. Requisitioning A-ration subsistence should be on a line-item basis using the requisitioning procedures identified in the PV catalog or process. When requisitioning from non-PV suppliers, make requests in accordance with procedures established by the SSM.

c. When requisitioning subsistence directly from an SSMO, and the quantities required are preprinted on the issue document, the culinary management NCO or manager or designated representative may substitute, delete, increase, or decrease the amount desired by lining out the totals and recording the adjusted amount to be issued.

(1) Add substitutions to the bottom of the issue document immediately after those items already listed.

(2) Upon completion of the issue documents, the culinary management NCO or manager should retain one copy for the DFAC files and return the remaining copies to the SSMO.

d. The SSM, together with the FPM, should establish the requisitioning procedures for items approved by the FSMB as mandatory issues or other operational rations scheduled for rotation.

e. Submit special subsistence requisitions unable to be completed by the PV program to the SSM. The SSM should establish required lead times for special orders. Issue subsistence brought into the SSMO under special requisitioning procedures to the requesting unit unless unusual circumstances prevent the unit from consuming the item(s).

f. When supporting RC units for either IDT or AT, the SSM must establish operational procedures for those units to order subsistence through the SSMO.

g. Submit emergency orders in accordance with the provisions of the PV contract.

### **3–19. Receipt and inspection procedures**

a. Verify subsistence items received as follows:

(1) Count items at the receiving point to ensure that quantities received agree with those shown on the issue/purchase document.

(2) Verify, on scales before being accepted, items issued or purchased by the DFAC by weight.

(3) Correct discrepancies on the spot and change entries on the issue/purchase document to reflect the quantities actually received.

(4) Adjust the issue/purchase document in coordination with FPM and the SSM.

(5) The person who accomplished the receiving function at the DFAC should sign the second signature block on the issue/purchase and receiving document. Retain the signed copy of the issue/purchase document in the DFAC files.

b. Inspect the conveyance, including:

(1) Temperature. Verify refrigerated conveyance is lower than 41 degrees F (check internal temperatures when temperature greater than 41 degrees F. An exception is shell eggs, at lower than 45 degrees F.

(2) Frozen. Check for evidence of temperature variance (freeze, thaw, refreeze) and that products were shipped in a conveyance maintaining 0 degrees F.

(3) Logs. Review temperature logs, where available, to ensure temperature has been maintained throughout shipment.

(4) Sanitation. Ensure conveyance is clean and free of dirt; report discrepancies.

(5) Seals. Check security seal information (for example, that the seal matches invoice, where seal has been broken, annotate at gate).

(6) Shelf life. Verify use by date; meet specific shelf life requirements on highly perishable items (for example, bread, dairy).

(7) Condition. Determine any obvious defects.

(8) Veterinary inspector. Request Army veterinary inspector support where needed.

c. Code items such as bread and dairy products with a recommended date by which the product should be consumed. Coding devices include color bands and dates. The authorized individual receiving such products at the DFAC 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. Mark bulk dairy products with the date received in the DFAC to facilitate the first-in/first-out rule.

### **3–20. Safeguarding subsistence**

The culinary management NCO and manager is responsible for all subsistence items until they have been converted into products for meal services, consumed, or discarded.

### **3–21. Inventory management**

a. The purpose of the weekly inventory is to assist in:

(1) Rotating stocks, thus reducing spoilage, deterioration, or mismanagement of subsistence.

(2) Requisitioning only those items required to meet menu requirements.

(3) Identifying items that should be integrated into the menu or deleted from the inventory.

(4) Determining the DFAC financial status on an accounting period, semiannual, and year-end basis.

*b.* Inventory all subsistence on hand in the DFAC weekly and on the last operating day of the month. Take the inventory after the ingredients for the dinner meal have been pulled. The only items that are excluded from the physical on-hand inventory are operational rations (meal, ready to eat (MRE)) and residual unitized group rations (UGR), open containers (except sensitive and high dollar items) for kitchen use, commercial box lunches, leftovers, and any residual items of subsistence returned to garrison.

*c.* Record the inventory on DA Form 3234 (Inventory Record)(see fig 3–4) or machine printout, if available, in two copies. Price and extend the inventory using the prices from the current accounting month’s price list, regardless of when the item was purchased. After completion of price extension, the culinary management NCO or manager should complete DA Form 3234–1 (Monthly Inventory Recap Sheet for DA Form 3234)(see fig 3–5) for each accounting period.

*Note.* If the form is completed manually, compute and enter these values manually.

INVENTORY RECORD			1. PAGE 4 OF 5	
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.				
2. ORGANIZATION Name of Organization		3. MONTH ABC	4. YEAR 1234	
5. ITEM	6. UNIT	7. UNIT PRICE	8. LAST DAY	
			QTY	VALUE
Macaroni, Elbow	LB	1.16	10	11.60
Macaroni, Shells	LB	0.81	10	8.10
Noodles, Egg	LB	2.07	10	20.70
Noodles, Chow Mein, #10 Can	CN	3.03	5	15.15
Pancake Mix	PG	3.69	5	18.45
Pie Crust Mix	BG	2.85	1	2.85
Rice, Brown, 5 LB Bag	BG	5.00	1	5.00
Rice, Long Grain, 10 LB Bag	BG	10.00	1	10.00
Roll Mix, #10 Can	CN	3.05	4	12.20
Spaghetti	LB	20.00	1	20.00
Taco Shells	CO	7.90	1	7.90
Toaster Pastry, Apple	EA	0.35	45	15.75
Butterscotch Chips	PG	2.87	1	2.87
Chocolate Chips, Semisweet	PG	1.28	5	6.40
Icing Mix, Chocolate	BG	4.24	2	8.48
Icing Mix, Vanilla	BG	4.24	2	8.48
Marshmallows	LB	1.08	1	1.08
Molasses, #2 1/2 Can	CN	1.96	1	1.96
Powdered Sugar, 5 LB Bag	BG	3.60	1	3.60
Brown Sugar, 1 LB Box	BX	0.73	5	3.65
Granulated Sugar, 10 LB Bag	BG	5.00	5	25.00
Corn Syrup, Light	JR	2.27	4	9.08
Peanut Butter, 28 Oz Jar	JR	2.54	5	12.70
Soup, Condensed, tomato	CN	0.80	5	4.00
<b>9. SHEET TOTAL</b>				235.00

DA FORM 3234, JUL 2002

DA FORM 3234-R, AUG 1984, IS OBSOLETE.

APD LC v1.00

*Legend*

Completion instructions follow:

1. PAGE \_\_\_ OF \_\_\_\_\_. Beginning with number 1, enter the number of each page and the total number of pages used to list all items in the inventory.
  2. ORGANIZATION. Enter the full unit designation to include installation.
  3. MONTH. Enter the accounting month covered by this inventory.
  4. YEAR. Enter the current calendar year.
  5. ITEM. Enter items listed by the groups (perishable/semi perishable) that they are normally carried in the inventory.
  6. UNIT. Enter the unit of issue for each item.
  7. UNIT PRICE. Enter the cost for each item at the current month's price regardless of the cost at the time of original purchase.
  8. LAST DAY.
- QUANTITY. Enter the quantity of each item being inventoried. See note.  
VALUE. Compute the inventory value for that item. See note.
9. SHEET TOTAL. Enter the cumulative dollar value of all items appearing on this sheet. This subtotal is transferred to DA Form 3234-1. See note.
- \*\*\*\*End of Legend\*\*\*\*

**Figure 3-4. Sample DA Form 3234**

---

**MONTHLY INVENTORY RECAP SHEET for DA FORM 3234**

For use of this form see DA PAM 30-22, the proponent agency is DCS, G4.

1. UNIT Unit Name	2. DATE (YYYYMMDD) YYYY/MM/DD
----------------------	----------------------------------

3. PAGE of PAGES	4. TOTAL
1 of <u>5</u>	\$ <u>3,195.00</u>
2 of <u>5</u>	\$ <u>4,350.00</u>
3 of <u>5</u>	\$ <u>5,535.00</u>
4 of <u>5</u>	\$ <u>235.00</u>
5 of <u>5</u>	\$ <u>70.00</u>
6 of _____	\$ _____
7 of _____	\$ _____
8 of _____	\$ _____
9 of _____	\$ _____
10 of _____	\$ _____
11 of _____	\$ _____
12 of _____	\$ _____
13 of _____	\$ _____
14 of _____	\$ _____
15 of _____	\$ _____
16 of _____	\$ _____
<b>5. GRAND TOTAL</b>	\$ <u>13,385.00</u>

6. REMARKS  
Write remarks here.

7. FOS SIGNATURE DIGITAL SIGNATURE 123456789	8a. FSO/DESIGNATED INDIVIDUAL SIGNATURE DIGITAL SIGNATURE 123456789	8b. RANK [Rank]
---	--	--------------------

DA FORM 3234-1, JUL 2002

DA FORM 3234-1-R, AUG 1987, IS OBSOLETE.

APD LC v1.01ES

#### Legend

Completion instructions follow:

Use the DA Form 3234-1 to summarize the dollar value of subsistence that was inventoried on the last day of the accounting period. The culinary management NCO completes the form and the Culinary Management NCO or designated individual for each accounting month verifies it. Prepare two copies of the form. File one copy in the DFAC files and attach one copy to DA Form 3234, DA Form 7454 (Monthly Earnings and Expenditures Record), and DA Form 7455 (Financial Summary), then submit them to the responsible food advisor.

1. UNIT. Enter the full unit designation to include installation.
2. DATE (YYYYMMDD). Enter the date the inventory was taken on DA Form 3234.
3. PAGE \_\_\_ OF \_\_\_ PAGES. Enter the total number of pages used to conduct the end of month inventory. See note 1.
4. TOTAL. Enter the dollar value of each DA Form 3234 sheet used in the inventory.
5. GRAND TOTAL. Enter the total dollar value of the inventory sheets listed on this form. If more than one DA Form 3234-1 is used, the last sheet's grand total should be the total of all DA Form 3234-1.
6. REMARKS. Enter any remarks that should clarify data and provide an audit trail.
7. CULINARY MANAGEMENT NCO SIGNATURE. The culinary management NCO should write their signature and rank upon completion of the form. See note 2.
- 8a/b. Culinary Management NCO/DESIGNATED INDIVIDUAL SIGNATURE/RANK. The culinary management NCO or designated individual should enter their signature and rank after verifying all entries transferred from DA Form 3234 are correct and all mathematical computations are correct and accurate. See note 2.

\*\*\*\*End of Legend\*\*\*\*

#### Notes.

<sup>1</sup> When additional DA Form 3234-1s are needed, use an additional sheet as a continuation sheet.

<sup>2</sup> When more than one DA Form 3234-1 is used, the culinary management NCO need only sign the last sheet which has the total inventory dollar value.

#### Figure 3-5. Sample DA Form 3234-1

---

d. The culinary management NCO should verify the mathematical accuracy and sign the DA Form 3234-1 within two workdays after the inventory is conducted (except at end-of-year or semiannual inventory). Post the dollar value of the grand total as the closing inventory on the current DA Form 7455 (Financial Summary)(see para 3-46a) and also the beginning inventory on the next accounting month.

e. Within two workdays after the close of the accounting period, forward copies of DA Form 3234, DA Form 3234-1, DA Form 7455, and DA Form 7454 (Monthly Earnings and Expenditures Record)(see para 3-45a) to the responsible food advisor for review and appropriate action.

f. When a DFAC 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, conduct the end of the month inventory on the last operational day of the DFAC.

g. The above guidance provides the manual procedures (non-automated system) for completing the semiannual inventory process. DFACs using an approved automated system should complete the inventory according to the procedures outlined in the approved automated system DFAC operations module.

h. Procedures for USAR units should conduct a monthly inventory the last day of IDT and/or individual AT: if AT crosses over 2 months; the monthly inventory should be completed at the end of the month and the completion of AT the following month.

i. Procedures for USAR units should conduct a monthly inventory the last day of IDT and/or individual AT: if AT crosses over 2months; the monthly inventory should be completed at the end of the month and the completion of AT the following month.

(1) Conduct the actual physical inventory (count of items) on the last day of the accounting period (March).

(2) Complete the finalized, end-of-month, automated-system inventory within the first 5days of the new accounting period.

### 3-22. Subsistence supply support

a. Units that are away from home station being supported by another Service's SSMO or support activity (USAR, ARNG, or RA) and that are opening an account with the SSMO should provide a fund cite to obtain subsistence and for billing purposes.

b. For general guidance for procuring subsistence from commercial sources, see paragraph 3-58.

### 3-23. Subsistence transfers

a. When subsistence transfers between DFACs take place, notify the responsible food advisor. Post DFAC expenditures or credits, as appropriate, to DA Form 7454.

b. When DFAC accounts are scheduled to close, transfer partial containers of subsistence suitable for consumption, as determined by VSP, to a DFAC designated by the FPM. Do not charge the receiving DFAC for partial containers of subsistence. Subsistence found by VSP to be unfit for human consumption should be disposed of in accordance with this pamphlet.

### **3–24. Production schedule**

For menu items entered on the DA Form 3034 (Production Schedule) with a recipe card number, complete all columns (as appropriate) on the production schedule for routine documentation of subsistence. This documentation should reflect disposition of subsistence used to prepare the menu items, including those items that are left over. Complete the production schedule as follows:

- a.* Prepare a separate production schedule for each served meal ((breakfast, lunch, dinner), night meal, brunch, and supper)). Prepare the production schedule regardless of the size of the DFAC, the type of subsistence being served (excluding operational rations), the number to be subsisted, or whether the meal is served in a garrison or prepared in-garrison and served in a field environment.
- b.* The schedule should be legible and easily understood by the cook personnel.
- c.* The schedule may be reproduced for meals that have items of a repetitive nature, such as breakfast and short-order menus. However, limit reproduced information to columns 8, 9, 10, 11, and 14.
- d.* The schedule may be prepared for more than one production area—that is, pastry, salads, and short order.
- e.* When the culinary management NCO or manager is also cooking, only the heading and columns 9 and 12 must be completed unless additional data are required by local policy. For detailed guidance in preparing the production schedule, see figure 3–6.

**PRODUCTION SCHEDULE**

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT A Co., 236th BN, 276th QM BDE, FORT SMITH, VA					2. SERVING PERIOD 1130-1300		
3. DATE (YYYYMMDD) YYYYMMDD		4. MEAL B <input type="checkbox"/> L <input checked="" type="checkbox"/> D <input type="checkbox"/> BR <input type="checkbox"/> S <input type="checkbox"/> SO <input type="checkbox"/> N <input type="checkbox"/> B/L <input type="checkbox"/>			5. PROJECTED HEADCOUNT 100		6. ACTUAL HEADCOUNT 92
7. PERSON ASSIGNED	8. RECIPE NUMBER	9. RECIPE NAME	10. PREP TIME	11. PORTIONS TO PREPARE	12. ACTUAL PORTIONS PREPARED	13. LEFTOVER/DISCARD	14. SPECIAL INSTRUCTIONS
First/Last Name	L-80	PORK CHOP SUEY	0700	75	80	8	
First/Last Name	L-119-4	HERBED BAKED FISH	1000	25	24	3	
First/Last Name	E-5	STEAMED RICE	1015	50	50	30	USE FOR DINNER MEAL
First/Last Name	Q-48	MASHED POTATOES	1030	50	50		
First/Last Name	Q-G-3	SEASONED CAULIFLOWER	1045	50	50		
First/Last Name	Q-G-3	SEASONED PEAS	1045	50	50		
First/Last Name	M-47	TOSSED GREEN SALAD	0900	80	100		
First/Last Name	M-5	CARROT SALAD	0930	20	25	9	
First/Last Name	H-13	SUGAR COOKIES	0800	50	50		
First/Last Name	G-21-1	ALMOND POUND CAKE	0700	50	50		
First/Last Name	SOP-12	MILK, LOWFAT, 1%					
First/Last Name	SOP-21	KOOL AID					PASSION PINK
First/Last Name	SOP-99	COFFEE					
First/Last Name	SOP-22	SOFT DRINKS					
First/Last Name	SOP-25	INDIVIDUAL SALAD DRESSINGS					
First/Last Name	SOP-38	SALAD BAR					USE 15 SERVINGS LEFTOVER BACON
First/Last Name	SOP-15	ASSORTED BREADS					
First/Last Name	SOP-11	MARGARINE					
First/Last Name	SOP-27	ASSORTED CONDIMENTS					
First/Last Name	SOP-35	CHOW MEIN NOODLES					
First/Last Name	N-35	ROAST BEEF SANDWICH	1000	20			SOP-50
15a. FOS/MANAGER SIGNATURE DIGITAL SIGNATURE 123456789			15b. RANK [Rank]	16a. SHIFT LEADER SIGNATURE DIGITAL SIGNATURE 123456789			16b. RANK [Rank]

DA FORM 3034, MAR 2006

DA FORM 3034, JUL 2002, IS OBSOLETE.

APD LC v1.01ES

### Legend

Completion instructions follow:

1. UNIT. Enter the unit designation and installation.
  2. SERVING PERIOD. Enter the start and end time for serving period.
  3. DATE (YYYYMMDD). Enter the date the meal is to be served.
  4. MEAL. Enter an X in the appropriate meal block. For short order or box lunch production, also enter an X in the SO or breakfast/lunch (B/L block in addition to the meal; for example: breakfast and short order.
  5. PROJECTED HEADCOUNT. Enter the estimated number of diners expected to be served for the meal.
  6. ACTUAL HEADCOUNT. Enter the total number of diners actually served or supported in garrison and authorized headcount from field training and operations, as reflected on DA Form 3032, DD Form 1544, and DA Form 5913 (Strength and Feeder Report), as appropriate.
  7. PERSON ASSIGNED. Enter the person's name who is assigned to prepare each menu item listed in column 9.
  8. RECIPE NUMBER. Enter the recipe or SOP number to be used to prepare the product. See note 1.
  9. RECIPE NAME. Enter recipe names to be prepared and served during the meal. Additional items required during the meal to subsist unexpected diners should be entered in the same manner as the regularly scheduled menu items.
  10. PREPARATION TIME. Enter the time the cook is to begin weighing, peeling, measuring, or working on some other phase of production. Cooking times are reflected on the recipes. Do not enter preparation time for items that are normally self-service, SOP, or have no preparation time.
  11. PORTIONS TO PREPARE. Enter the anticipated portions of product to be prepared. Do not enter portions to prepare for items that are normally self-service, SOP, and or no preparation time. Examples are milk, crackers, jams, and jellies.
  12. ACTUAL PORTIONS PREPARED. For products prepared using the TM 10–412 series or approved recipes, enter the number of portions actually prepared from raw ingredients. The portion size actually served, weight, or measures actually used, waste during preparation and cooking should have a bearing on the number of portions actually prepared; therefore, this column should not necessarily reflect the same entry in column 11. For self-service or SOP items, leave this column blank. For self-service items or items that have no preparation time or portions to prepare, record the quantity (unit of issue) actually drawn from stock on the kitchen requisition form.
  13. LEFTOVERS/DISCARD. Immediately after the meal, enter in portions, the amount of food to be retained or discarded. Those food items to be discarded or used as leftovers should be entered in blue, black, or blue/black ink. Items to be carried as leftovers and intended to be incorporated into subsequent menus should be highlighted with read-through fluorescent marker. For specific instructions to document the use of leftovers, see note 3.
  14. SPECIAL INSTRUCTIONS. Identify food on the food production worksheet with the correct color code or labeling instructions. Enter specific instructions regarding a product such as recipe variation or deviation, change in portion size (if other than stated in the recipe), serving instructions or the use of leftovers (highlighted with fluorescent marker). See notes 2 and 3.
  - 15a. CULINARY MANAGEMENT NCO/MANAGER SIGNATURE and 15b. RANK. The culinary management NCO or manager should sign their signature and rank on this form prior to posting. When more than one form is used for a meal, sign each form.
  - 16a. SHIFT LEADER SIGNATURE/16b. RANK. At the completion of the meal and after entering the actual portions prepared (column 12), the disposition of leftovers and discards (column 13), and any other column as required, the shift leader should sign the form and enter their rank.
- \*\*\*\*End of Legend\*\*\*\*

### Notes.

<sup>1</sup> The SOPs must be written to provide clear detailed instructions for those items not covered in TM 10–412. In addition, the SOP must be approved for use by the responsible food advisory personnel and be reviewed or updated at least annually for active duty and every 2 years for RCs. SOPs must be brief but reflect quantities to prepare and also the time placed on the serving line. State which preparation procedures must take place for all items in the SOP—for example, state quantities to be used, the time, and where on the serving line the items are to be placed for the initial setup. Also state the quantity to be used when replenishing the serving line when the initial quantity is consumed. When specifying a recipe from a cookbook or magazine, provide any additional instructions in column 14.

<sup>2</sup> Special instructions are completed in column 14 when menu items require progressive cooking, to document where leftovers should be used (see note 3) to document deviations from the SOP instructions for SOP items, and to clarify SOP instructions. For example, Kool-Aid flavor not included in the SOP would be listed in column 14.

<sup>3</sup> To document the use of leftovers, all entries on the production schedule in columns 7 through 14 are highlighted with read-through fluorescent marker (any color). Items written in bold and italicized letters on the completed example indicate entries to be highlighted.

**Figure 3–6. Sample DA Form 3034**

## 3–25. Kitchen requisition

a. *DA Form 4552 (Kitchen Requisition)*. Issue DA Form 4552 to manage intensively high-dollar and sensitive subsistence items, which are all meats, fish, and poultry subsistence items. Use DA Form 4552 also to document the disposition of self-service items, condiments, and SOP items. DA Form 4552 should be prepared according to instructions at figure 3–7.

KITCHEN REQUISITION				1. PAGE <u>1</u> OF <u>1</u>	
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.					
2. UNIT BLDG 2345 QM, BN FORT NOWHERE, VA		3. DATE (YYYYMMDD)  YYYYMMDD		4. MEAL B <input type="checkbox"/> L <input checked="" type="checkbox"/> D <input type="checkbox"/> BR <input type="checkbox"/> S <input type="checkbox"/> SO <input type="checkbox"/> N <input type="checkbox"/> B/L <input type="checkbox"/>	
5. ITEM NAME	6. UNIT OF ISSUE	7. QUANTITY DRAWN	8. QUANTITY RETURNED	9. TOTAL USED	
PORK DICED	LB	28	4	24	
CATFISH FILLETS	LB	8		8	
PEPPER, BLACK	CN	1		1	
TOMATOES	LB	20		20	
BREAD, WHITE	LF	5		5	
BREAD, RYE	LF	2		2	
MILK, LOWFAT, 1%	CO	1		1	
SODA, PEPSI	CO	1		1	
MARGARINE PRINTS	LB	3		3	
DRESSING, RANCH	CO	1		1	
DRESSING, 1000 ISLAND	CO	1		1	
HOT SAUCE	BT	2		2	
CATSUP	BT	1		1	
SOY SAUCE	BT	1		1	
COFFEE	LB	10	8	2	
CHOW MEIN NOODLES	CN	2		2	
ONIONS	LB	2		2	
OLIVES, GREEN	JR	4	1	3	
JALAPENO PEPPERS	JR	1		1	
APPLESAUCE	CN	1		1	
SODA, GRAPE	CO	1		1	
10. SHIFT LEADER'S SIGNATURE DIGITAL SIGNATURE 123456789			11. RANK [Rank]		

DA FORM 4552, JUL 2002 REPLACES DA FORM 4552-R, JAN 1977, AND DA FORM 3034-1, AUG 1984. APD LC v1.01ES

**Legend**

Completion instructions follow:

1. PAGE \_\_\_\_ OF \_\_\_\_ . Starting with page 1, enter the number of each page and the total number of pages used for each meal.
2. UNIT. Enter full unit designation including installation.

3. DATE. Enter the date the form is being used.
  4. MEAL. Enter an X in the appropriate block.
  5. ITEM NAME. Enter the item of subsistence (sensitive or high dollar, condiment, self-service, or SOP item) being documented.
  6. UNIT OF ISSUE. Enter the standard unit of issue—LB, CN, DZ, box (BX), et cetera.
  7. QUANTITY DRAWN. Enter the amount actually drawn from the storage area.
  8. QUANTITY RETURNED. Enter only the amount of the sensitive or high-dollar subsistence item returning to inventory. Consider the total drawn for self-service, SOP, and condiment items used; generally no entry is required for these items in this column.
  9. TOTAL USED. Enter the total amount used to prepare the item (amount issued minus the amount returned to storage (sensitive and high dollar items only)).
  10. SHIFT LEADER'S SIGNATURE. The shift leader must sign this form at the completion of shift. If more than one form is used the signature is required on only the last form.
  11. RANK. The shift leader should enter their rank after signing the form.
- \*\*\*\*End of Legend\*\*\*\*

*Notes.*

Use DA Form 4552 to provide an audit trail of subsistence items listed in Federal supply classification (FSC 8905 (meats, fish, and poultry) plus routine accountability for self-service items, SOP items, and condiments. The kitchen requisition form should be—

<sup>1</sup> Prepared per instructions at figure 3–7.

<sup>2</sup> Completed for each meal.

<sup>3</sup> Filed with the appropriate production schedule.

**Figure 3–7. Sample DA Form 4552**

*b. Intensively managed items.* Intensively managed items should require entries in columns 5 through 9. Return items not used for the drawn meal to stock with the quantity returned noted in column 8. The senior commander may require additional items of subsistence to be intensively managed. There should not be more than two additional line items of subsistence to be intensively managed during any one accounting period without approval from the AFSB region.

*c. Condiments, self-service, and standard operating procedure items.* These items require entries in columns 5, 6, 7, and 9 only. Generally these subsistence items are not returned to stock and should be used over an extended period of time or several meal periods. For example, cans of spices and herbs would be maintained in the kitchen by the cooks until used, and fresh tomatoes may be drawn for a daily operation and used on the salad bar as tomato slices for short order or as a garnish.

### **3–26. Headcount procedures**

*a. Headcounter briefing.* The culinary management NCO or manager or a designated representative should brief each headcounter on the duties before the individual assumes headcount duties. Use a headcount SOP (see app D) as a guide. The headcounter's full attention should be devoted to accomplishing headcounter duties accurately. The headcounter should be provided with:

- (1) DA Form 3032, DD Form 1544, procedures and examples for obtaining signatures and recording headcount data, whether done manually or with an automated headcount system (see app D for headcounter SOPs).
- (2) If appropriate, a list of civilian personnel authorized to be subsisted.
- (3) If the headcount duty is for the midnight meal, a memorandum listing all personnel, by category, who are authorized to consume this meal.
- (4) The current DOD published, meal rate prices, published annually by the DOD comptroller.
- (5) When approved by the senior commander or authorized by the installation food service contract, the headcounter (or other person designated to take cash collections for meals) may be provided with a change fund in accordance with DOD 7000.14–R.
- (6) The culinary management NCO, contract manager, or designated representative should periodically check the headcounter during the meal to ensure that proper procedures are being conducted. In addition, the culinary management NCO should ensure all members of the DFAC staff, cooks in SIK and BAS status, food service contract employees, civilian attendants, visitors, and guests sign DA Form 3032 or DD Form 1544 when consuming a meal. Consuming food in any quantity (other than sampling as defined in the glossary) at any time should be considered a meal consumed and must be accounted for by signature headcount or cash collection methods.

*b. Collecting signatures.* Use DA Form 3032 as the basic document to collect signatures and account for meals served to enlisted personnel authorized as SIK. See preparation instructions at figure 3–8. The following apply to DA Form 3032:

SIGNATURE HEADCOUNT SHEET					
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.					
1. ORGANIZATION HHC 626 <sup>th</sup> GMBN, Ft. Lee, VA			2. DATE (YYYYMMDD) 20180206		
3. MEAL <input type="checkbox"/> Breakfast <input type="checkbox"/> Brunch <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Supper <input type="checkbox"/> Dinner <input type="checkbox"/> Holiday		4. SERVICE COMP	5. DINER CATEGORY <input type="checkbox"/> Permanent <input type="checkbox"/> Common Service (Specify) <input type="checkbox"/> DFAS Action <input type="checkbox"/> Reimbursement (Central Billing) <input checked="" type="checkbox"/> Other <u>Field One-Line Entry</u>		
No.	6. SIGNATURE	7. MEAL CARD NUMBER	No.	6. SIGNATURE	7. MEAL CARD NUMBER
1.	75 USA _____	Rank, Signature	23.		
2.	20 FAO _____	Rank, Signature	24.		
3.	50 ARNG _____	Rank, Signature	25.		
4.	10 USAF _____	Rank, Signature	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, JUL 2002

DA FORM 3032, AUG 1986, MAY BE USED.

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Figure 3-8. Sample DA Form 3032

No.	6. SIGNATURE	7. MEAL CARD NUMBER	No.	6. SIGNATURE	7. 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.		

8. REMARKS:  
 Inclement weather conditions made collection of signatures impractical.  
 Commander signature block

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	9a. HEADCOUNT SIGNATURE AND RANK SIGNATURE AND RANK HERE
		9b. FOS SIGNATURE AND RANK SIGNATURE AND RANK HERE

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**Legend**

Completion instructions follow:

Before issuing the sheet to the headcounters, the culinary management NCO should complete the following: Organization, Date, Meal, Service Component, and Diner Category blocks.

1. ORGANIZATION. Enter the full unit designation, and installation.

2. DATE (YYYYMMDD). Enter the date.

3. MEAL. Enter an X in the appropriate block.

4. SERVICE COMP. Enter the abbreviated service component, listed on back of the form, for personnel who should be signing the form.
5. DINER CATEGORY. Enter an X in the appropriate block. Identification of diner categories is located in appendix D. Use a separate DA Form 3032 for each category each day. For those categories not shown, use the Other block with a written entry to explain that category.
6. SIGNATURE. The diner should enter their signature as normally written prior to consuming a meal.
7. DOD ID NUMBER. The headcounter should enter the Common Access Card (CAC DOD ID number as it appears on the card, the CAC number(only for basic combat training (BCT) and advanced individual training (AIT) as it appears on the CAC, DD Form 2S(RES) (Armed Forces of the United States Geneva Convention Identification Card (Reserve) (Green)), or the individual's orders number. The form is designed so that the headcounter can enter the number on the form upside down. This should speed up the signing-in process, as the headcounter should not have to rotate the form for each diner. See notes (1) and (2).
8. REMARKS. Enter any remarks to clarify headcount data that is not apparently clear and should provide an audit trail. When the headcounter is not present and when feeding late diners, a member of the DFAC staff may perform this function; for example, make an entry in the remarks block to clarify (15 late diners, change of post guard mounts).
- 9a. HEADCOUNT SIGNATURE AND RANK. The headcounter should enter their signature, as normally written, and rank at the conclusion of each scheduled meal service.
- 9b. FOS SIGNATURE AND RANK. The culinary management NCO should sign and enter rank after reviewing the form and before consolidating headcount data.

\*\*\*\*End of Legend\*\*\*\*

*Notes.*

When a DA Form 3032 is used for more than one meal, the headcounter should close out the form on the next unused line; see paragraph 3–26 of this pamphlet. Procedures for one-line entries in garrison are:

- <sup>1</sup> The designated individual in charge of the group or of picking up rations should make the one-line entry by—
  - <sup>a</sup> Entering the number of diners being accounted for and the class number or group identity in the Signature block.
  - <sup>b</sup> Entering their signature and rank in the Meal Entitlement Number block.
- <sup>2</sup> The headcounter should physically count the number of persons subsisting and confirm the entry annotated by the person in charge of the group. One-line entries for rations which are being picked up, the number being entered on the DA Form 3032 should be verified on the appropriate request for rations MFR. Procedures for one-line entry during field training.
  - <sup>3</sup> Headcounter. The headcounter should—
    - <sup>a</sup> Enter an X in the Other box on the top of the form and write in "field one-line entry."
    - <sup>b</sup> Enter the number of diners being accounted for and their component in the Signature block.
    - <sup>c</sup> Enter their signature and rank in the block identified as Meal Entitlement Number.
    - <sup>d</sup> Close out the form and sign the headcounter block.
  - <sup>4</sup> The unit commander, culinary management noncommissioned officer, or first sergeant. The unit commander, culinary management NCO, or first sergeant authorizing the one-line entry should fully explain in the Remarks section the condition that warranted the use on the one-line entry. The authorizing official should also sign and date the form in the Remarks section.
  - <sup>5</sup> Use a separate DA Form 3032 for each meal and each day. Use separate sheets for each category of diner. The transient category is no longer used. See appendix D for the definitions and a complete listing of diner categories.
  - <sup>6</sup> Culinary management noncommissioned or manager. The culinary management NCO or manager should complete the heading and check the appropriate block prior to providing the sheet(s) to the headcount.
  - <sup>7</sup> Number signatures on one sheet. When the total number of signatures for all three meals in one day should not exceed 82, only one sheet should be required for that day. At the conclusion of each meal, the headcounter should close out the sheet using the next unused line.
  - <sup>8</sup> When fewer 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 sheet. For example, the category of common service includes active U.S. Air Force (USAF), U.S. Navy (USN), and U.S. Marine Corps (USMC). Therefore, if a DFAC subsisted 18 USAF, 20 USN, and 20 USMC personnel, all data can be recorded on one sheet marked common service.
  - <sup>9</sup> Conditions for one line entries. One line entries are authorized under the following conditions:
    - <sup>a</sup> Hostile fire areas as defined by DOD military pay and allowance entitlement manual.
    - <sup>b</sup> Under emergency conditions of disaster and civil disorder or relief efforts.
    - <sup>c</sup> During troop movement via motor convoy.
    - <sup>d</sup> Military prisoners confined in Army confinement facilities. The individuals in charge of prisoners should enter and verify the headcount of prisoners subsisted on the DA Form 3032 by category, such as USMC, USAF, and Army. Other diners using the facility should individually sign the proper form based on their meal entitlement category.
  - <sup>10</sup> Authorized one line entries. In addition to the conditions in paragraph 3–26c, one line entries may be authorized under the following situations:
    - <sup>a</sup> Field training where the collection of signatures is impractical as determined by the unit commander or culinary management NCO (for example, limited feeding time, troop dispersion, and weather conditions).
    - <sup>b</sup> Installation personnel control facilities and reception stations and AIT and basic training Soldiers. When approved by the senior commander, the one line entry is authorized provided that personnel are taken to the DFAC as a group by the designated individual (corporal or above) signing for the group. Personnel arriving at the DFAC on an individual basis should use the regular individual headcount accounting procedure.
    - <sup>c</sup> For activities described below and only during meals when personnel are taken in a group to the DFAC by a designated individual, this designated individual should make the one line entry for this group:
      - (1) Full-time NCO academies, officer candidate schools, and warrant officer candidate school.
      - (2) Reserve Officers' Training Corps (ROTC) and students enrolled in the ROTC basic camp.
      - (3) Students at the U.S. Military Academy Preparatory School.
    - <sup>d</sup> When rations are picked up at the DFAC.
  - <sup>11</sup> Procedures for Reserve Component, full-time dining facilities. Procedures for RC full-time DFACs to identify authorized diners and account for meals served should be as described above.

**Figure 3–8. Sample DA Form 3032–Continued**

### **3–27. Change fund authorization**

*a.* When approved by the senior commander or authorized by the installation food service contract, the headcounter (or other person designated to take cash collections for meals) may be provided with a change fund in accordance with DOD 7000.14–R, volume 5. The authorization paragraph reads as follows: “When the operation of a clothing sales store, government laundry, or other appropriated fund activity engaged in selling property or services requires cash for making change, the activity’s officer in charge requests that the commander establish a change fund. After approval, the commander or designee appoints a change fund custodian. The appointing document specifies the amount of cash to be advanced by the disbursing officer (DO) or DO’s agent, who issues written instructions to the custodian when advancing the change fund covering the custodian’s requirements for safeguarding the cash and their pecuniary liability for losses. The DO agent providing disbursing service to the installation or activity where the sales activity is located provides the authorized change fund advance and records the advance in their accountability as cash in the custody of government cashiers.”

*b.* Change funds for Army installations are normally processed centrally by Central Disbursing Services, IN, and not through a local defense military pay office. Procedures for requesting a change fund can be found in the DFAS–IN Centralized Disbursing Manual.

*c.* USAR units are not authorized a change fund in any situation.

### **3–28. Cash meal payment books, cash collection**

*a.* DD Form 1544 (see fig 3–9) is an accountability document used to record the signature and the amount of cash collected (discounted or standard meal rate) from individuals who are required to reimburse the Government for meals consumed. This form is signed by all personnel who do not possess a valid meal entitlement or other document authorizing them to eat without paying cash. The book contains instructions for use, transfer control, and receipts as well as a register for the issue of individual sheets.



#### Legend

Completion instructions follow:

SERIAL NUMBER. This block should be completed by adjutant general (AG) printing.

ORGANIZATION OR DINING FACILITY. To be completed by the culinary management NCO prior to the sheet being issued to the headcounter. It should include the unit and installation designation.

FROM. The culinary management NCO should enter the starting date that the form is used to collect cash for meals sold.

THROUGH. The culinary management NCO should enter the date that the form is completed (all lines used) or closed out as directed by note 2.

FOOD CHARGES. The applicable prices to be collected by the headcounter for the standard meal rate should be entered in the appropriate blocks.

SURCHARGES. Leave blank.

PER DIEM SURCHARGES. Leave blank.

GRADE. In the Grade column, military members should enter their abbreviated rank. Civilian diners should enter "CIV" in this column. Family members (FMs) should enter "FM" above their sponsor's abbreviated rank. Contractor employees should enter "CM." DFAC attendants should enter "DFA." See appendix D for additional guidance.

NAME. The diner should sign their first and last name in ink.

DOLLAR VALUE. The diner should indicate in the appropriate column (B, L, D) the amount being paid for the meal being consumed. The S/C column should not be used. See note 5.

TOTAL a. The left side blocks (B, L, D) should be completed when the left side of the form has been filled. The balance from the left side is brought over and placed in the Balance Brought Forward block on the top right side of the form.

TOTAL b. The right side total blocks should be completed when the entire form has been filled or when the unused portion is lined out for the form to be turned in.

TOTAL CHARGES. Enter the total dollar amount collected for the meals documented on the form.

CASH OVER (SHORT). The cash difference between the amounts collected on DD Form 1544 and the monies turned in by the headcounter. Shortages should be shown in parentheses.

CASH TURNED IN. Enter the total dollar amount, plus overages or minus shortages, to be turned in to the financial institution.

REMARKS. Enter data that should clarify transactions regarding the collection of cash, such as the number of operational ration meals sold, one-line entries, or cash overages or shortages. If more space is required, use the reverse side of the cash meal payment sheet to fully explain.

SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER. The officer or designated individual should authenticate the sheet in this block upon issuing to the DFAC.

SIGNATURE OF LAST OR ONLY HEADCOUNTER. Because this form is to be used until completed, this block should only be signed by the headcounter making final collections for that sheet.

\*\*\*\*End of Legend\*\*\*\*

#### Notes.

<sup>1</sup> At the conclusion of each meal, the headcounter should close the form for that meal on the next unused line by entering date, payroll signature, and rank.

<sup>2</sup> At the conclusion of the accounting period, close out all sheets with unused lines by drawing a line from the top left corner to the bottom right corner, marking them "not used," and having them signed by the unit commander, culinary management NCO (or alternate), or the culinary management NCO, as appropriate.

<sup>3</sup> The final headcounter should total up the various columns and close out the form.

<sup>4</sup> The culinary management NCO must develop a headcount SOP to provide guidance for handling any situation where the diner is to be charged other than the standard meal rate. The headcounter must refer to the SOP for guidance.

#### Figure 3–9. Sample DD Form 1544

b. Whenever DD Form 1544s contains minor printing errors, such as two pages with the same number or blurred numbers, the installation control officer can make corrections. Complete the corrections in ink by running a line through the incorrect entry, entering the correction, and initialing and dating the entry. The installation control officer should also prepare a memorandum reflecting the book number and changes made. A copy should be provided with the book to the unit receiving the book and to the installation forms control officer; the installation's control officer retains one copy.

c. All copies of DD Form 1544 and cash should be accounted for at all times and properly safeguarded in a safe. During field exercises, units are responsible for ensuring DD Form 1544s, cash is secured, turned-in, and closed out at the conclusion of field exercise.

d. The automated headcount system (the POS) is the system of record and includes the cash register for cash collection and includes extended delivery options operations. The POS should be able to read eight different MECs. When this system is not operational, use the manual system of cash meal payment sheets. USAR automated headcount (Scan-n-Go handheld scanners) is the system of record and should be used during all feeding requirements.

e. The culinary management NCO or manager or designated representative should complete the data block at the top of DD Form 1544 prior to being issued to the headcounter. Use DD Form 1544 until all lines have been completed, unless a turn-in of funds is required sooner in accordance with this pamphlet.

f. When DD Form 1544 is issued to a headcounter or an organization, the culinary management NCO or manager should use DA Form 3546 (Control Record for Dining Facility—DD Form 1544) and DD Form 1544 to record the issue. Also use it to record cash overages and shortages reflected on DD Form 1544. Instructions for the preparation of DA Form 3546 are shown in figure 3–10.



#### Legend

Completion instructions follow:

1. UNIT. Enter the designation of the unit operating the DFAC.
2. SERIAL NO. Enter the serial number assigned to DD Form 1544. A new sheet must be started for each new book.
3. SHEET NO. Enter the number printed at the bottom of DD Form 1544 being issued.
4. ISSUED TO.
  - a. SIGNATURE. The person to whom the sheet is being issued should sign and enter rank here.
  - b. ORGANIZATION. Enter the organization to which the individual (the person who entered the signature and rank above) is assigned or attached for duty.
  - c. Change Fund. Enter the amount of cash included with the sheet as a change fund.
  - d. Date Issued. Enter the date that the individual was given the sheet.
5. RECEIVED BY.
  - a. Date Received. The culinary management NCO receiving the sheet should enter the date the sheet was received.
  - b. Turned-in (+) (-). Enter the total amount of cash being received along with the DD Form 1544. This dollar amount should include the dollar value of meals sold for cash during the appropriate serving period to include any cash over or shorts. The dollar value entered should not include the value of the change fund.  
Enter the difference between the cash turned in by the headcounter and the cash amount documented on DD Form 1544 (plus change fund if appropriate). Shortage should be shown in brackets (0.10) and overages as 0.10.
  - c. SIGNATURE. The person receiving the cash and entering the data in section 4b should enter their signature and rank.

\*\*\*\*End of Legend\*\*\*\*

Note. The data entered in sections 5b and 5c should be completed in the presence of the headcounter and prior to the headcounter being released from duty.

#### Figure 3-10. Sample DA Form 3546

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g. At the completion of each meal, the headcounter should close out the meal by signing on the next unused line. As each DD Form 1544 is completed (that is, all lines are used), the headcounter on duty should close it out. When completed, return DD Form 1544 with the cash collected for that sheet to the culinary management NCO or manager.

h. Make cash reimbursements for meals furnished to personnel in accordance with the provisions below:

(1) Make individual reimbursement in cash only (no personal checks) as directed by the published meal rates at the time of consumption.

(2) Group payment can be made by personal check or by cash, as appropriate, when a single payment is more efficient than having each individual reimbursed at the headcount station. Use DA Form 3032, which is then identified as a group payment. Multiply each individual entered on the form by the appropriate DOD meal rate, and make a one line entry on DD Form 1544 when payment is received. This procedure must be coordinated between the supported group and the Food Program Management Office (FPMO).

(3) Deferred payment may be permitted when authorized (most often during emergency or disaster conditions) by the senior commander for meals furnished to certain personnel as outlined in DFAS-IN 37-1.

(4) When authorized by the senior commander in certain situations, certain personnel who are unable to pay cash at the time of consumption (because of a disaster or an emergency condition) may be permitted to defer payment until another time. For meals furnished, local reimbursement procedures should be accomplished according to DFAS-IN 37-1. The responsibility to follow up and ensure that the payment has been implemented should be at the installation FPM level. In this situation, use DA Form 3032 to replace DD Form 1544. DA Form 3032 should be labeled "deferred payment" in the Other block. Each authorized person should be required to sign DA Form 3032 for each meal received. The DFAC should post earnings for deferred payment meals on the date the meals were consumed. Handle DA Form 3032 as follows:

(a) Place DA Form 3032 in the headcount folder. Because these forms reflect data for cash reimbursement, keep them secure in the same manner as DD Form 1544.

(b) Upon receipt of cash payment for the deferred payment, make a one line entry on DD Form 1544. Make the one line entry for the total value of the breakfast, lunch, and dinner meals reimbursed. The culinary management NCO or manager should prepare a memorandum indicating deferred payment meals by dates and the amount of breakfast, lunch, and dinner that was served and the cash collected for each. Attach the memorandum and supporting copies of DA Form 3032 to DD Form 1544, supporting the one line entry. After the cash turn-in takes place, file DA Form 3032 and the memorandum as noted in paragraph 3-28h(4)(a).

i. Use the emergency alternate method of accounting for cash, if the cash sheet is full and the culinary management NCO or representative is not available to issue additional sheets. Full cash sheets used during that meal (that is, breakfast, lunch, and dinner) should be turned over, and diners should sign their names and amount paid on the back side of the form. If additional sheets are needed, use the previous meal or day(s) cash sheet. Each sheet used in this method should have the date and meal placed at the top of the back side of the form. The To-From and Cash Collected blocks on the front of the form should be changed to reflect the correct data.

#### 3-29. Installation control officer

a. The LRC should appoint, in writing, an installation control officer and alternate for DD Form 1544 from other than the staff of the FPMO (other than the food advisor or the staff for RC units).

*b.* The control officer is responsible for requisitioning and receiving DD Form 1544 books from the installation, state, OFTS command publications officer.

*c.* The installation control officer should maintain accountability for DD Form 1544 books by a register (book or memorandum). Maintain the register as follows:

(1) The register should contain DD Form 1544 book serial number, cash collection sheet numbers in the book, date of receipt from the publication officer, date of issue to a consolidated headquarters or unit, and date of return of the completed book.

(2) The register should be maintained on a FY basis and disposed of in accordance with ARIMS. The register reflects current FY information only (books on hand to be used and data for books issued).

(3) Maintain an ARIMS file folder record in serial number sequence for each accountable book. The folder should contain all pertinent information (receipts, copies of verifications, investigation results, DD Form 200s, or other official documents).

### **3–30. Issue of DD Form 1544 (book)**

*a.* The installation control officer should issue the complete DD Form 1544 book as follows:

(1) To a consolidated headquarters.

(2) Directly to units located on or supported by the installation. The responsible commander should designate the culinary management NCO 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 DFAC personnel (military, Army civilian, and contractors, except project managers) should not be designated to receive and sign for entire DD Form 1544 books.

(3) To units or organizations on temporary duty (TDY) to the installation that operates a DFAC. 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 directly to the unit according to the procedures in this pamphlet.

(4) Under no circumstances should any level of food advisors be authorized to receive DD Form 1544 books or turn in cash.

*b.* Issue DD Form 1544 books, upon written request, using the transfer control form included with the book. The control officer should complete sections I and II of DD Form 1544 as follows:

(1) 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 should then sign and date the Transfer Control Receipt No. 1.

(2) 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.

(3) 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 should then cross out “Issued” or “Turned in by,” as appropriate, and sign the form. The person receiving the book should then sign in the next block and date the final block. The control officer should then remove and retain receipt number one until the book is returned. If the book is required to be transferred to another person, complete the next receipt 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.

(4) Transmittal of records. Use certified mail to transmit either complete DD Form 1544 books or individual sheets when the issue is accomplished by mail. Control officers should issue DD Form 1544s (book or sheets) by means of DA Form 410 (Receipt for Accountable Form) when issuing sheets by mail. Upon receipt, the unit should complete the acknowledgement portion of DA Form 410 and return the original signed copy to the control officer.

### **3–31. Audit of DD Form 1544 and cash**

*a.* Verification of DD Form 1544 and cash.

(1) A verification and cash count once each quarter, not in conjunction with the quarterly action plan, in all RA and full-time RC DFACs operating under Army Ration Credit System (ARCS). The purpose of the audit is to ensure that all issued copies of DD Form 1544 and all cash collected from the sale of meals being retained before turn-in are physically present with the responsible person or activity.

(2) Conduct the verification for RC units performing IDT at least once during each FY.

(3) Perform the audit for contractor operated DFACs as part of the quality assurance surveillance plan (QASP) or as specified in the contract.

*b.* For military-operated facilities, the next higher headquarters should appoint, in writing, an individual—someone other than the food advisor or a member of their staff—to conduct the audit.

c. For contract operated facilities, the contracting officer (KO) should ensure that the audit is accomplished as part of the Contract Officer Representative's (COR) surveillance duties.

d. Prepare and submit a letter report of findings to the appointing headquarters for appropriate action. Retain a copy of the report in the DFAC. When appropriate, provide a copy of the letter report to the appropriate consolidated headquarters cash meal payment book control officer for action as required.

e. As a minimum, the letter report should contain the following information:

(1) The name and rank of the DD Form 1544 book control officer.  
(2) The serial number of DD Form 1544 book on hand.  
(3) The sheet number(s) that have been turned in (bank deposit slips) and the number verified by DFAS for each book on hand.

(4) The sheet number(s) of unused cash sheets remaining with each of the DD Form 1544 books on hand.

(5) The sheet numbers that have been issued to the DFAC.

(6) The sheet number actually in use in the DFAC.

(7) The sheet numbers that are awaiting turn-in by the individual responsible for maintaining the book.

(8) The dollar value of funds recorded on the cash sheets in use at the DFAC.

(9) The dollar value of funds on hand at the DFAC.

(10) The dollar value of any cash over or short.

f. When a cash overage or shortage occurs in the DFAC, the amount of overage or shortage should be reflected on the DD Form 1544 (see fig 3-9). Fully explain the rationale that caused the cash overage or shortage on the reverse side of the DD Form 1544. Any cash shortage that appears to be the result of misappropriation should be reviewed or investigated as determined by the operational commander of the DFAC. The amount short or over should be deducted or added to the food cost portion of funds collected recorded on the DD Form 1131 (Cash Collection Voucher). The dollar value entered in the Total block of the DD Form 1131 is the dollar amount that is actually being turned in to the financial institution.

### **3-32. Cash turn-in procedures**

a. Safeguard all cash collected from the sale of meals as prescribed in DOD 7000.14-R. Loss or misappropriation of cash or sheets should require an investigation under the provisions of AR 15-6 and AR 735-5. Handle and turn in all cash collected as outlined in this paragraph according to U.S. Treasury, Over-the-Counter Channel Network (OTCnet) (available at <https://www.fiscal.treasury.gov>), and DFAS procedures. Each accounting period and FY should begin with a new cash meal payment sheet. When complete books are not issued to the culinary management NCO or manager, use the following procedures:

(1) As each DD Form 1544 is completed, the culinary management NCO or manager should turn in the sheet and money collected to the culinary management NCO.

(2) The culinary management NCO or designated individual should turn in funds to the appropriate financial institution or consolidating headquarters when the funds on hand, exclusive of the authorized change fund, reach \$2,500.00. Turn in cash at least once a month. For DFACs with unusually large cash collections, the \$2,500.00 limitation may be increased by the senior commander, OFTS commander, or the U.S. property and fiscal officer (USPFO)/Director of LRC for the RA, USAR, and ARNG units, respectively.

(3) Funds are collected and on hand (except authorized change fund) on the last day of each accounting month. Use a new DD Form 1544 at the start of each month for the RA.

(4) During a change of culinary management NCO, DD Form 1544 in use (including complete books issued to the culinary management NCO or manager) should be closed out and all monies turned in.

(5) At the end of each FY, turn in all funds on the first workday of the new FY. Annotate the turn-in document, writing "Final FY [FY] turn-in" to alert the staff that the turn-in is to be posted to the closing FY account.

b. For the ARNG, turn in cash and the DD Form 1544 as prescribed above and as modified below:

(1) Inactive duty training. Turn in all cash collected, together with the DD Form 1544, at least quarterly for IDT. To reduce administrative work, a unit collecting less than \$50.00 per quarter may be authorized to turn in cash and DD Form 1544 every 6 months.

(2) Annual training. Turn in all cash collected before the clearing of the AT site. When this is impractical, implement turn-in not later than 5 workdays following the return to home station.

c. For the USAR, turn in cash and DD Form 1544 as prescribed above and as modified below. When a unit requisitions and receives DD Form 1544 from a higher headquarters, return it to that office to complete the accountability audit trail.

(1) Inactive duty training. Turn in all cash collected, together with DD Form 1544, at least quarterly for IDT. To reduce administrative work, a unit collecting less than \$50.00 per quarter may be authorized to turn in cash and DD Form 1544s every 6 months but not later than 5 workdays after the close of the FY, regardless of the amount on hand.

(2) Annual training. Turn in all cash collected before the clearing of the AT site. When this is impractical, implement turn-in not later than 5 workdays following the return to home station.

*d.* Alternate turn-in procedures are as follows:

(1) When the receiving office is distantly located from the appropriate financial institution or consolidating headquarters and the amount collected is \$200.00 or less, the funds collected may be held until the end of the calendar month, but in no case should collections be held beyond the end of the calendar month. When a unit is unable to physically make turn-ins directly to the appropriate financial institution or consolidating headquarters because of the time and distance involved, use one of the following methods:

(*a*) Cashier's check.

(*b*) Money order.

(2) Turn-in procedures must be coordinated with and approved by the supporting FPM.

(3) When cash collections are required to be mailed, convert monies collected to a cashier's check or a money order payable to the appropriate financial institution or consolidating headquarters. Deduct the fee for the cashier's check or money order from the money (surcharge) turned in on DD Form 1131.

(4) To document the payment for the cashier's check or money order, the unit should attach the receipt for the purchase of the money order or cashier's check to the original DD Form 1131.

(5) The amount of the money order or cashier's check, plus the fee supported by the receipt, should equal the full amount collected. The amount reflected in the Total block of DD Form 1131 is the total amount collected less the costs of the money order or cashier's check.

(6) When an Army financial institution is not available, turn in monies to the nearest Government organization that should accept a cash turn-in. Turn-in documents should be as directed by the organization accepting the cash turn-in.

### **3-33. Turn-in procedures for DD Form 1544 (book)**

*a.* Units should turn in DD Form 1544 book when all the sheets in the book have been used and funds have been turned in to the DFAS. Turn in the book and one copy of all deposit DD Form 1131s to the installation control officer within 5 workdays. The installation control officer should—

(1) Verify that all sheets are accounted for, DD Form 1131 is attached, and section III of the book has been completed.

(2) Complete the next transfer control and receipt in the manner prescribed and give it to the officer making the turn-in. Post the register should be posted with the date that the book is returned. The book should then be filed, subject to audit, and retained and disposed in accordance with the provisions of ARIMS.

*b.* Whenever there is a change of station for an organization operating an appropriated fund DFAC, or extended delivery options return all DD Form 1544 books (complete with all used and unused sheets) to the installation control officer or installation publications officer as appropriate. This officer should give a clearance prior to the unit's departure.

*c.* Whenever there is a change in control officers, prepare DA Form 3161 (see paragraph 5-41) to transfer books from one officer to the next. DA Form 3161 should reflect the serial numbers of all active and inactive books. The relinquishing control officer should keep the original DA Form 3161 with copies to the new control officer and organizational record(s).

### **3-34. Consolidating headquarters**

When it is required that the DD Form 1544 book be reissued by a consolidated headquarters, the commander of the consolidated headquarters should appoint a primary control officer. This officer should be responsible for obtaining DD Form 1544 book from the installation control officer and maintaining accountability of the books or sheets by using register record as specified above for the installation control officer. Issue DD Form 1544 book to the DFAC culinary management NCO as full books or as sheets as follows:

*a.* When issued as a book, use the transfer control and receipt no. 2. The primary control officer should enter the unit or organization to which the book is issued, the location, and date. The authorized representative should sign the receipt. The consolidating headquarters should retain the receipt on file after posting data to the register.

*b.* When issued by the sheet, complete DD Form 1544 register (part B) according to figure 3-11.

CASH MEAL PAYMENT SHEET REGISTER						SERIAL NO.	
						13579	
ORGANIZATION			INSTALLATION				
CO A 234TH BN, QM BN			FT. LEE, VA 23801				
	ISSUED TO		DATE ISSUED	DATE RETURNED	CASH AMOUNT COLLECTED	RECEIVED BY	VOUCHER NO.
	SIGNATURE	ORGANIZATION					
1	[SIGNATURE]	CO A 234TH BN	2-Sep	3-Sep	\$16.05	VLH	1238
2	[SIGNATURE]	CO A 234TH BN	3-Sep	4-Sep	\$8.95	VLH	1238
3	[SIGNATURE]	CO A 234TH BN	4-Sep				
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

PAGE B of DD Form 1544

**Legend**

Completion instructions follow:

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 DFAC, which should be collecting and turning in the cash for meals sold.

3. INSTALLATION. Enter the name of the installation on which the DFAC is being operated.
  4. SIGNATURE. The individual receiving one or more sheets from the book should sign their payroll 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(s) is assigned or attached.
  6. DATE ISSUED. This is the date that sheet(s) are being issued.
  7. DATE RETURNED. This is the date that the sheet and all monies are returned to the holder of the book. Return the sheets only when they are full or 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 both the discount and standard meal rates.
  9. RECEIVED BY. The individual who actually receives the sheets and cash should initial in this column thus certifying receipt.
  10. VOUCHER NO. Enter the voucher number assigned by DFAS, the consolidating headquarters, or the bank deposit number as appropriate.
- \*\*\*\*End of Legend\*\*\*\*

**Figure 3–11. Instructions for preparing DD Form 1544**

c. The primary control officer for DD Form 1544 books or sheets at the consolidating headquarters should take the following actions each FY:

(1) Carry forward unused sheets into the new FY and post them to the new FY register, listing the sheet numbers that were carried forward.

(2) That portion of the book that has been used with all turn-in vouchers should be validated in accordance with the provisions above.

d. Upon turn in of the DD Form 1544 book, the primary control officer should complete and sign the next unused transfer control and receipt numbers 2, 3, or 4 and then return the receipt to the officer turning in the book. Forward completed books to the installation control officer for disposition.

### **3–35. Annual validations**

a. At the end of the FY, RA units should revalidate all DD Form 1544 books and unused sheets issued during the year that have not been turned in to the installation control officer.

b. Complete revalidation no later than 5 duty days after the end of the FY as follows:

(1) The unit commander should designate an individual (officer, civilian, or senior NCO) to perform the revalidation.

(2) The designated individual should prepare a memorandum for the commander's signature, indicating the book(s) serial number, date of issue, and the number of sheets turned in and the number of unused sheets (these sheets should be carried forward to the next FY) for each DD Form 1544 on hand with the culinary management NCO or primary control officer.

(3) If any sheets are missing, also provide a copy of the AR 15–6 investigation.

(4) Provide the memorandum to the installation control officer, who should maintain the revalidation memorandum on file until the books are turned in.

(5) Provide and maintain on file a copy of the memorandum to the unit with the DD Form 1544 book, which should verify that the DD Form 1544 books were revalidated.

c. RC revalidation is essential to maintaining an audit trail on each accountable DD Form 1544 book. The ARNG, ARNGUS, and OFTS command food advisors should closely monitor the deactivation or reorganization of RC units and ensure that all books issued by RA or RC control officers are accounted for officially. Procedures for ARNG and USAR revalidation are as follows:

(1) Annual revalidation may be accomplished by return of the complete book to the appropriate control officer or by written verification (signed by the unit commander) submitted to the appropriate control officer.

(2) The designated individual performing the revalidation should provide the appropriate control officer a memorandum 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.

(3) If any sheets are missing, also provide a copy of the AR 15–6 investigation.

(4) The control officer should maintain the revalidation statements on file until the books are turned in.

(5) The unit audit or review report should reflect that the DD Form 1544 books were revalidated.

(6) Provide a copy of the statement to the unit and maintain it on file with the DD Form 1544 book.

(7) Annually, turn in any book that has been outstanding for 3 years to the installation control officer regardless of the number of unused sheets remaining in the book. When a unit cannot use an entire book in 3 years or less, the OFTS command should explore the feasibility of issuing books to battalion or brigade level for subsequent issue of only sheets to the unit. This should ensure maximum use of all DD Form 1544s.

### **3–36. Food service officer**

*a.* Commanders of units and organizations operating DFACs should appoint the food service officer (FSO) to request, receive, and turn in cash meal payment books or sheets from the installation or consolidated headquarters control officer. The number of books that may be maintained on hand by the FSO to request should be based on the DFAC's requirement for 7 days.

*b.* Whenever there is a change in FSOs to request, the unit commander should authorize a new FSO on DA Form 1687 for the request, receipt, and control of the DD Form 1544 book. At the same time, the officer transferring from the unit should prepare a DA Form 3161 (see paragraph 5–41) in four copies and include the serial number from the DD Form 1544s on hand (used and unused). This procedure transfers responsibility for the forms to the new FSO to request. Forward a copy of DA Form 3161 to the appropriate control officer. One copy should be retained in the DD Form 1544 book, one copy should be furnished to the outgoing officer, and one copy should be retained by the incoming officer.

*c.* The commander having operational control over the DFAC may appoint a responsible individual to assist the FSO, receive cash meal payment sheets, prepare turn-in documents for the cash collected from the sale of meals, and perform other administrative duties associated with cash.

*d.* Issue individual DD Form 1544 in sheet number sequence to the culinary management NCO or the designated representative. The DD Form 1544 book should be signed by the unit commander, FSO, or designated individual prior to issue to the culinary management NCO or manager (complete this requirement prior to issuing complete books to the culinary management NCO or manager). Record issues on the DD Form 1544 register that is included with the DD Form 1544 book. Requirements and procedures for completing this process are included on the cover of the cash meal payment book and figure 3–11 of this pamphlet.

*e.* The culinary management NCO or manager to whom the book was issued or transferred to should turn in the completed DD Form 1544s book to the appropriate control officer using the transfer control and receipt numbers 2 and 3, as appropriate. When turn-in of the book has been completed, file and dispose of the retained transfer control and receipt according to ARIMS.

*f.* At the end of the accounting period, turn in DD Form 1544s with unused lines. Draw a line from the top, left corner to the bottom, right corner, marked the sheet as "not used," and have it signed by the unit commander, FSO, or alternative designated individual as appropriate.

### **3–37. Alternate cash book control**

*a.* The commander responsible for the operational control of an RA DFAC may authorize the FSO to issue DD Form 1544s to the culinary management NCO or manager. This authorization should include the authority to deposit funds directly to a financial institution. Authorization should be accomplished using DA Form 1687. Issue procedures to the culinary management NCO or manager should be as outlined above, using the next transfer control receipt located in the front of the book. In no way does this option negate the FSO responsibility of requesting, receiving, and turning in the DD Form 1544 book to the installation or primary control officer.

*b.* The culinary management NCO or manager should be issued one book at a time. When the book does not contain sufficient sheets to accommodate weekend or extended weekend requirements, an additional book may be issued to the culinary management NCO or manager. Turn in cash by the next duty day following the weekend thus closing out the old book. Return the closed out book, with copies of all turn-ins, to the FSO within 2 duty days.

*c.* When a complete book is issued to the culinary management NCO or manager, the culinary management NCO or manager should issue individual sheets in numeric sequence to the headcounter and record the issue of individual sheets on DA Form 3546 (see fig 3–10 and para 3–38).

*d.* Whenever there is a change in the culinary management NCO or manager who has been authorized to retain a complete DD Form 1544 book, the unit commander must authorize the new culinary management NCO or manager, on DA Form 1687, to retain a complete DD Form 1544 book. If authorized, on the last duty day, the outgoing culinary management NCO or manager should close out all cash sheets in use, turn in all monies collected, and turn in the unused portion of the DD Form 1544 book to the responsible culinary management NCO. The culinary management NCO may then reissue this book to the incoming culinary management NCO or manager.

### **3–38. DD Form 1131**

*a.* Prepare DD Form 1131 as depicted in figure 3–12. Account for the money collected by RA units in connection with meals served in an appropriated fund DFAC or extended delivery options in the following manner:

<b>CASH COLLECTION VOUCHER</b>		<b>1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER</b> Place appropriate voucher number here.		
		<b>2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER</b> Place appropriate voucher number here.		
<b>3. RECEIVING OFFICE</b>				
a. ACTIVITY (Name and Location) (Include ZIP Code) CO A, 13TH BN, QM BDE FT. NOWHERE, VA				
b. RECEIVED AND FORWARDED BY (Printed Name, Title and Signature) Name and Title here.			DIGITAL SIGNATURE 123456789	
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: (555) 555-5555			DSN: 687-5555	
d. DATE (YYYYMMDD) YYYYMMDD				
<b>4. DISBURSING OFFICE</b>				
a. ACTIVITY (Name and Location) (Include ZIP Code) Name and location with ZIP Code here.				
b. DISBURSING OFFICER (Printed Name, Title and Signature) Name and Title here.			DIGITAL SIGNATURE 123456789	
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: (555) 555-5555			DSN: 687-5555	
d. DISBURSING STATION SYMBOL NUMBER Symbol number here.				
e. DATE (YYYYMMDD) YYYYMMDD				
5. PERIOD: a. FROM: YYYYMMDD      b. TO: YYYYMMDD				
6. DATE RECEIVED YYYYMMDD	7. NAME OF REMITTER DESCRIPTION OF REMITTANCE	8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
YYYYMMDD	GARRISON	FOOD COST	71.55	CITE THE COMPLETE ACCOUNTING CLASSIFICATION TO BE CREDITED
		GARRISON OVERAGE/ SHORTAGE	-0.05	
YYYYMMDD	OPERATION & MAINTENANCE, ARMY	INSTALLATION ALLOTMENT	14.40	CITE THE COMPLETE ACCOUNTING CLASSIFICATION TO BE CREDITED
YYYYMMDD	FIELD OPERATIONS	FOOD COST	1.35	CITE THE COMPLETE ACCOUNTING CLASSIFICATION TO BE CREDITED
		FIELD OVERAGE / SHORTAGE	0.00	
YYYYMMDD	OPERATION & MAINTENANCE, ARMY	INSTALLATION ALLOTMENT	0.25	CITE THE COMPLETE ACCOUNTING CLASSIFICATION TO BE CREDITED
YYYYMMDD	BOOK NO: 1234567 TURN-IN INCLUDES SHEET NUMBER (S): 1			
<b>11. TOTAL</b>			87.50	

DD FORM 1131, DEC 2003

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 8.0

### Legend

Completion instructions follow:

This example shows the method used to identify cash collected on DD Form 1544 and entered on the DD Form 1131 as either food cost or installation allotment (operating cost) for both garrison and field operations. This example of a completed DD Form 1131 is based on the DD Form 1544 shown at figure 3–11. On a separate sheet of paper, the culinary management NCO should copy the format outlined in note 1.

1. DISBURSING OFFICE COLLECTION VOUCHER NO. The DFAS assigns the voucher number.
  2. RECEIVING OFFICE COLLECTION VOUCHER NO. When a consolidating headquarters is used, a voucher number should be assigned by the consolidating headquarters and should be consecutively numbered starting with the number one (1) on the first day of the FY. Maintain the sequencing throughout that FY.
  3. RECEIVING OFFICE.
    - a. ACTIVITY (Name and Location)(Include ZIP Code). The receiving office activity is the unit turning in the cash.
    - b. RECEIVED AND FORWARDED BY (Printed Name, Title, and Signature). This block should contain the title and signature of the officer responsible for the data on the form.
    - c. TELEPHONE NUMBER (Include Area Code). Enter the duty phone number, both commercial and DSN, of the officer responsible for the data on the form.
    - d. DATE (YYYYMMDD). Enter the date that the form is completed.
  4. DISBURSING OFFICE.
    - a. ACTIVITY (Name and Location)(Include ZIP Code). Leave blank.
    - b. DISBURSING OFFICER (Printed Name, Title, and Signature). Leave blank.
    - c. TELEPHONE NUMBER (Include Area Code). Leave blank.
    - d. DISBURSING STATION SYMBOL NUMBER. Leave blank.
    - e. DATE (YYYYMMDD). Leave blank.
  5. PERIOD. This block should contain the FROM and TO date of the period that the cash was collected.
  6. DATE RECEIVED. Leave blank.
  7. NAME OF REMITTER DESCRIPTION OF REMITTANCE. Enter the words "Garrison," "Operation and Maintenance, Army," "Field Operations," and "Operation and Maintenance, Army" per the completed example; leaving adequate space to align the information in columns 7 through 10 into distinct rows. Then, enter the book and sheet number(s) to be turned in using this voucher.
  8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED. Write "Food Cost," "Garrison Overage/Shortage," "Installation Allotment," "Food Cost," "Field Overage/Shortage," and "Installation Allotment" per the completed example, aligning the data into appropriate rows as shown. See note 2.
  9. AMOUNT. Complete the following steps for the Garrison column and, when appropriate, the Field column. See notes 3 through 6 for detailed instructions to calculate the dollar values to be entered on this turn-in document. First, enter the total dollar value of cash being turned-in in the Food Costs category. Then, enter the total dollar value of cash being turned-in in the Installation Allotment category. If applicable, enter the total dollar value of cash listed under Overage or Shortage.
  10. ACCOUNTING CLASSIFICATION. Cite the complete accounting classification to be credited for the food cost and installation allotment. See note 7.
  11. TOTAL. Enter the actual total of all cash being turned in.
- \*\*\*\*End of Legend\*\*\*\*

### Notes.

The culinary management NCO should separate the total cash collected on each DD Form 1544 on DD Form 1131. The dollar values to be entered for each accounting classification (food cost and installation allotment) are found by computing the data for the lines below.

- <sup>1</sup> The total breakfast cash collected and the number sold (eight meals) = \$12.80.
  - <sup>2</sup> The total dollar value of the discount meal rate = \$10.80.
  - <sup>3</sup> The total dollar value of operating expense collected = \$ 2.00.
  - <sup>4</sup> The total lunch cash collected and the number sold (nine meals) = \$29.25.
  - <sup>5</sup> The total dollar value of the discount meal rate = \$24.30.
  - <sup>6</sup> The total dollar value of operating expense collected = \$ 4.95.
  - <sup>7</sup> The total dinner cash collected and the number sold (14 meals) = \$45.50.
  - <sup>8</sup> The total dollar value of the discount meal rate = \$37.80.
  - <sup>9</sup> The total dollar value of operating expense collected = \$ 7.70.
  - <sup>a</sup> Complete lines 1, 4, and 7 by using the dollar values entered in the right side Total columns of DD Form 1544 for breakfast, lunch, and dinner (or brunch and supper if appropriate). In the meal bracket, count and enter the number of individual meals sold for breakfast, lunch, and dinner (or brunch and supper if appropriate).
  - <sup>b</sup> Complete lines 2, 5, and 8 by multiplying the number of individual meals sold times the discount meal rate.
  - <sup>c</sup> Complete lines 3, 6, and 9 by subtracting the total dollar value of the discounted meal rate (lines 2, 5, and 8) from the total dollar value of cash collected for each meal on the DD Form 1544 (lines 1, 4, and 7).
  - <sup>d</sup> Enter the total dollar value of lines 2, 5, and 8 on DD Form 1131 under Garrison food cost collected. See notes 2 and 3.
  - <sup>e</sup> Enter the total dollar value of lines 3, 6, and 9 on DD Form 1131 as Garrison operating cost collected. See note 3.
- (1) The culinary management NCO must document on DD Form 1131 any overages or shortages as documented on the DD Form 1544 (\$0.05 shortage in this example). Add all overages under Garrison food cost collected; subtract all shortages from the Garrison food cost collected.
- (2) The culinary management NCO must document on the DD Form 1131 any collections that are to be entered in the field operation category of the DD Form 1131 (line 16, one MRE sold at breakfast). This is accomplished by adjusting the Garrison food cost and installation allotment (operating cost) the dollar value to be entered in the Field Operation food cost and installation allotment (operating cost). The MRE was sold at the breakfast meal and the cash collected was allocated as follows: \$1.35 food cost and \$0.25 installation allotment.
- (3) The total dollar value entered on DD Form 1131 for Garrison and Field Operations food cost and installation allotment (operating cost) plus overages or minus shortages should equal the total dollar value of monies collected on the DD Form 1544 and entered on the Cash Turned-in line:
- (a) Garrison.  
Food Cost \$71.55 (\$10.80 + \$24.30 + \$37.80 = \$72.90 - L.35 = \$71.55) Shortage (\$0.05) \$71.50  
Installation Allotment \$14.40 (\$2.00 + \$4.95 + \$7.70 = \$14.65 - \$0.25 = \$14.40)(OMA)
- (b) Field Operations.  
Food Cost \$1.35  
Installation Allotment \$0.25 (OMA)

<sup>(c)</sup> Total \$87.50.

<sup>(4)</sup> When preparing the DD Form 1131, the Field Operation section documents operational rations sold for cash. This section should contain meals sold for cash that the DFAC should not earn headcount credit for. Enter all other meals sold for cash under Garrison section.

<sup>(5)</sup> Document cash overages or shortages on the DD Form 1544 and enter them on DD Form 1131. Enter the overage or shortage in the appropriate category for either garrison or field operations. Add the overage to food costs; subtract the shortage from food costs.

<sup>(6)</sup> Obtain this information from the local RMO on the installation.

<sup>(a)</sup> Cash collected in appropriated fund DFACs or extended delivery options as the food-cost portion of meal sales should be reflected on the DD Form 1131 as a deposit to the subsistence reimbursement account under the military personnel, Army (MPA), appropriation fund. Account citations for each appropriation are in DFAS-IN 37-1.

<sup>(b)</sup> Operating cost collected as a result of meal sales should be reflected on the DD Form 1131 for deposit as 100 percent to OMA (installation) fund.

<sup>(c)</sup> At RA installations where DFACs are included in operations under the Defense Business Operations Fund, cash collected as operating cost should be reflected as a deposit of 100 percent to the credit of the defense business operations fund.

<sup>(d)</sup> At RA installations where DFACs are contractor operated (full food service (FFS)), cash collected as operating cost should be reflected as a deposit of 100 percent credit to the OMA fund.

**Figure 3-12. Sample DD Form 1131**

*b.* The total amount of cash collected for meals provided in RC DFACs for food cost should be deposited to the applicable subsistence reimbursement account, National Guard Personnel, Army (NGPA), appropriation and reserve personnel, Army (RPA). Deposit operating cost funds to the operation and maintenance, Army Reserve (OMAR), for USAR and Operation and Maintenance, ARNG (OMARNG), for ARNG units, as appropriate.

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

*d.* When an RA, full-time ARNG, or USAR appropriated fund DFAC is operated by a contractor, credit 100 percent of the operating cost to the OMA, OMARNG, or OMAR, as appropriate.

*e.* Collections from foreign national DFAC employee personnel overseas should be in accordance with the unified command guidance or treaty or agreement between the United States and the host country. Post these funds to the subsistence portion of MPA as full payment for meals served the local nationals. Forward one copy to the FPM at the end of each pay period; the culinary management NCO or manager should retain the final copy and file it in the DFAC records.

*f.* RA and RC units located at other Service installations (USAF, USN, and USMC) should complete DD Form 1131, as outlined above. Obtain the appropriate classification numbers on the form from the servicing resource management office (RMO) activity, as outlined in the Interservice support agreement with the other Service installations. Schedule the cash turn-in as outlined above.

*g.* On DD Form 1131, record the serial number of the DD Form 1544 book and the sheet number of all sheets being turned in. Prepare sufficient copies to meet the needs of RMO, including two copies for the officer depositing the funds. If DD Form 1544s are from two different books, prepare a separate set of DD Form 1131s for the sheets from each book. Attach applicable DD Form 1544s to the last copy of DD Form 1131 and turn them in to the resource management section for forwarding to DFAS.

*h.* If the dollar amount listed on DD Form 1131 and the dollar amount deposited match, DFAS should then enter or provide a collection voucher number and sign or validate with the proper POS equipment on DD Form 1131. Return two copies of the verified DD Form 1131 and all DD Form 1544s to the unit. File one copy of DD Form 1131 in the DFAC. Securely attach the other DD Form 1131 and DD Form 1544s to the back cover of the DD Form 1544 book using a metal fastener. In the Voucher No column on DD Form 1544 register (side B), the unit should enter the number assigned by the DFAS to the DD Form 1131.

*i.* Consolidating headquarters procedures are as follow:

(1) Units drawing the DD Form 1544 book or individual DD Form 1544s from a consolidating headquarters should make cash turn-ins (DD Form 1131 and DD Form 1544s) to the consolidating headquarters.

(2) The consolidating headquarters should verify the accuracy of the forms in the same manner as specified for the DFAS above. Stamp the DD Form 1544s with "verified," and assign the DD Form 1131s a consolidating headquarters voucher number in the Receiving Office Collection Voucher No block. The consolidating headquarters officer should retain two copies of the unit's DD Form 1131. Then return one copy of DD Form 1131 and all DD Form 1544s to the unit and file in the book if the unit maintains the DD Form 1544 book. If the unit does not maintain the book, the verified DD Form 1544s should remain with the unit that maintains the book. The holder of the book should enter on the unit's DD Form 1544 register (page B) in the Voucher No column the number assigned by the consolidating headquarters to the Receiving Office block of the DD Form 1131. The consolidating headquarters should file the other DD Form 1131.

(3) The consolidating headquarters should prepare DD Form 1131 to reflect the turn-in by all units. DD Form 1131 should include the consolidated turn-in of all units in the format prescribed in figure 3-12. Attach two copies of each unit's

DD Form 1131 turn-in to the DD Form 1131 of the consolidating headquarters. The consolidating headquarters should forward the DD Form 1131s and the corresponding deposit tickets to the servicing DFAS.

(4) The DFAS should verify the accuracy of the amounts listed on the consolidated DD Form 1131 against the sheet totals of the attached unit DD Form 1131s and deposit tickets. If all figures are correct, the DFAS should assign a voucher number and sign or validate with the proper POS equipment the consolidated DD Form 1131. All copies of the unit DD Form 1131 should show some type of verification by the DFAS. Return one copy of the consolidated DD Form 1131 and one copy of the attached unit DD Form 1131 to the consolidating headquarter making the turn-in. The consolidating headquarters should complete the DD Form 1544 register voucher number according to the instructions above.

(5) For RC purposes the consolidating headquarters may be required to forward the above to the headquarters for ARNG or USAR for further consolidation and forwarding to a servicing DFAS. Retain the returned and verified DD Form 1131 in accordance with the procedures in AR 25–400–2 and should document the disposition of all funds.

### **3–39. Cash register procedures**

*a.* The Army Food Management Information System (AFMIS) POS system when available should be used to automate the cash and bank card collection process instead of using DD Form 1544. Additionally, in an à la carte operation, cash registers should also replace the DA Form 3032.

(1) Develop a cash and bank card register SOP based on the manufacturer operator’s manual. As a minimum, cover the following areas:

- (*a.*) Cashier/headcount duties.
- (*b.*) Change fund instructions.
- (*c.*) Cash register accounting and reporting procedures.
- (*d.*) Designated individuals to management procedures or functions.

(2) The cash register clearing procedures included in the SOP should include at least the following procedures:

- (*a.*) Meal and daily clearing procedures (24-hour period).
- (*b.*) Security of the function keys and total keys.

*b.* Turn in cash collected according to the procedures outlined above. Prepare and submit DD Form 1131, per figure 3–12. The cash register transaction summary tape(s) should replace the DD Form 1544 and support the dollar value of cash collected during the meal period. Attach these tapes to DD Form 1131 with the deposit ticket from the bank and forward it for DFAS verification.

*c.* Installations authorized to use bank card Point of Sales devices to support payment of meals should use the following procedures.

(1) Only approved POS devices should be used at Army dining facilities. Coordination and approval with JCCoE, ACES OD, is required prior to obtaining credit card devices to operate in Army Dining Facilities.

(2) Authorized Credit and Debit Card sales should be entered during the meal service day period.

(3) Daily DD Form 1131s should be prepared at the end of the business day to closeout credit card sales at each dining facility based on the POS device end of day summary report.

(4) DD Form 1131 for bank card transactions should be forwarded to the LRC resource manager for processing daily.

(5) JCCoE should provide operating procedures and training to support bank card operations at Army dining Facilities.

*d.* Installation Food Program Managers (IFPMs), Chief Culinary Management NCOs, Senior Culinary Management NCOs, Contract Dining Facility Managers and staff that are in direct use of the AFMIS system should take training prior to using AFMIS. Certification can be obtained through the Distant Learning (DL) Black Board. User certifications valid for a period of 3 years. Proof of certification must be kept on file.

### **3–40. Headcount summary**

*a.* Summarize headcount data from the signature headcount and cash collection sheets (or cash register receipt) using the appropriate manual form or automated process. The culinary management NCO or contract manager must ensure that all persons served were counted, including early and late diners.

*b.* Use DA Form 2970 (Headcount Report) to summarize the data contained on the DD Form 1544, DA Form 3032, and, when appropriate, DA Form 5913 (Strength and Feeder Report) when operating under ARCS. Additional instructions for completing DA Form 2970 are in appendix E.

*c.* The garrison culinary management NCO or manager or designated representative using the signature headcount system should—

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

(2) Enter the amount on the appropriate line and column on DA Form 2970 and sign the form.

*d.* When units are conducting field operations and are supported from a garrison DFAC, document personnel supported using the signature headcount system or submit data to the DFAC on DA Form 5913. See AR 30–22 and this pamphlet

for guidance on using DA Form 5913. The culinary management NCO or manager should enter on DA Form 2970, line 2, DA Form 5913 for each A-ration meal provided. When operational rations are provided, enter DA Form 5913 on the appropriate DA Form 5914 (Ration Control Sheet) and also in DA Form 2970, section E, for operational rations.

*e.* When it becomes necessary to make corrections to the original DA Form 2970, draw a line through the original figures (original entry must be readable), insert the correct figure, and initial (by the individual making the change) each correction. Attach the supporting documents causing the change to DA Form 2970. The culinary management NCO or manager should explain why the correction had to be made using the Remarks block.

*f.* Affix all headcount data (except deferred payment document), including memorandums requesting subsistence support, to DA Form 2970 prior to filing.

### **3-41. À la carte operations**

*a.* General. Form an à la carte planning committee at least 6 months prior to the implementation date. Membership should include the LRC, the installation food advisory personnel, the SSM, representative, closest Army dietitian, the culinary management NCO, and an approved automated system administrator, at a minimum. Topics for the planning committee are in this publication.

*b.* Operational policies.

(1) Seconds or multiple portions. The à la carte policy for seconds or multiple servings is as follows:

*(a)* For SIK Soldiers and customers, seconds should consist of all menu items (sides, salads, desserts, and beverages) except the main entrée(s). Do not charge SIK customers for seconds. Use a seconds key at the cash register station for returning SIK customers to preclude double counting for workload or headcount earnings.

*(b)* Cash customers should pay for all menu items selected, to include seconds or multiple servings. Use a seconds key also for cash customers purchasing seconds when returning to the serving line. The use of the seconds key for cash customers should provide management with a more accurate record of production and accountability requirements.

(2) Return to fixed pricing. A permanent return to the fixed price meal system is not authorized without the DCS, G-4, approval.

(3) Holiday meals. A return to a fixed meal rate price for Thanksgiving, Christmas holiday meals, and for the Army birthday celebration is authorized. The price charged should be the DOD published holiday meal price for all holiday menus. The facility should earn BDFA credit for all meals served using the fixed meal rate pricing. Additional funding beyond the BDFA is not authorized when the DOD meal rate is used and BDFA entitlement is less than the dollar value of the food being served.

*c.* Menu item selling price. Calculate à la carte selling prices and reimbursement requirements using the following:

(1) The discounted selling price consists of the food cost and condiment cost.

(2) The standard selling price consists of the discounted selling price with the addition of a surcharge to cover operating expenses.

(3) Update the discount and standard selling prices quarterly only. Update price changes by the 10<sup>th</sup> of the month after receipt of the adjusted item costs.

(4) Round selling prices to the nearest nickel using the 5-mil rule.

(5) No provision is made in the à la carte system to charge a reduced price for children's meals.

(6) All personnel should pay the standard selling price unless authorized to subsist at discount selling price in accordance with regulatory policy.

(7) The installation should develop a local procedure to establish the method to compute individual item pricing if the automated process is unavailable. Maintain a record of the method used to determine the manual item pricing in the DFAC for 90 days.

*d.* Other services. Support for private parties or for the benefit or gain of a private individual or group is prohibited. Do not resell food provided to customers under the provisions of this paragraph. Support intended to result in a profit for other Government agencies (appropriated or nonappropriated) or private groups or organizations (for example, support for charitable fundraising activities conducted by or for the Red Cross, United Services Organization, NCO academy, and officers' wives' clubs) is prohibited. Food that is not processed, prepared, and sold through the à la carte system should not be prepared or served using DFAC equipment, facilities, or personnel (military or civilian).

(1) For the Army, the primary function of the à la carte option is to provide the SIK Soldier with the ability to obtain their subsistence entitlement by an increase in available menu selections and extended operating hours.

(2) The goal of the à la carte option is to be self-sustaining; that is, beyond the initial startup stage, the collections from operating costs should be sufficient to offset all operational costs incurred to feed other than the SIK Soldier.

(3) Selecting the à la carte option should not require using installation subsistence funds to continue the operation at the expense of the traditional troop dining mission.

(4) The à la carte system is a customer-oriented system that requires an acute awareness of the desires of all diners. If the à la carte system is to be implemented and operated successfully, all members of the food service staff team must be responsive to Soldier/customer desires.

(5) When implemented, the à la carte system should provide the following advantages:

- (a) Improved management controls.
- (b) Increased operating cost collections.
- (c) Increased customer focus.
- (d) Increased menu offering.
- (e) Increased customer usage of the DFAC.
- (f) Decreased food waste.

(6) A secondary advantage to the à la carte system is to provide lower cost meals by using individual item pricing for purchases by senior enlisted Soldiers, officers, and civilian guests.

*e. Duties and appointments.*

(1) The FPM's and the culinary management NCO's or manager in charge's duties (or the appropriate contractor positions) do not differ from those defined in AR 30–22 and other applicable publications.

(2) The responsible shift leader on duty (or appropriate contractor position) is responsible for all subsistence, supplies, preparation, and service of food items and may also be the cash control supervisor (CCS)(see below) during their tour of duty.

(3) The CCS should be designated by the culinary management NCO or manager. The individual should normally be a supervisor or senior NCO. The CCS should be responsible for issuing the change fund to the cashiers, clearing the electronic cash registers, accounting for cash after each meal, and performing end-of-day procedures. Specific duties of the CCS and procedures are explained in this section.

*f. Implementation. The prerequisites for implementation of an à la carte option are—*

(1) Renovating the existing physical layout to include relocating cash register operations at the end of the serving line, instead of at the beginning, and erecting physical barriers between the dining room and serving line to direct patron flow through the cashier's location. Multiple cash register stations should be needed at larger facilities.

(2) A mechanism for recipe costing (approved automated system).

(3) Initial purchase of the cash register system, including installation and training costs. General requirements and specifications for the electronic cash register system follow:

(a) The electronic cash register system specifications and possible configurations may be obtained from JCCoE, ACES OD. Coordination with JCCoE, ACES OD, is required prior to obtaining an à la carte cash register system. Connect the cash register system to a dedicated electrical circuit that is on the emergency electrical power supply or to an uninterrupted power source to ensure continual service or an organized shutdown. Ensure that adequate provisions are made for the maintenance of the system (that is, hardware and software maintenance).

(b) The system must—

- 1. Provide a receipt for each customer.
- 2. Have an electronic price display that is readable by the customer.
- 3. Record and summarize meal headcount data (cash and credit transactions by category).
- 4. Record and recapitulate menu item sales.
- 5. Record SIK customers and print exceptions report. DFACs should use the DOD CAC ID number to record SIK customers.

6. Have built-in memory that is preset with menu prices (at least 112 keys—24 for numeric functions and 88 to be used for menu items).

7. Compute operating cost charges or have the memory capability to store the operating rate menu item prices.

8. Provide the following reports: revenue report, item sales report, special statistical report, and status of specific meal entitlements.

(c) As an option to the above system requirements, have electronic scales for weighing and pricing selected menu items.

*g. Menus.*

(1) Menus should be seasonal and may be a cycle type, a restaurant type, or a combination of both. Base the decision on the type of menu used on Soldier/customer needs and Army standards found in the Army Buyer's Guide (available at <http://www.quartermaster.army.mil>), TM 10–412, and DOD menu and nutrition standards. The à la carte system requires that sufficient variety be offered to provide an adequate choice for enlisted Soldiers not on separate rations and for paying customers. The à la carte menu should remain within the nutritional guidelines established by AR 40–25.

(2) Main entrées should be a cross section of low-and high-priced items. At least one low-priced entrée should be available during the lunch and dinner meals, and at least one performance/fitness entrée, starch, vegetable, and beverage selection (categorized as green from the Go for Green® criteria). Ensure that the low-priced items on the menu are not

continually high-fat, high-sodium items (that is, fried foods, preserved meats, and so forth) and that selection of low-cost items results in a well-balanced diet. Give customer preference and food cost strong considerations.

(3) Change established menus as conditions dictate (that is, use of leftovers, excess, and so forth). Annotate the production schedule to reflect what was actually prepared, served, left over, or discarded. Use item sales report data to help determine the need to make menu item changes or adjustments.

*h. Progressive cooking and portion control.*

(1) Progressive cooking. Progressive cooking improves the quality of food and helps prevent excessive waste. Food must be merchandised and leftovers kept to a minimum. Progressive cooking ensures that food items displayed at the end of the meal are of the same quality and appearance as at the beginning of the meal. Plan food production using historical data on customer preferences and flow patterns.

(2) Portion control. TM 10–412 and the Buyer’s Guide address portion sizes appropriate for the food items. Selling prices are based on a set serving and portion size, which should be indicated on the production schedule. Each person serving on the cafeteria service line should be briefed on the proper portion size prior to the meal. Use the proper utensils (ladles, scoops, and so forth). Food items such as chops, fish fillets, and so forth are often received from the supply system in varying portion sizes. The portion size needs to be adjusted to meet the recipe source, or the recipe cost needs to be adjusted for the portion size used. Shift supervisors must strictly enforce compliance with established portion sizes to prevent hidden costs being added to recipes.

*i. Supplies and equipment.* In addition to supplies normally used, the following is necessary:

(1) Menu board(s) with appropriate lettering and the opportunity to display the Go for Green® criteria on the menu board. Illuminated menu boards work very well to display prices above the serving line. Neon highlighted boards are effective for posting daily features. Consider the best method to provide customers with pricing of individual items at the point of pickup. Pricing for items such as beverages, salad bar, desserts, and items displayed away from the main serving line should also be addressed when obtaining signage.

(2) Individual casserole dishes, dessert cups, or the appropriate single serving dishes.

(3) Adequate portioning utensils, such as ladles, ice cream scoops, and spoons.

(4) Signage to identify the item being served or selected. For example in the self-service areas, the signs should identify the soups being served in the soup wells, the flavors in the soft-serve machine, and the flavors in the Kool-Aid machine (cherry, strawberry, or grape).

(5) Steam table pans. The majority of pans should be half-pans (2.5 inches deep and none deeper than 4 inches) to provide a better display of food items and encourage progressive cookery.

*j. Menu item pricing.*

(1) Discount selling price. The discount selling price is calculated by adding the recipe ingredient cost plus 20 percent for condiments. The condiment cost is compensation for subsistence items used in garnish and for any items not included in the recipe and used for the preparation of a menu item, such as cooking oils for the deep fat fryers, and so forth. Calculate the condiment factor in all menu pricing that requires DFAC preparation. The condiment factor may be excluded when pricing items that require no preparation, such as fresh fruit or an individual container of milk or juice. All calculated discounted selling prices should not be rounded up or down. (For example, if the recipe ingredient cost of beef stew is \$0.65, the 20 percent condiment factor equals \$0.13. In this example, \$0.65 multiplied by 20 percent ( $\$0.65 \times 20 \text{ percent}$ ) = \$0.13. The cost and the condiment factor added together,  $\$0.65 + \$0.13 = \$0.78$ , would be the discount selling price.)

(2) Standard selling price. To calculate the standard selling price, the discount selling price (recipe cost plus 20 percent condiment factor) is multiplied by the operating rate factor (issued in DA message each year). The discounted selling price multiplied by the operating rate factor equals the standard selling price. Round standard selling prices to the nearest nickel. If the standard selling price calculated is less than \$0.10, round up to \$0.10. For example, a serving of iced tea costing \$0.055 is rounded up to \$0.10. Round all standard selling prices up or down using the 5-mil rule. (To arrive at the standard selling price, add the recipe ingredient cost to the condiment factor to yield a total—for example,  $\$0.65 \text{ plus } \$0.13 = \$0.78$ . This total is then multiplied by the DA operating cost rate. For example,  $\$0.78 \times 1.33 = \$1.0374$ , adjusted by the 5-mil rule, equals \$1.05 as the standard selling price.)

(3) Price averaging. Averaging the selling price for similar food items (entrées, short order, vegetables, desserts, soups, starches, beverages, and so forth) is authorized. Price averaging is used to encourage the selection of a wider variety of healthy foods and beverages and to speed meal service.

(4) Salad bar pricing.

(a) Portion weight. Use the cost per pound of each salad item or ingredient (including dressings) available to patrons on a salad bar to compute an average price per ounce (OZ). Base the selling price under this method on the size of the salad dish or bowl used by the patron. Caution: be aware that customers can creatively build salads that could be much more expensive than originally computed for an average price. In such cases, take care to ensure that actual self-serve portion sizes are used in the calculation.

(b) Pricing by weight. Weigh the portion on scales attached to the cash register. Based on an average price per oz. the total price of the item is calculated by the cash register. This option yields the highest accuracy because the customer pays exactly for what is taken. Pricing by weight can also be used for other categories of menu items, such as soft-serve ice cream and yogurt, deli sandwiches, and soup.

(5) Specials. To promote the sale of performance/fitness entrées (Go for Green® category), the sale of nutrient-dense, low-calorie, or light meals at a standard price for a week is encouraged. For example, a special offered daily at lunch might include soup, an entrée, salad (pre-plated), 1 percent or skim milk, and fresh fruit. Change the type of soup, entrée, and fruit daily. To calculate the standard selling price for specials for the week, the prices of the components of each special must be averaged. Ensure that total monies collected for specials during the week are sufficient to recover the actual cost (including the 20 percent collected for condiments) of the food sold as specials.

(6) Reduced price sales and leftovers.

(a) Selling an item below the standard selling price is authorized only to minimize the loss of subsistence (caused by the discarding of leftovers or forced issues). Reduced selling prices are an exception and generally result from factors beyond the control of management, such as a large group failing to arrive for a prearranged meal. Do not reduce prices too often or without careful forethought.

(b) The price of any leftover item may be reduced up to a maximum of 50 percent of the original (standard) selling price. The amount of the reduction is determined by the culinary management NCO or manager (or designated supervisor) based on the circumstances (the type, quality, quantity, and acceptability of the item) and the mix of SIK and cash patrons. When a price is reduced, posting it as a special should help to merchandise the item.

(c) Categories of reduced price items include the following:

(7) Leftovers. Use food production controls and progressive cooking to prevent excessive leftovers. Popular items, such as roast beef, spaghetti, and desserts, are not normally reduced in price because they are highly acceptable, even as leftovers. The price of a leftover item may be reduced if, in the opinion of the culinary management NCO or manager (or the designated supervisor), the reduction is more cost effective. For example, limited sales at the regular selling price would result in discarding a significant quantity of the item. Dollar credit for the difference between the regular selling price and the reduced price is not authorized.

(8) Reduced price offerings. Reduced price subsistence items are, at times, offered by the supplier. The culinary management NCO or manager may elect to purchase these items. Base the selling price of the menu items using these reduced price subsistence items on the purchase price of these subsistence items.

k. Fixed price meals, set price meals. Under certain circumstances, a set price meal may be established using a total of the item prices (including operating cost, if appropriate) of the individual components of the meal. See the meal sales paragraph below for use of a set price meal.

l. Headcount and cash collection procedures.

(1) Headcount procedures. Develop emergency headcount procedures that ensure cashiers are trained and available for traditional headcount operations should the need arise.

(2) Persons authorized to subsist. All personnel in the Army community (enlisted, officers, and DOD civilians) are authorized to eat in an à la carte DFAC. Local policy may restrict a category or categories of personnel authorized to subsist; however, carefully consider the impact on the earning potential (cash and operating cost) of the à la carte facility prior to any restriction. All SIK customers must present a valid DOD CAC ID or orders that are annotated indicating advance payment or DFAS action.

(3) Cash register procedures. Cashiers must be knowledgeable about cash register operations. Shift supervisors should ensure that the correct selling prices for menu items have been programmed into the registers prior to each meal. A CCS should be responsible for opening and clearing cash drawers. Cashiers are prohibited from clearing their cash registers or leaving their cash drawer (removed from the register) without cash control supervision.

(4) Cash register failure. If the cash register system becomes inoperative because of power failure or other cause, implement one of the following options. The FPM should determine which option to use in the event of the cash register system being inoperative.

(a) Available options are as follows:

1. Use calculators with a paper tape to total the list of food selected by the cash customer. To accurately use this option, a computer printout of individual menu item prices is necessary for each cashier.

2. Return to the traditional fixed price system for the remainder of that meal or until the cash register system is operational and then charge the fixed price meal rates as published in the annual DOD comptroller.

(b) Either option requires the following procedures to be followed while the cash register system is inoperable. Maintain a sealed packet containing DA Form 3032s and DD Form 1544s in the DFAC safe. Attach instructions and procedures to be followed in the event of a cash register system failure to this packet.

1. Cash customers should be required to sign the DD Form 1544 and indicate the amount they paid. Customers who are not required to pay cash (Soldiers not on separate rations) should sign DA Form 3032 and enter the numbers of their CAC DOD ID number. Issue, receipt, use, control, and turn-in procedures for the DA Form 3032 and DD Form 1544 should be the same as those described in AR 30–22.

2. Close out DA Form 3032s and DD Form 1544 at the end of each meal and return them to the culinary management NCO or manager with the cash collected. Do not use DA Form 3032s for more than one meal period.

*m.* Other food service support. The à la carte system, unlike the fixed price system, is capable of computing the full reimbursement value of the food items (food cost plus operating cost) provided for official functions.

(1) Other food service support is defined as providing food items for functions over and above the traditional meals provided for Soldiers by the DFAC. Other food service support should not be considered an additional mission, but rather a value-added enhancement that can produce revenue (operating cost collections) to offset the cost of the fixed resources required to provide feeding. Installations should be aware that their sources provided for the food service program are intended to support the SIK feeding mission. If the primary mission of SIK feeding changes, the provision of other food service support may need to be curtailed or eliminated if additional resources are not made available.

(2) An installation should develop local written procedures (see support policy in AR 30–22) to define functions to support and to prevent misuse (actual or perceived) of Government facilities, equipment, food, and personnel. This written procedure should address what support, besides meal sales and menu item sales, should be available to requesters. For example, is other food service support at the local DFAC limited to sales only, or are delivery, setup, service, and cleanup available? When other food service support is authorized and defined by local procedures at an à la carte facility, obtain full reimbursement (food cost plus operating cost) and follow the accountability procedures described in this publication.

(a) Meal sales. These meals are provided for events such as company picnics and organization-day activities. Request meals by memorandum to the FPM. If the request and menu are approved, determine the selling price using the à la carte selling prices or calculate it manually. The final selling price should be the total of the individual selling prices. Selling prices should include operating costs, unless the customer is exempted from paying operating costs (see AR 30–22 for exemptions). Customers who are operating cost exempt should not be permitted to purchase food for customers who are not exempt from operating costs. Enter the total dollar value of sales from meals into the automated system through the use of the manager's back-of-house procedures. Enter sales from individuals who are surcharge exempt into the system; however, funds processed from these sales must be entered in the system to prevent reduction of food-cost earnings by surcharge collections.

(b) Menu item sales. Menu item sales are individual menu items—such as coffee, cookies, and pastries—that are provided to support functions defined and approved in a locally developed procedure. Obtain full reimbursement for all menu item sales. Request menu item sales by memorandum to the FPM, providing complete information. Determine prices charged using the à la carte pricing report or manual pricing methods. All menu item sales should include the operating costs regardless of whether some or all of the attendees are exempt from operating costs.

(3) Reimbursement procedures follow:

(a) For cash at the time of pickup, enter the items sold into the à la carte cash register system and pay in cash.

(b) Enter individual purchasing meals under the appropriate category. One headcount should be received for each customer.

(4) For menu item sales, enter the total cash amount into the cash register as a single purchase under the officer/civilian category. Only one headcount is entered, regardless of the number of people attending the event.

(5) A copy of the cash register receipt tape and the memorandum requesting the support should be filed with the cash register records.

(6) Regarding meals purchased at the event, make an entry for each customer in the à la carte cash register system. To account for meals purchased at an event, the entry into the cash register should be the total cash amount as a single purchase under the officer/civilian category. Attach the register receipt reflecting entry into the system and the memorandum requesting the support to the cash records for filing.

(7) When an installation's à la carte facility requires credit sales for meals and menu items, obtain authority from HQDA prior to implementation. Request additional guidance on credit sales from the Director, JCCoE, ACES OD, 1831 A Avenue, Fort Lee, VA 23801–1601.

*n.* Cash deposits and change fund.

(1) Turn in cash as prescribed in AR 30–22 and this pamphlet.

(2) Determine the size of the DFAC change fund based on the anticipated number of cash customers to be served. Minimum requirements for a change fund to serve the needs of 150 to 200 cash customers daily would be approximately \$300.00 to \$400.00 dollars. It is the responsibility of the culinary management NCO or manager to replenish and maintain the change fund.

*o.* Training. Each installation or DFAC that elects to implement the à la carte system must undertake an extensive training program to orient personnel to the system. Training must include not only the technicalities of the system but also related subjects, such as Soldier and customer relations, progressive cookery, garnishing, food merchandising, leftover control, and, most importantly, portion control or serving size.

(1) All DFAC personnel must receive appropriate training on the à la carte system.

(2) Some areas where training should occur are:

(a) À la carte concept.

(b) Progressive cookery.

(c) Portion control.

(d) Customer awareness.

(e) Food merchandising and garnishing.

(f) Accounting for subsistence and supplies (to include the policy on seconds).

(g) Food handling (in particular as related to extended meal hours).

(h) Maintaining optimal nutritive value of food.

(i) Menu pricing methods.

(j) Operation of the cash register system.

(k) Production planning and leftover control.

(l) Adherence to recipes.

(m) DFAC maintenance.

(n) Takeout policy and the appropriate takeout containers.

(o) Cashier cash handling procedures and safe control procedures.

(p) Proper labeling of food items using the Go for Green® nutrition labeling program.

*p.* Facility configuration.

(1) Control access to the serving line(s) and food items; construct physical barriers if needed.

(2) Ideally, there should be only one entrance to the serving line(s), and the cashier should, if possible, be able to observe this entrance. Locate the cashier must at the exit from the serving lines and prior to entering the dining room.

*q.* Manpower considerations. Under normal circumstances, implement the à la carte system within the current manpower resources of the DFAC.

(1) Reorganization of current manpower resources may be needed to perform cashier and other functions. Additional man-hours are not required to operate the cashier function of the à la carte system, but cashier (headcount) staffing methods may need to change. Stability of cashiers is desirable because of the training required to operate the cash register. If permanent cashiers are hired, job descriptions could include general food service duties during slow and overlap periods. Part-time or intermittent cashiers could also be used.

(2) Scheduling for all employees should be reviewed and adjustments made as needed. Changes in section workload within the kitchen and longer meal hours may require modifying employee hours and break times.

(3) The FPM and culinary management NCO or manager should work closely with the servicing civilian personnel office to ensure that all changes are in accordance with civilian personnel regulations, policies, and procedures. Ensure that the local union is notified and negotiations are conducted as appropriate since changes associated with the à la carte system may alter working conditions both for food service employees and for those employed in other areas of the facility.

*r.* Supply considerations. Supply costs could potentially increase under the à la carte system due to a subsequent increase in customers served and whether takeout service is implemented (cost of disposable wares). Additional charges above the normal discount or standard pricing are not authorized to cover the cost of disposable items.

### **3–42. A` la carte operations for medical treatment facilities dining facilities**

*a.* General. All medical treatment facilities (MTFs) DFACs use a la carte pricing. A return to a fixed meal rate price for Thanksgiving, Christmas holiday meals, and for the Army birthday celebration is authorized. The goal of the a la carte option is to be self-sustaining, that is, beyond the initial start-up stage the collections from operating costs should be sufficient to offset all operational costs incurred to feed other than the SIK Soldier. The primary purpose of MTF DFACs is to feed inpatients, enlisted personnel entitled SIK rations, and MTF staff according to AR 40–3. The MTF commander may authorize other personnel to eat in the dining facility on a regular or occasional basis according to the MTF DFAC's capabilities and manpower resources.

*b.* Menus.

(1) Menus should be seasonal and may be either a cycle or restaurant type or a combination of both. The decision on the type of menu used should be based on Soldier/customer needs. The a la carte system requires that sufficient variety be offered to provide an adequate choice for enlisted Soldiers not on separate rations and for paying customers. The a la carte menu should remain within the nutritional guidelines established by AR 40–25.

(2) Main entrees should be a cross section of low and high priced items. At least one low priced entree should be available during the lunch and dinner meals. Ensure that the low priced items on the menu are not continually high fat, high sodium items (that is, fried foods, preserved meats, and so forth) and that selection of low cost items results in a well-balanced diet. Customer preference, nutrient content, and food cost must be given strong considerations.

(3) Established menus should be changed as conditions dictate (that is, use of leftovers, excess, and so forth). The production schedule should be annotated to reflect what was actually prepared, served, left over, or discarded, and when items ran out, if applicable. Item sales report data should be used to help determine the need to make menu item changes or adjustments.

*c. Progressive cooking and portion control.*

(1) Progressive cooking. Progressive cooking improves the quality of food and helps prevent excessive waste. Food must be merchandised and leftovers kept to a minimum. Progressive cooking should ensure that food items displayed at the end of the meal are of the same quality and appearance as at the beginning of the meal. Food production must be planned using historical production and sales data.

(2) Portion control. Selling prices are based on a set serving/portion size, which should be indicated on the production schedule. Each person serving on the cafeteria service line should be briefed on the proper portion size prior to the meal. The proper utensils (ladles, scoops, and so forth) must be used. Food items such as chops, fish fillets, and so forth are often received from the supply system in varying portion sizes. The portion size should have to be adjusted to meet the recipe, or the recipe cost should have to be adjusted for the portion size used. Shift supervisors must strictly enforce compliance with established portion sizes to prevent hidden costs to be added to recipes.

*d. Supplies and equipment.* In addition to supplies normally used, the following should be necessary:

(1) Physical and/or digital menu board(s) with appropriate lettering. Consideration must also be given to the best method to provide customers with pricing of individual items at the point of pickup.

(2) Individual casserole dishes, dessert cups, or the appropriate single serving dishes.

(3) Adequate portioning utensils, such as ladles, ice cream scoops, and spoons.

(4) Signage to identify the item being served or selected, to include self-service areas.

(5) Steam table pans. The majority of pans should be half-pans (2.5 in. deep and none deeper than 4 in) to provide a better display of food items and encourage progressive cookery.

*e. Menu item pricing.*

(1) Selling price. The full recipe cost is calculated by adding the recipe ingredient cost plus a 25 percent condiment factor. The condiment factor is compensation for subsistence items used in garnish, for any items that are not included in the recipe and used for the preparation of a menu item, such as cooking oils, and for service condiments. The full recipe cost should be calculated in all menu pricing. The full recipe cost should not be rounded up or down; for example, if the recipe ingredient cost of beef stew is \$0.65, the 25 percent for condiments equals \$0.16. In this example \$0.65 multiplied by 0.25 percent ( $0.65 \times 25$  percent) = 16.25 or 16 cents. The ingredient cost and condiment added together, \$0.65 plus \$0.16=\$0.81, would be the full recipe cost).

(2) To calculate the selling price, the full recipe cost (recipe ingredient cost plus 25 percent condiment factor) is multiplied by the operating rate factor (issued in DA message each year). All selling prices should be rounded to the nearest nickel using the 5-mil rule. If the standard selling price calculated is less than ten cents, round up to ten cents. For example, serving of iced tea costing \$0.055 cents is rounded up to 10 cents. To arrive at the selling price, take the full recipe cost (example above is \$0.81) and then multiplied by the DA operating cost rate (the example operating rate factor shown is 33 percent). For example,  $\$.81 \times 1.33 = \$1.0773$ , adjusted by the 5-mil rule, equals \$1.10 as the selling price.)

(3) Price averaging. Averaging the selling price for similar food items (vegetables, desserts, soups, starches, beverages, and so forth) is authorized. Items that are significantly more expensive than the average price should be priced separately (for example, asparagus versus green beans). Price averaging is used to encourage the selection of a wider variety of foods and to speed meal service.

*f. Self-service bar pricing.*

(1) Portion weight. The cost per pound of each self-serve bar item or ingredient (including dressings on salad bars) available to patrons is used to compute an average price per ounce. The selling price under this method is based on the size of the dish or bowl used by the patron. CAUTION: Be aware that customers can creatively "build" salads which could be much more expensive than originally computed for an average price. In such cases, care should be taken to ensure that actual self-serve portion sizes are used in the calculation.

(2) Pricing by weight. The portion is weighed on scales attached to the cash register. Based on an average price per ounce, the total price of the item is calculated by the cash register. This option yields the highest accuracy because the customer pays exactly for what he/she takes.

(3) Specials. To promote the sale of healthier food options, their sale at a special price is encouraged. For example, a main hot line special can be offered daily at lunch to include, a healthier an entree, vegetable and starch choice. To calculate

the selling price for specials, the prices of the components of each special must be averaged. Ensure that total moneys collected for specials are sufficient to recover the full recipe cost (recipe ingredient costs plus the 25 percent condiments factor) of the food sold as "specials."

g. Reduced price or leftovers.

(1) The sale of an item below the selling price is authorized only to keep the loss of subsistence (caused by the discarding of leftovers) to a minimum. Reduced selling prices are an exception and are generally a result of factors beyond the control of management, such as the failure of a large group to show for a prearranged meal. Prices should not be reduced too often or without careful forethought.

(2) The price of any leftover item may be reduced up to the full recipes cost (recipe ingredient costs plus 25 percent condiment factor) the amount of the reduction is determined by the NCOIC (or designated supervisor), based on the circumstances (the type, quality, quantity, and acceptability of the item). When a price is reduced, posting of the new menu price should help to merchandise the item.

h. Headcount and cash collection procedures. All headcount and cash control procedures should fully comply with AR 40-3 and AR 30-22.

### **3-43. Reserve Component Subsistence System**

a. The Reserve Component Subsistence System. AFMIS is designed to reduce administrative requirements from the former IDT accounting system. RC units should use AFMIS during IDT and AT while using garrison or cantonment FSE. ARNG and USAR units operating RC AFMIS should use the instructions in the online help and tutorials to perform those functions that are automated.

b. Annual training. During AT, RC enlisted Soldiers are entitled to three meals for each full day of active duty training and returning to home station. When AT is authorized to be conducted at the home station armory or center, meal authorization should be as prescribed by the AG or the major support command FPM. The significant elements of the Reserve Component Subsistence System (RCSS) are in appendix F of this pamphlet.

c. The Reserve Component Subsistence System general policies. The RCSS contains the following general policies:

(1) The commander responsible for the DFAC operation should initiate a DA Form 5913 identifying the number of SIK Soldiers requiring meals support and should forward this request to the culinary management NCO who should complete all documentation and forward it to the appropriate headquarters providing ration support. Only the responsible unit commander, culinary management NCO, or first sergeant from the requesting unit is authorized to sign the initiating request form.

(2) With the use of AFMIS only, the commander may designate the senior culinary management NCO and alternative to request subsistence and food service support. Permission to use AFMIS should be granted using DA Form 1687 and should be submitted to the State Food Program Office.

(3) Any Soldier (officer or enlisted) receiving BAS should not be included in the initiating request (DA Form 5913) to support IDT or AT feeding (except when Soldiers are completing DFAS action in accordance with DOD 7000.14-R).

(4) If Soldiers who are receiving BAS, civilian guests, FMs, or civilian employees (DOD or State) are included in the initiating request, the commander is directly responsible for the additional meals requested and should ensure that cash collection is accomplished. Individual Soldier DFAS reimbursement actions are not authorized for IDT.

(5) The senior commander should determine the subsistence supply source and method used to requisition subsistence to support IDT or AT.

(6) It is the commander's responsibility to ensure that all subsistence is controlled, properly used, and accounted for. Disposition of all subsistence prepared should be on DA Form 3034.

(7) The accountability for meals or operational rations received to support an IDT or AT training period should be accomplished on DA Form 5914.

(a) Account for all line item, A-ration meals and operational rations used to provide food service support during IDT or AT.

(b) The variance factor between the total number (SIK and cash) of personnel requiring food service support (meals and the total number of paid SIK Soldiers (DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training)) to include meals sold for cash (DD Form 1544s) should be zero.

(8) Maintain a DA Form 3234, for all unprepared perishable (when appropriate) and semi-perishable subsistence items, excluding opened condiment containers remaining at the conclusion of the IDT or AT. Maintain the DA Form 3234 in a current status until all subsistence items are documented as consumed or until all products have been used.

(9) Complete and forward DA Form 5913 to the supporting headquarters (regional sustainment command, regional support command, OFTS, division, or DOL, and USPFO). This report should identify by day the number of enlisted Soldiers authorized SIK that were listed as being present or paid on the DA Form 1379, accounted for on DA Form 3032 or

using the automated headcount. The report should also reflect the number of meals sold for cash. Only the responsible commander is authorized to sign the end of training report. Do not delegate this duty.

*d.* The Reserve Component Subsistence System applicability. The RCSS is not applicable when contract or catered meals are used. For contract or catered meals, see AR 30–22.

*e.* Using the Army Field Feeding System. The RC units performing AT at an RA training site or training with an RA unit should use the AFFS (see AR 30–22). One meal is authorized for an 8-hour period or 2 multiple-unit training assembly days. The following schedule of IDT meal entitlements is a guideline based on training periods as verified by the unit training schedule. See the training schedule in table 3–6.

<b>Training period</b>	<b>Assemble</b>	<b>Dismiss</b>	<b>Meals</b>
MUTA 2	0800	1700	1
MUTA 3	0800 Saturday 0800 Sunday	1700 1200	1 0
MUTA 3 (overnight)	0800 Saturday through	1200 Sunday	3
MUTA 4	0800 Saturday 0800 Sunday	700 Saturday 1700 Sunday	1 1
MUTA 4 (overnight)	0800 Saturday through	1700 Sunday	4
MUTA 5	1800 Friday 0800 Saturday 0800 Sunday	2200 1700 1700	0 1 1
MUTA 5 (overnight)	1800 Friday through	1700 Sunday	5

### **3–44. Basic daily food allowance**

*a.* The BDFA is allocated into three categories to represent the dollar value of the daily meals provided: 20 percent for the breakfast meal, and 40 percent each for the lunch and dinner meals (that is, BDFA = \$6.50; \$6.50 x 20 percent = \$1.30 for breakfast; \$6.50 x 40 percent = \$2.60 each for lunch and dinner). Or the 30/40/30 BDFA split can be used for breakfast, lunch, and dinner meals. Use the 5-mil rule to round meal values to dollars and cents.

*b.* The BDFA is allocated into two categories when the DFAC is authorized to serve brunch and supper meals on the weekend. The brunch meal is allocated 45 percent of the BDFA, and the supper meal is allocated 55 percent of the BDFA. The BDFA = \$6.50; \$6.50 x 45 percent = \$2.92 for brunch, \$6.50 x 55 percent = \$3.58 for supper. Use the 5-mil rule to round meal values to dollars and cents. Follow the Army Food Service Program menu standards identified in paragraph 3–74 when serving brunch and supper meals.

*c.* Application of the 5-mil rule may cause the computed meal allowances to exceed or not meet the value of the BDFA. When this occurs, add or subtract one cent from the dinner (or supper, if serving only two meals that day) meal value to ensure that the total value of the three meals equals the computed value of the BDFA.

*d.* Total headcount served (cash, SIK, and garrison support for field (A-ration meal or in-house box lunch)) is multiplied by the appropriate dollar value of the BDFA and represents the dollar credits earned by the DFAC for that meal period. This dollar amount is posted to the earnings and expenditure record.

*e.* The value of the BDFA is increased by 25 percent for the traditional Army birthday, Thanksgiving and Christmas meals. The allowance should be applied to the holiday lunch meal regardless of when served and is based on the BDFA for November or December. RC units on IDT are authorized the holiday allowance for either Thanksgiving or Christmas holiday meal, but not both. Feeding of the holiday meal during other than the stated month must be approved in advance by HQDA. An example for computing the holiday allowances is as follows: BDFA (\$6.20) multiplied by 25 percent (\$6.20 x 0.25) equals holiday allowance (\$1.55). The holiday allowance plus the normal lunch meal value (\$1.55 + \$2.48) equals the adjusted meal value (\$4.03).

### **3–45. DA Form 7454**

*a.* DA Form 7454 is used to identify all monetary transactions affecting the DFAC account during one accounting period. The form is a record of allowances earned and expenditures (dollar value of subsistence received). DA Form 7454 is used to assist the culinary management NCO or manager in ensuring that the headcount earnings and the subsistence

expenses for that DFAC have been posted correctly. The preparation procedures for DA Form 7454 are outlined in figure 3-13.



#### Legend

Completion instructions follow.

1. UNIT. Enter the unit designation.
2. ACCOUNT PERIOD. Enter the month and year of the accounting period.
3. BDFA. Enter the dollar value of the BDFA for the current month.
4. BDFA. Enter the BDFA dollar value for each meal by multiplying the BDFA by the following percentages:
  - a. BREAKFAST. 20 percent
  - b. LUNCH. 40 percent
  - c. DINNER. 40 percent
  - d. BRUNCH. 45 percent
  - e. SUPPER. 55 percent
  - f. HOLIDAY. 65 percent
5. DINING FACILITY TRANSACTIONS.
  - a. DATE. Enter the date of transaction.
  - b. ALLOWANCE TODAY. Multiply the headcount, separately for each meal served that day, by the BDFA (meal value) that corresponds with that meal. Then add the totals of each meal computation and enter the grand total in this column.
  - c. ALLOWANCE CUMULATIVE. Add the entry in column B to the previous entry in column C (on the line above). Enter the results in this column.
  - d. TOTAL ISSUES. Enter the daily total dollar value of subsistence received (issued to the DFAC) for that date. This dollar value should be adjusted by any outgoing (credit) and incoming (addition) transfers affecting the account. This dollar value should not include operational rations or subsistence items that were transferred to the DFAC from a unit in the field.
  - e. CUMULATIVE TOTAL. Add entry in column D to previous entry in column E (on the line above). Enter the results in this column. If this is the first entry for the accounting period enter the figure from column B.
  - f. EARNING AND EXPENDITURE STATUS TO DATE. The entry in this column is the difference between columns C and E. Subtract line C from line E and enter the number here.
    - (1) If the entry in column F is a positive number, the account is overspent (expenditures exceed earnings) up to that day of the accounting period.
    - (2) If the entry in column F is a negative number, place a minus sign (-) and enter the number. The minus sign indicates that the account is underspent (earnings exceed expenditures) up to that day of the accounting period.
    - (3) The entry in this column serves as a management indicator for the dollar value of the DFAC inventory. A plus (+) entry indicates inventory values are increasing, a minus (-) indicates inventory value is decreasing. Additionally, earnings and expenditures that are almost equal indicate neither an increasing nor a decreasing inventory.
6. TOTALS. Enter the column totals.  
\*\*\*\*End of Legend\*\*\*\*

*Note.* At the bottom of the form, identify and hand enter the cost of all issues not charged to the DFAC account; for example, forced issued iceberg lettuce, \$24.95.

**Figure 3–13. Sample of DA Form 7454**

*b.* The DA Form 7454 is maintained at the DFAC for all full-time DFAC accounts operating under ARCS. All entries posted to the record may be in pencil except the initial posting, final figures, and verification by DD Form 200 (manual system only). In addition, the culinary management NCO or manager should—

(1) Post to the DA Form 7454 whenever there is a transaction affecting the account. Post both headcount earnings and subsistence expenses, to include transfers and charges from another DFAC.

(2) At the bottom of the form, post a memorandum entry to record all issues not charged to the DFAC account, except operational rations.

*c.* When operating under a manual system, the culinary management NCO or manager or designated representative should reconcile DA Form 7454 with the SSM. The purpose for the reconciliation is to verify the correct posting of allowances earned and subsistence expenditures for the account. Reconciliation should be accomplished as published by SSM on the schedule of issues. After reconciliation, the DD Form 200 representative places the date and their initials in the right margin alongside the reconciled figure on DA Form 7454. The DFAC representative should, in turn, initial and date the DD Form 200 copy in the right margin.

*d.* The culinary management NCO or manager or designated representative of ARNG full-time DFACs operating at a State training site should reconcile DA Form 7454 with the DD Form 200. When subsistence is procured from RA, other DOD troop issue, or commercial sources on DA Form 7454, the culinary management NCO or manager or designated representative of ARNG full-time DFACs operating at a State training site should reconcile DA Form 7454 with DD Form 200. When subsistence is procured from RA, other DOD troop issue, or commercial sources, reconcile DA Form 7454 with the USPFO subsistence clerk.

### **3–46. Dining facility account status**

*a.* DA Form 7455 has two major information sections: Section 3, Monthly Summary, represents the official DFAC or extended delivery options account status for one accounting period; Section 4, Cumulative Summary, determines the official year-to-date account status. At the conclusion of the accounting period, the DFAC dollar status, either overspent or underspent, is calculated in section 3 and then moved to section 4 to determine the year-to-date account status. See figure 3–14 for preparation instructions for the DA Form 7455.

**FINANCIAL SUMMARY**

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT	2. MONTH AND YEAR
CO A 233 BN, FORT DEFIANCE, VA	[Month, Year]

3. MONTHLY SUMMARY		
a. Beginning Inventory	_____	3,000.00
b. Total Purchase	+ _____	10,000.00
c. Total	= _____	13,000.00
d. Closing Inventory	- _____	1,385.00
e. Actual Expenses	= _____	11,615.00
f. Allowances Earned	- _____	11,115.00
g. Overspent	_____	500.00
h. Underspent	_____	
Overspent - Actual expenses are more than allowances earned.		
Underspent - Actual expenses are less than allowances.		

4. CUMULATIVE SUMMARY		
	OVERSPENT	UNDERSPENT
a. Line 4c, previous month	_____	1,000
b. Current accounting period, line 3g or 3h	500	_____
c. Year to date status	_____	500

5a. FOS SIGNATURE DIGITAL SIGNATURE 123456789	5b. DATE (YYYYMMDD) YYYY/MM/DD
6a. COMMANDER/FSO SIGNATURE DIGITAL SIGNATURE 123456789	6b. DATE (YYYYMMDD) YYYYMMDD

#### Legend

Completion instructions follow.

1. UNIT. Enter the unit designation.
  2. DATE. Enter the month and year of the accounting period.
  3. MONTHLY SUMMARY.
    - a. BEGINNING INVENTORY. Enter the total dollar value of the closing inventory from the previous month. At the beginning of the FY (October) this dollar amount is the value of the inventory from the month of September.
    - b. TOTAL PURCHASE. Enter the cumulative total dollar value of subsistence received (issued to the DFAC) for the accounting period. This dollar value should be adjusted by any outgoing (credit) and incoming (addition) transfers affecting the account. This dollar value should not include operational rations or subsistence items that were transferred to the DFAC from a unit in the field. This amount should equal the dollar value of the last entry in column E of DA Form 7454.
    - c. TOTAL. Enter the dollar value of lines 3a and 3b added together.
    - d. CLOSING INVENTORY. Enter the total dollar value from the current month ending inventory. This dollar value is subtracted from the Total line (line 3c) above.
    - e. ACTUAL EXPENSES. This represents the total dollar value of food prepared which was either consumed, leftover or discarded. This also represents the dollar value of food which was received at the DFAC and no longer remains in the inventory. To determine this dollar amount, subtract the dollar value of the closing inventory (line 3d) from the value of line 3c, Total.
    - f. ALLOWANCES EARNED. Enter the total dollar value of the allowances earned for the accounting period. This amount should equal the dollar value of the last entry in column C of DA Form 7454.
    - g. OVERSPENT. Subtract allowances earned (line 30) from actual expenses (line 3e). If the answer is a positive number enter the dollar value here. See note.
    - h. UNDERSPENT. Subtract allowances earned (line 31) from actual expenses (line 3e). If the answer is a negative number, enter the dollar value here. See note.
  4. CUMULATIVE SUMMARY.
    - a. Line 4c, previous month. Enter the dollar amount from line 4c, from the previous DA Form 7455. Enter the dollar value in either the OVERSPENT or UNDERSPENT column as appropriate. If this report is for the month of October do not use this line.
    - b. CURRENT ACCOUNTING PERIOD, line 3g or 3h. Enter the dollar value (line 3g or 3h, as appropriate) from the current accounting period. Enter the dollar amount in the appropriate column overspent or underspent.
    - c. YEAR-TO-DATE STATUS. Subtract the dollar value of the overspent column from the dollar value of the underspent column. Enter the difference here. This is the cumulative summary of the DFAC status for the year. The objective of the culinary management NCO is to conclude the FY at zero or an underspent status on this line. If the answer is a minus then enter the total in the overspent column, if the answer is a plus enter the total in the underspent column. If both entries are the same (either both overspent or both underspent), add them together and enter on line 4c in the appropriate column. The dollar value should be carried forward to the next DA Form 7455 and entered on line 4a in the appropriate column (overspent/underspent). This dollar value should not be carried forward from one FY to the next FY.
    - 5a. CULINARY MANAGEMENT NCO SIGNATURE. The culinary management NCO signs here (signature and rank) when the form is completed.
    - 5b. DATE (YYYYMMDD). Enter the date that the form is signed.
    - 6a. COMMANDER/culinary management NCO SIGNATURE. The commander or culinary management NCO signs here (signature and rank) when the form is completed.
    - 6b. DATE (YYYYMMDD). Enter the date that the form is signed.
- \*\*\*\*End of Legend\*\*\*\*

Note. This dollar value represents the status of the DFAC account for one accounting period.

#### Figure 3-14. Sample DA Form 7455

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b. DA Form 7455's section 3, uses the dollar value of inventory (both opening and closing) to determine the DFAC actual expenses (line E). The actual expense line represents the dollar value of food that was issued to the kitchen for preparation of the meals and no longer remains in the DFAC inventory (that is, rations were consumed, not inventoried, no longer available, and so forth). Then compare the dollar value of actual expenses to headcount earnings to arrive at the monthly account status. The monthly status could be overspent, underspent, or zero. An overspent account status means the DFAC's expenses (food cost) exceeded monthly headcount earnings. Underspent status means DFAC expenses (food cost) is less than monthly headcount earnings.

c. DA Form 7455, section 4, reflects the DFAC dollar account status on a year-to-date basis. The year-to-date status is calculated by comparing the total dollar value of all overspent accounting periods to the total dollar value of all underspent accounting periods. If the underspent dollar value exceeds the overspent dollar value, the DFAC account is underspent. If the overspent dollar value exceeds the underspent dollar value, the DFAC account is overspent.

d. Since menu selection or variety and headcount fluctuates, the DFAC may be overspent or underspent at the conclusion of an accounting period. This is authorized. The primary requirement of the DFAC is to conclude the FY at zero or underspent for year-to-date status (DA Form 7455, section 4, line C).

e. A DFAC that does not conclude the FY at zero or underspent may be required to complete a DD Form 200. The responsible food advisor should monitor the year-to-date DFAC status as part of the quarterly action plan and provide the data to the commander.

f. The responsible food advisor is required to ensure compliance with the following procedures:

(1) At the end of each accounting period (monthly), any DFAC that exceeds the established management factor of a plus three-percent overspent, or an underspent factor of negative 10 percent (DA Form 7455, section 4) should require an analysis and validation by the responsible food advisor. The analysis and validation should determine the reason(s) the facility has exceeded the established management factors.

(2) Within 7 business days of the conclusion of the accounting period, the responsible food advisor should validate the DFAC operational procedures.

(3) The culinary management NCO or manager and the responsible food advisor should develop a record of remedial actions, to be taken by the culinary management NCO or manager, and attached to DA Form 7455. The purpose of this measure is not punitive, but to ensure that the DFAC can operate with maximum flexibility while remaining within prescribed monetary standards.

(4) The responsible food advisor should continue to monitor the DFAC operation until the year-to-date DFAC status is at an underspent status.

(5) The questions below are provided to assist food advisors in developing a basic analysis and validation checklist:

- (a) Is the DFAC using a cyclic menu?
- (b) Are menu standards being followed?
- (c) Does the menu offer a variety of low- and high-cost food items?
- (d) Are menus planned within BDFA guidelines?
- (e) Are estimated headcount numbers realistic with numbers actually served?
- (f) Is the DFAC using progressive cookery techniques?
- (g) Are catalogs being reviewed weekly and the most advantageous priced food items being used?
- (h) Is there an appropriate mix of menu items being used on the production schedule? Commercially pre-prepared versus in-house.
  - (i) Are cooks following standardized recipes and measurements?
  - (j) Are DFAC SOPs established to control food portions?
  - (k) Are leftovers or discards excessive?
  - (l) Is portion control being used during service?
  - (m) Are proper headcount procedures in effect? Are all personnel paying for meals consumed?
  - (n) Are ration personnel using proper receiving procedures? Are rations being entered properly into the approved automated system?
  - (o) Are rations being rotated properly?
  - (p) Are there excess rations on hand? Is the DFAC monitoring their inventory objective?
  - (q) Are DA Form 4552s accurate? Are kitchen requisitions entered into the approved automated system in a timely manner?
  - (r) Are field residuals impacting (negatively or positively) ration accountability or account status?
  - (s) Are operational reviews being conducted? Do they indicate any discrepancies in operations?
  - (t) Validate DA Form 7454 for accuracy.
  - (u) Validate that all purchases and issues are current?
  - (v) Validate the monthly inventory report for accuracy.

### **3-47. Supplemental allowance**

*a.* Regarding the Regular Army, the DCS, G-4, may approve supplemental allowances not to exceed 10 percent when a DFAC is feeding an average of fewer than 100 persons per meal. Requests must contain full justification and should be forwarded through LRC, AFSB, regional FPMs to JCCoE, ACES OD, CSPD for DCS, G-4, approval. Supplemental food allowances should be authorized only to serve a menu in line with the Army menu standards in this publication, paragraph 3-74, and be open 7 days a week feeding three meals per day or a brunch or supper meal on weekends and holidays.

*b.* The supplemental allowance is intended as a temporary solution to relieve account status based on headcount. Request and justification require renewal each year. It should not be authorized strictly for the purpose of adding additional or more expensive items.

*c.* Individual ranger and special operation forces DFACs may request up to a 25-percent supplemental ceiling to meet additional nutritional requirements due to demanding training requirements. Additional guidance for supplemental allowance should be allocated on a case-by-case basis to support total energy expenditure study of U.S. Army Special Operations Command personnel during garrison training.

*d.* Requests for supplemental food allowances should be in accordance with the following:

- (1) The commander of the operational DFAC should submit the following written justification:
  - (a) Conditions warranting the increase.
  - (b) That consolidation with another DFAC is not feasible.
  - (c) The average daily meal attendance for the previous FY.
- (2) A review, in conjunction with the installation FPM, of the account status, availability of low cost items on the local catalog that meet the additional nutrition requirements, and the menus being served in the DFAC prior to determining the requested percentage amount of supplemental food allowance.
- (3) A yearly analysis by the installation FPM should be required to determine if the allowance should be continued, terminated, increased, or decreased to meet actual needs. Forward this analysis to JCCoE, ACES OD, CSPD for review.

The supplemental food allowances should be carried over for up to 30 days at its current level at the end of the FY pending the installation and ACES OD validation of the analysis.

(4) Installation FPMs and individual DFAC managers are required to have a file copy of the approved request for supplemental allowance available upon request.

### **3–48. Personnel authorized to be subsisted**

*a.* RA enlisted Soldiers authorized SIK or essential unit messing (EUM) should be subsisted as follows:

(1) Enlisted Soldiers normally should be subsisted in the DFAC of the unit to which they are assigned, an extended delivery options, or in a consolidated DFAC that has been designated to subsist the unit to which they are assigned.

(2) Enlisted Soldiers, when authorized by the senior commander, may subsist in a DFAC of their choice (sometimes called the “open door policy”), particularly when the meal hours, official duty, or distance from duty station to the DFAC would cause a hardship on the individual.

(3) Enlisted Soldiers who are not assigned or attached to a unit on the installation should be subsisted in designated DFACs as prescribed by the FPM.

*b.* RC enlisted Soldiers authorized SIK should be subsisted as follows:

(1) Annual training. During AT, RC enlisted Soldiers 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 should be as prescribed by the AG or the OFTS commander.

(2) Inactive duty training. 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 (a) unit(s) or (an) individual(s) may be authorized. Requests for an additional meal for this purpose must be approved by the OFTS commander for USAR units or by the State AG for ARNG units and appropriate USAR or ARNG funds must be available.

(a) When scheduled training exceeds 8 hours in any calendar day or when the unit is required to remain overnight, additional meals may be authorized. Units are not authorized to serve more than three meals per any scheduled or extended training day.

(b) Routine serving of additional meals without regard to peculiar training circumstances is not authorized.

*c.* The senior commander may authorize enlisted personnel who receive BAS to purchase meals in an appropriated fund DFAC.

*d.* To the maximum extent possible, the senior commander should authorize military personnel in a permanent change of station status and their FMs to purchase meals in a designated, appropriated fund DFAC. Present a copy of the military member’s permanent change of station orders for identification.

*e.* Prospective enlistees, escorted by Army or RC recruiters, are authorized to consume meals in Army-appropriated fund DFACs on a reimbursable cash basis only. 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 Travel Regulation (JTR), Volume 1.

*f.* Enlisted personnel receiving BAS II rate (as authorized by the DOD FMR, volume 7A, Military Pay Policy and Procedures—Active Duty and Reserve Pay) should 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.

*g.* When authorized to purchase meals in an appropriated fund DFAC, FMs of an officer or enlisted member should be subsisted under the following conditions:

(1) Prisoner of war.

(2) Missing in action.

(3) Serving an isolated tour area.

*h.* FM(s) of an officer or enlisted member who is a prisoner of war, missing in action, or serving in an isolated tour area must show proof of entitlement (sponsor’s orders or command authorization document) and appropriate identification.

### **3–49. Foreign national employees**

*a.* Foreign national personnel employed in appropriated fund DFAC operations may be permitted to subsist in the DFAC during their daily tour of duty. Reimbursement paid by foreign national personnel should be in accordance with the unified command guidance or the treaty or agreement between the United States and the host country.

(1) Use the following procedures:

(a) Foreign national employees paying cash for the meal in U.S. currency should sign the DD Form 1544. Employees paying in local currency should also sign a DD Form 1544, specifically marked “foreign cash collected” at the top of the form.

(b) Foreign national employees using payroll deduction procedures for the payment of meals should sign DA Form 3032 in three copies (an original and two copies) marked “foreign national personnel.” The original should be forwarded by the culinary management NCO or manager 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 should be advised by the payroll office as to the amount of money to be deducted from the employee’s salary. These funds should be posted to the subsistence portion of OMA as full payment for meals served to local nationals. One copy should be forwarded to the FPM at the end of each pay period and the final copy retained by the culinary management NCO or manager and filed in the DFAC records.

(c) Prepare a separate DA Form 3032 for each employee and use it until completed or until the end of the employee’s pay period. Draw a line through the unused portion of the form.

(2) When foreign national personnel are charged a meal rate other than the DOD published rates, procedures listed below should be followed to ensure that the amount paid by the employee and the portion paid from the OMA appropriation equals the DOD published meal rate.

(a) Record that portion paid by the employee in U.S. or local currency on the DD Form 1544 as reflected above. Under no circumstances should 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 should follow the same procedures as specified above. Since part of the money is deducted from the employee’s pay and part of the money is transferred from OMA funds, the culinary management NCO or manager should submit this data on the form and in the format prescribed by DFAS. The culinary management NCO or manager should 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 DFAC, may be permitted to subsist on a continuing basis in appropriated fund DFACs only upon approval of the DCS, G-4, 500 Army Pentagon, Washington, DC 20310-0500. Base approval on the non-availability of NAF facilities and recommendation of the major overseas commander as being in the best interest of the Government. This should include third-country nationals. The determination must be made by the major overseas commander in accordance with the command needs and should be in harmony with the governing treaty or agreement that exists between the United States and the host country. When the unified command guidance or the U.S. or host country agreement prescribes the use of lower meal rates, follow the above specified procedures.

c. Report meals furnished to foreign national personnel on DA Form 2970 as follows:

(1) When foreign national personnel pay in cash and sign the DD Form 1544, report the number of meals sold on DA Form 2970, line 3. Place an asterisk by the entry on line 3 and explain it in the remarks section.

(2) When foreign national personnel purchase meals through payroll deduction procedures or when the rate paid by the employee is supplemented by OMA funds, report the number of such meals on DA Form 2970, section C, reimbursements. In the next unused line (lines 9 through 14) write “foreign national OMA” and explain the entry in the remarks section. For foreign national employees who pay only a portion of the prescribed food cost, write “foreign national” on the next unused line (lines 9 through 14) and explain the entry in the remarks section.

### **3-50. Civilian employees**

a. When on duty, civilian employees in the CONUS or at garrisons overseas are authorized to purchase meals in an appropriated fund DFAC. When not on duty, they fall under the provisions of paragraph 3-50b. Civilian employees or personnel are defined as follows:

(1) Civilian food handlers when on duty in a military DFAC.

(2) Contingency operation Government employees or contractor personnel residing in contingency camps, posts, or stations.

(3) Employees whose term of employment authorizes them to purchase meals in an appropriated fund DFAC.

b. When the senior commander determines that it is in the best interest of the Government to enhance operational efficiency, morale, or community relations, the following categories of diners may purchase meals in an appropriated fund DFAC:

(1) DOD civilians and contractors other than those identified in paragraph 3-50a.

(2) Retired military personnel.

(3) Other garrison civilians.

(4) Members of youth groups sponsored at either the local or national level.

(5) Military candidates undergoing examinations at an Army garrison or prospective enlistees accompanied by a recruiter.

- (6) Entertainment groups.
- (7) Civilian dignitaries.
- (8) Guests who are escorted by the Soldier authorized to use the facility.

c. The above personnel should not be permitted to purchase a meal in any DFAC that exceeds 100 percent utilization rate.

d. Requests for civilians to purchase meals, other than on an occasional basis, should be authorized by the senior commander only when NAF or commercial food service facilities are not readily available or the duty assignment precludes departure from the duty area. The approval to subsist civilians on a continuing basis should be approved in writing and should be reviewed annually to ensure that the circumstances leading to the approval still exist.

e. DFAC employees may be authorized by the garrison commander to invite FMs to join them for traditional holiday meals (Army birthday, Christmas, and Thanksgiving). Authorization should be limited to the ability of the facility to support them without adversely affecting service to enlisted personnel who regularly subsist in the DFAC.

### **3–51. Reimbursements**

a. There are two basic meal rates charged in an appropriated DFAC—the discount meal rate and the standard meal rate. The discount meal rate recovers food cost and the standard meal rate recovers food and operating costs. Food advisory personnel should ensure that the correct meal rates are posted to the headcount SOP whenever new rates are published.

b. Charge the discount rate to:

- (1) Spouses and other dependents of enlisted personnel in pay grades E–1 through E–4.
- (2) Members of organized nonprofit youth groups sponsored at either the national or local level and authorized to eat in the DFAC by the senior commander. Such groups include civil air patrol, junior ROTC, and scouting units.
- (3) Officers, enlisted members, and Federal civilian employees who do not receive the meal portion of per diem and who are one of the following:
  - (a) Performing duty on a U.S. Government vessel.
  - (b) On FD.
  - (c) In a group travel status.
  - (d) Included in EUM as defined in the Joint federal travel regulations.
  - (e) On a U.S. Government aircraft on official duty either as a passenger or as a crewmember engaged in flight operations.

(f) On Joint task force operations other than training at temporary U.S. installations or using temporary DFACs.

(4) Foreign military trainee students (officer and enlisted) participating under the Security Assistance Training Program. All other foreign military officers and enlisted personnel should reimburse the Army for meals furnished at the same rate as their U.S. counterparts.

c. Charge the standard meal rate to:

- (1) Enlisted members receiving BAS and all officers (other than those addressed in AR 30–22).
- (2) Any officer, enlisted member, or Federal civilian employee receiving the meal portion of per diem.
- (3) All military dependents except those of enlisted in pay grades E–1 through E–4.
- (4) All other civilian or military personnel (including RC officers on IDT) authorized to eat in appropriated fund DFACs.

d. Installations may request waivers for the standard meal rate when support to a special event is deemed essential. Forward waiver requests 60 days prior to the event through the appropriate AFSB region to JCCoE, ACES OD, for review and forwarding to the DCS, G–4, 500 Army Pentagon, Washington, DC 20310–0500. The DCS, G–4, should forward the request to the Assistant Secretary of the Army (Financial Management and Comptroller), the approving authority.

e. Support requests for waivers by information sufficient to enable designated officials to make informed decisions as to whether the request should be granted. Request and report waivers as follows:

- (1) The date of the event and location.
- (2) The estimated number of people attending the event.
- (3) The estimated dollar amount requested to be waived.
- (4) Not later than 15 days after the event, the installation should submit the actual number of people that attended the event and the actual dollar amount waiver to the DCS, G–4, 500 Army Pentagon, Washington, DC 20310–0500, who should forward this information to the Assistant Secretary of the Army (Financial Management and Comptroller).

## **Section III**

### **Special Situations**

### **3–52. Garrison support**

*a.* The commander may elect to use the following option to the signature garrison headcount system when support is being provided to personnel at an LTA. The memorandum for support of local training should contain the following information:

- (1) Nature of requirement.
- (2) Meal feeding plan.
- (3) Name, rank, and DOD ID number (or equivalent)—or BAS designation—of each individual who should consume the meal.
- (4) Names and ranks of individuals designated to pick up the rations and the time of pick up.

*b.* The commander of the unit requesting support should ensure that the proper signature headcount and cash collection procedures are used during the training, as required. The culinary management NCO or contract manager should provide DA Form 3032 and the DD Form 1544 to meet the requirements of the unit memorandum.

*c.* When there is a deviation in excess of 10 percent between meals requested and the actual headcount, an investigation should be conducted by either the commander or the LRC director having operational control of the supporting DFAC.

*d.* The culinary management NCO or manager should brief the designated individual on the following areas when rations are picked up:

- (1) The procedure 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 culinary management NCO or manager.)
- (2) The procedure to make a one line entry on DA Form 3032 for meals provided to SIK personnel.

*e.* When these actions are completed, the culinary management NCO or manager should annotate in the Remarks block of the DD Form 1544 the number of meals sold for cash and, on DA Form 3032, the reason for the one line entry.

*f.* When operational rations are used for support, the designated individual should also sign for the total number of rations on DA Form 5914.

### **3–53. Operational rations**

*a.* DA Form 5914. Use DA Form 5914, to account for all types of operational rations drawn and issued to units or individuals in support of field training or field operations. Use the form to account for operational rations and components that are transferred to the DFAC from units performing field operations. DA Form 5914 also documents the use of each type of operational ration used in garrison.

*b.* Individual meals and rations. Individual packaged operational meals and rations are considered expendable Army property. After issue to the user level, Soldiers in possession of these rations have a personal responsibility to properly use them under AR 735–5. Individual rations, whether issued or purchased from a unit, are legally restricted from resale. The only authorized use is consumption by the Soldier or their immediate Family.

*c.* Requisitioning. Use the following procedures to requisition operational meals or rations in garrison:

(1) Requisition operational rations (MREs and box lunches) using DA Form 3161 (see paragraph 5–41). See DA Pam 710–2–1 for detailed guidance. RC units should use requisitioning forms as designated by the appropriate headquarters or the supporting SSMO.

(2) The culinary management NCO or manager of the supporting DFAC should—

*(a)* Consolidate requests for operational rations.

*(b)* Prepare and submit DA Form 3161 (minimum of three copies) to the supporting SSMO.

*d.* Issues. Individuals, groups, or units requiring operational rations should submit a memorandum to the supporting DFAC for Class I support. The DFAC should issue operational rations to individuals, groups, or units as appropriate. When an individual is designated to pick up operational rations for individuals, groups, or units, he or she should sign DA Form 5914 for the total number of meals received.

*e.* Headcount procedure documents. Support all operational rations issued from a garrison DFAC with signature headcount procedures, such as DA Form 3032, the DD Form 1544, or, when a unit is in local temporary field assignment (TFA) for 3 days or less, DA Form 5913.

(1) Use a separate DA Form 3032 when operational rations are served. Annotate the form at the top and bottom in bold letters with the type of operational rations being accounted.

(2) Annotate the number of operational rations sold for cash in the remarks block of DD Form 1544. The DOD meal rate to be charged each cash customer should be the standard meal rate for the meal being requested (that is, breakfast, lunch, or dinner).

(3) Units that are in a local training status (3 days or less) and obtaining garrison support may account for these by submitting a DA Form 3294 (Ration Request/Issue/Turn-In Slip) and by the submission of the DA Form 5913.

(4) Annotate headcount data from operational rations on DA Form 2970 (section E, back of form). Enter it in the appropriate column by category of diner.

- (5) For optional group procedures for 50 or fewer, refer to paragraph 4–5.
- f. Accounting procedures.
  - (1) Return all unused operational rations to the supporting DFAC at the conclusion of the field training.
  - (2) The supporting DFAC should maintain a record of all operational rations on DA Form 5914. Operational rations that are issued should have a memorandum request and the appropriate headcount records to support the entries on DA Form 5914.
  - (3) DA Form 5914 should be monitored by all food service supervisory personnel during routine food service visits but not less frequently than annually.
  - (4) Misuse, waste, and negligence of operational rations that cannot be supported by headcount data or record of turn-in should be cause for investigation and for action as deemed appropriate by the DD Form 200 appointing authority (see AR 15–6).

### **3–54. Reserve component operational ration procedures for inactive duty training**

- a. RC units should use the following procedures to requisition, issue, and account for operational rations during IDT.
  - (1) The unit commander should submit a DA Form 3294 and the completed DA Form 5913 to the supply sergeant.
  - (2) The unit supply sergeant should submit DA Form 2765–1 (Request for Issue or Turn-In), or DA Form 3161 (see paragraph 5–41) to the USPFO. See DA Pam 710–2–1 for detailed guidance for DA Form 3161.
  - (3) The USPFO should fill the requisition and prepare DA Form 3161.
- b. When the operational rations are received at the ARNG armory, the supply sergeant should complete DA Form 5914 and issue the operational rations to the culinary management NCO or manager. The supply sergeant should issue operational rations in complete boxes (12 meals to 1 box).
- c. Upon receiving the rations from the supply sergeant, the culinary management NCO or manager should prepare a DA Form 5914 for DFAC. The culinary management NCO or manager should issue operational rations (as meals) to individuals or groups. Obtain and report headcount data by completing the required DA Form 5913 document.
- d. When the culinary management NCO or manager completes column J of DA Form 5914, the audit trail for operational rations should be complete.

### **3–55. Reserve component procedures for other training**

The following procedures apply when operational rations are required to subsist ARNG and USAR unit SIK personnel who are scheduled to perform either split training, rescheduled training, additional drill assembly or equivalent training after the units regularly scheduled IDT. The full-time manning person should—

- a. Be responsible for requesting the established number of operational ration meals from the DFAC and complete the appropriate column on the DA Form 5914.
- b. USAR should request operational ration meals through the Army Food Management System and the Subsistence Total Order and Receipt Electronic System (STORES).
- c. Complete the appropriate headcount forms that should be provided by the culinary management NCO or manager.
- d. Ensure that the operational rations are safeguarded, accounted for, and issued to authorized personnel only.
- e. Ensure that unused meals and headcount forms are returned to the DFAC at the beginning of the next scheduled unit IDT assembly.

### **3–56. Box lunches**

a. Use box lunches from commercial sources only in garrison to support single-meal (mostly lunch) training events (such as rifle range; chemical, biological, radiological, nuclear, and environmental; nuclear, biological, and chemical (NBC); and land navigation). To support the additional cost of this type of ration and to benefit from the advantages that this meal provides, box lunches are accounted as an operational ration. The intents of this classification are that the DFAC is not charged for the purchase of this type of ration, the facility does not earn headcount credit when this ration is issued to the Soldier, and the Soldier is provided with a substantial lunch that would not negatively affect the DFAC account status. Box lunches, frozen or in the shelf-stable configuration, are not authorized for use during field training operations, deployments, or contingency operations (CONOPS). The only authorized individual type meal to support Army field operations under these conditions is the MRE.

b. To ensure the quality and nutritional adequacy of commercial box lunches, a list of approved box lunches is available at: <http://www.quartermaster.army.mil/>. Box lunches not on this list are not authorized for purchase using MPA or RPA funds.

- (1) Requisitioning. The culinary management NCO or manager should complete the required documents as required by the SSMO to requisition box lunches.

(2) Receiving. Maintain a separate DA Form 5914 when box lunches are received at the DFAC. On DA Form 5914, check “other” and annotate “box lunch” in the Type of Ration space.

(3) Preparation. Remove frozen box lunches from the freezer 2–3 days prior to consumption, allowing sufficient time for the lunch to defrost and, thus, be consumed by the Soldier. Refrigerate these lunches until time of pickup. Box lunches containing potentially hazardous foods should be issued to the Soldier refrigerated and should be consumed within 4 hours from the time they are removed from refrigeration. See TB MED 530 for instructions on the proper handling of potentially hazardous foods.

(4) Accounting. Issue and record box lunches on DA Form 5914 per the procedures outlined in paragraphs 4.17, 4.20 and 4.24. Retain and maintain, DA Form 5914 and the memorandum requesting support in the appropriate DFAC files.

(5) Headcount and reporting. Support all box lunches by appropriate headcount data. Commercial box lunches issued should not earn headcount credits to the DFAC account.

(a) When a signature system is required—

1. Use a separate DA Form 3032, annotated top and bottom with “box lunches.”

2. Personnel required to pay cash or a designated individual should make the appropriate entries on the DD Form 1544. Annotate the Remark block of the DD Form 1544 with the number of box lunches sold for cash.

(b) The culinary management NCO or manager should record the number of box lunch meals provided for each category of personnel supported in the appropriate blocks of DA Form 2970. RC units should report headcount data from box lunch meals on DA Form 2970.

(c) Units procuring box lunches (contract meals) should remain within the value rate prescribed in the JTR, volume I, for the meal for which the box lunch should be used.

### **3–57. Box lunch in-house components**

a. Ingredients or components of food used to prepare the box lunch should equal the BDFA value (20/40/40 or 30/40/30 whichever BDFA is used by installation) of the meal that the box lunch should replace. Local box lunch menus must be approved in writing by the food advisor providing supervisory support to the DFAC.

b. Use the following procedures for box lunches from in-house components:

(1) Prepare DA Form 3034 to reflect the menu used for the box lunch.

(2) Box lunches prepared from the regular menu (in-house components) should be accounted for and credit earned by the DFAC in the same manner as a regular meal (A-ration).

### **3–58. Contracting**

a. Work statements and performance plan. Obtain information to develop performance work statement (PWS) and the performance requirement summary from the JCCoE, ACES OD, CSPD Web page. The Acquisition Requirement Roadmap Tool found on the Defense Acquisition University portal should assist installations in preparing food service work statements and QASP and in meeting contract milestone dates based on standards used on the JCCoE Web page. Using these documents is mandatory to develop contract requirements and solicitations for—

(1) DFAC attendant service (sanitation and custodial functions).

(2) Contracted cook support and DFAC attendant service.

(3) FFS.

b. Parts furnished by Government or by contractor. The Government normally furnishes facilities, equipment, and subsistence. The contractor should furnish the cleaning supplies. The contractor should purchase and use the broadest range of Ability One items possible. Commercial sources may be used only when Ability One sources are unable to provide the needed supplies or are unable to provide them in a timely basis.

c. Deciding who furnishes property. Decide who should furnish the expendable or durable supplies (for example, flatware, chinaware, pots, pans, utensils, and paper ware) based on an economic cost analysis. (Note that Federal Acquisition Regulation 45.102 requires contractors to furnish all property necessary to perform Government contracts except when it is more advantageous or cost effective to the Government).

d. Contracting limitations. DFAC operations should not be contracted for when the DCS, G–4, determines that an essential military requirement exists based on one or more of the following criteria:

(1) Military operation is required by reason of law.

(2) Military training or security requirements mandate the use of military personnel.

(3) Military cooks are available but there is an insufficient number to provide the required food service.

*Note.* Direct-hire cooks should be used or contract cooks can be used in DFACs to augment military food service personnel. When using contract cooks, the installation’s PWS must clearly define a division of duties between military and contracted cooks.

*e.* Authorized field feeding. Field feeding support service is authorized when a DFAC is contracted as an FFS or contracted cook support contract. Field feeding requirements to prepare meals in the field using MTOE field equipment should not be included in contracts

*f.* Military personnel employed by the contractor. Military personnel should not be permitted to be employed by contractors unless 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 DOD directive (DODD) 5500.7–R.

*g.* Services provided by NAF activities. NAF activities are authorized to contract for services (sole source) when there is a requirement to feed SIK personnel and there is no available DFAC to do so. A contract between an appropriate entity and an NAF activity is considered a contract between two Federal agencies and is not subject to the Service Contract Act (Section 351, Title 41, United States Code (41 USC 351)). The NAF wage determination should be used to arrive at labor costs.

*h.* Contracting process. A team approach is recommended to prepare these contracting documents. Team members should consist of, but not be limited to, representatives from food service, supply, engineering, and contracting to ensure a complete and accurate PWS is prepared.

(1) The FPMO should develop and coordinate the following documents:

(a) A PWS.

(b) The QASP.

(c) An independent government estimate (IGE).

(d) A contract contingency plan.

(2) In preparing its PWS/QASP plan, each installation must tailor the requirements of the PWS/product assurance plan to meet its specific needs.

(a) Installations should allow a minimum of 365 days prior to the scheduled contract start date to develop and staff the PWS for the follow-on contract. A milestone chart is included in the PWS to assist in planning.

(b) The PWS must be certified by its ASC, AFSB region prior to final solicitation. The AFSB region should forward a copy of installation solicitation (PWS/QASP) to JCCoE, ACES OD, CSPD, for a functional review as part of the AFSB region certification. Forward requests for review and comment to Director, JCCoE, ACES OD, CSPD, 1831 A Avenue, Fort Lee, VA 23801–1601. For planning purposes, the turnaround time for the review of installation PWS and QASP is 14 days.

(3) The IGE should reflect what the services should cost the installation based on the PWS, Department of Labor wage determination, or OCONUS equivalent, and the staffing needed to meet the PWS requirements standards. The IGE can be based on past contracts (adjusted for inflation) or other business quantitative analysis methods.

*Note.* Do not use application of inflation factors on the previous contract more than one time as the sole basis for the IGE.

(a) Develop the IGE in conjunction with the contract to be awarded and forward it to the director of contracting (DOC) along with the PWS.

(b) If an inflation factor is not used, the IGE should identify labor, labor overhead, materials, equipment, general and administrative costs, overhead costs and profit. Separate costs may be required for each facility.

(4) Each installation should prepare a contingency plan for implementing emergency food service procedures in the event of labor strikes, acts of God, civil disturbance or disobedience, and contractors failure to perform. This plan must identify how food service operations should be continued on a temporary basis and should be maintained with the installation LRC.

(5) The FPM should recommend to the Contracting Officer (KO) an individual to be designated the COR, Assistant COR (ACOR), or Quality Assurance Evaluator (QAE). The KO has overall responsibility for contract execution and administration. The KO should appoint a person in the food service (military or civilian) career field to be the COR, ACOR, and/or a QAE as required to monitor contract performance. The designation of a COR/ACOR/QAE shall be in writing and shall clearly define the scope and limitations of authority delegated. Designation, training, and using a COR/ACOR/QAE are prerogatives of the KO. As a minimum, this individual should—

(a) Be knowledgeable in Army food service operations.

(b) Have a COR certificate from the Quartermaster School. The COR certificate must be awarded within 90 days of appointment.

(c) Have completed a formal training program in food sanitation that meets the requirements of TB MED 530.

(d) Have attended an JCCoE, ACES OD, service contract management course within the past 5 years.

(e) Constantly monitor food service contracts 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 KO.

- i.* Contractor's performance evaluations. Evaluate a contractor's performance using the contract itself and the QASP.
- j.* Use automated contracting tools, such as AFMIS, Virtual Contracting Enterprise, Contracting Officer Representative Tracking tool, and Wide Area Workflow to support contract requirements and support monitoring methods by the COR/ACOR/QAEs.
- k.* Contract extensions. The COR or FPM should make recommendations in writing to the KO on whether or not the contract should be extended for option periods. Recommendations must be submitted to the KO in time to provide the contractor proper notice of intention to exercise an option period. The Government's QASP records indicating past contractor performance must support recommendations.
- l.* Changes in contract requirements. Furnish changes in contract requirements in writing to the KO. Note and incorporate Improvements and changes applicable to follow-on contracts into the PWS to be used in the next solicitation.
- m.* Procedures to validate contract requirements. Prior to the next contract option period or for the follow-on contract, verify the actual contract requirements as follows:
  - (1) Request and obtain, in writing, from commanders who are supported by the current contract services their organizations' food service needs for the next FY.
  - (2) Gather and document from other sources (for example, LRC, DPW, DOC, operations and resources management divisions, DOL) supporting information to determine other contract needs for the future.
  - (3) Verify these needs with the installation FPM to determine the requirements for the next contract option period or for the follow-on contract.
  - (4) Compare projected requirements to the current installation food service contract (the PWS) to include all modifications and pending changes.
  - (5) Document the requirements that should result in additions and deletions to the current contract PWS.
- n.* Reserve component operations. USAR units should plan and coordinate their contract DFAC attendant requirements with the host installation during the pre-camp planning. Any ARNG activities requiring food service contracts must obtain approval and policy guidance from the ARNG Bureau, Logistics Division (NGB-ARL-C).
- o.* Army National Guard activities. ARNG activities' authorized to use food service contracts in accordance with AR 30-22 should prepare a PWS/QASP using the DA prototype to meet their specific requirements. The USPFO should prepare these documents with assistance from representatives of the originating activity and other interested personnel.
- p.* Requirement for independent government estimate. The USPFO should prepare an IGE for each contract.
- q.* Review of solicitation exceeding \$250,000. When the contract solicitation exceeds \$250,000 (per year), forward it to the principal assistant responsible for contracting, NGB Operational Contracting Division, for review and approval prior to release.

### **3-59. Commercial sources for subsistence**

- a.* Subsistence supply support to ARNG and USAR units, operating under the RCSS and AFMIS, should be authorized only when the unit has assigned food service personnel and equipment. Support from commercial sources would be considered more advantageous to the Government if savings are accrued in time, distance to travel, and overall cost of subsistence due to item packaging or issue procedures.
- b.* Units may also request authority to purchase subsistence from commercial sources when support would normally be obtained from other military service SSMOs. Subsistence purchased from commercial sources must originate from sanitarily approved food establishments in accordance with AR 40-657. When an ARNG or a USAR unit determines that commercial support is required, request authority through channels to the State DOL/USPFO for ARNG units or OFTS commander for USAR units. The approval may be for a period not to exceed 2 years.

### **3-60. Procedures for obtaining subsistence from commercial sources**

- a.* The culinary management NCO or manager should—
  - (1) Compute the subsistence requirements during each IDT for the subsequent IDT.
  - (2) Prepare DA Form 3953 (Purchase Request and Commitment)(see fig 3-15).

<b>PURCHASE REQUEST AND COMMITMENT</b> <small>For use of this form, see DFAS-IN 37-1; the proponent agency is ASA/IFM&amp;C.</small>		1. PURCHASE INSTRUMENT NO. <b>CONTRACT NUMBER</b>	2. REQUISITION NO. <b>0001</b>	3. DATE <b>DD/MM/YYYY</b>	PAGE <b>1</b> OF <b>1</b> PAGES
4. TO:  First/Last Name/Grade		5. THRU: SSMO ANYWHERE, VA		6. FROM: HQ, 1ST BN, 318TH REGT, 1ST BDE (ECT) 80TH DIV (TNG) NOWHERE, VA	
It is requested that the supplies and services enumerated below or on attached list be					
7. PURCHASED FOR IDT BATTLE ASSEMBLY - INGREDIENTS REQUIRED TO PREPARE LUNCH MENU 11 AND 12			8. DELIVERED TO MY ARMORY NOWHERE, VA		9. NOT LATER THAN (Date) DD MM YYYY
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.)				10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION First/Last Name	
<input checked="" type="checkbox"/> 12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY OFTS COMMAND DD/MM/YYYY		<input type="checkbox"/> 13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY		11. TELEPHONE NUMBER DSN 687-XXXX	
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM					
19. ACCOUNTING CLASSIFICATION AND AMOUNT LEAVE BLANK					
14. ITEM	15. DESCRIPTION OF SUPPLY OR SERVICES	16. QUANTITY	17. UNIT	18. ESTIMATED	
				UNIT PRICE a	TOTAL COST b
1	6 JAN - LUNCH MENU 11	200	ML	3.85	770.00
2	7 JAN - LUNCH MENU 12	200	ML	3.17	634.00
20. TYPED NAME AND TITLE OF CERTIFYING OFFICER First/Last Name, Title				21. SIGNATURE DIGITAL SIGNATURE 123456789	
23. DISCOUNT TERMS LEAVE BLANK				22. DATE YYYYMMDD	
24. PURCHASE ORDER NUMBER LEAVE BLANK				25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE PREPARING THE LUNCH MEAL FOR IDT 6 & 7 JANUARY 2016	
26. DELIVERY REQUIREMENTS ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, NUMBER OF DAYS REQUIRED				27. TYPED NAME AND GRADE OF INITIATING OFFICER First/Last Name/Grade	
30. TELEPHONE NUMBER XXX-XXX-XXXX				28. SIGNATURE DIGITAL SIGNATURE 123456789	
31. TYPED NAME AND GRADE OF SUPPLY OFFICER First/Last Name/Grade				29. DATE YYYYMMDD	
32. SIGNATURE DIGITAL SIGNATURE 123456789				34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE First/Last Name, Grade	
33. DATE YYYYMMDD				35. SIGNATURE DIGITAL SIGNATURE 123456789	
36. DATE YYYYMMDD				36. DATE YYYYMMDD	

DA FORM 3953, MAR 1991 EDITION OF AUG 76 IS OBSOLETE APD LC v2.065

**Legend**

Completion instructions follow.

1. PURCHASE INSTRUMENT NO. To be used by the procurement officer.
2. REQUISITION NO. To be assigned by the unit, starting with 0001 and running consecutively each FY.
3. DATE. The date the requisition number is assigned.
- PAGE \_\_\_ OF \_\_\_ PAGES. Enter the current page number and total number of pages.
4. TO. Enter the name of the purchasing and contract officer.
5. THRU. Enter the address of office or activity where applicable through which the document is processed to the procurement officer.
6. FROM. Enter the designation and address of the unit that required the subsistence.
7. PURCHASED FOR. Enter the month of the IDT for which the subsistence is needed and the specific menu and meal from the approved RC menu.
8. DELIVERED TO. Specify the location where the subsistence is to be delivered.
9. NOT LATER THAN. The hour and date that the supplies are to be delivered or picked up.
10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION. Enter the name of the individual who can answer inquiries by the procurement officer or vendor.
11. TELEPHONE NUMBER. Enter the telephone number of the person whose name is entered in the Item section.
12. LOCAL PURCHASES AUTHORIZED. Enter the designation of the approving OFTS command or DOL/USPFO and date of the approval document.
13. REQUISITIONING DISCLOSES NON-AVAILABILITY OF ITEMS AN DLOCAL PURCHASE IS AUTHORIZED BY. Enter AR 30-22 in this block.
14. ITEM. Enter 1, 2, 3, and so on for each item being requisitioned.
15. DESCRIPTION OF SUPPLY OR SERVICES. Enter the date, prescribed meal, menu number, or individual food items being requested. See note.
16. QUANTITY. Enter the number of items or UGR meals requested.
17. UNIT. Write "ML" for meals or use appropriate unit of issue.
- 18a. UNIT PRICE. For commercial ingredients, use the current commercial prices furnished by the potential vendor. For commercially prepared (catered) meals, use the monetary allowance in the JTR, volume I, specified for meal tickets in the appropriate categories (20 percent for breakfast, 40 percent for lunch and dinner).
- 18b. TOTAL COST. The estimated total cost for ingredients or meals.
- 19 thru 24. Leave blank. These items are completed by the USPFO/RSC/OFTS.
25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE. Enter a brief description of the purpose of the requisition.
26. DELIVERY REQUIREMENTS. Leave blank.
27. TYPED NAME AND GRADE OF INITIATING OFFICER. Enter the name and grade of the unit commander.
28. SIGNATURE. The commander whose name is entered in item 27 should sign here.
29. DATE. Enter the date that the form is signed.
30. TELEPHONE NUMBER. Enter the telephone number of the commander signing the form.
- 31 THROUGH 39. Leave blank.

Figure 3–15. Sample of DA Form 3953

*b.* Unit commanders should—

(1) Review requisitions to ensure menu and ingredients being requested are as prescribed in approved RC menu and follow the meal-day sequence as established by the respective RC.

(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 should not be listed on the subsistence requisitions. Requisitions for these types of supplies should be in accordance with applicable supply regulations and appropriate supply funds cited.

*c.* RC-designated, full-time technicians should—

(1) Forward the accounting documents to the OFTS command or DOL/USPFO within 3 workdays following each IDT.

(2) Assist the unit ordering officer or supporting KO in obtaining subsistence ingredients.

(3) Ensure that subsistence is picked up or delivered to the ARNG armory prior to the weekend IDT. USAR is not authorized commercially prepared meals to be delivered. Exceptions may be requested through the OFTS command to USARC G4 Food Service. The full-time technician must also ensure that subsistence items received and the vendor's invoice agree and that items 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.

*d.* OFTS command or DOL/USPFO must—

(1) Ensure that only the authorized units requisition from commercial sources. File a copy of each approval document in the OFTS command and DOL/USPFO.

(2) Review DA Form 3953 to ensure that—

(a) The menu being requisitioned is coordinated with the RC proponent for that IDT, unless the dollar status of the unit is overspent. When a unit is overspent and the type of menus scheduled for the remainder of the FY should not reduce the overspent condition, the RRC/OFTS or DOL/USPFO may change the unit requisition to a less expensive menu. This should 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 OFTS command or DOL/USPFO should contact the unit for justification prior to making changes and approving requisitions. If the higher headcount cannot be justified, the OFTS or DOL/USPFO should 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 FY.

(5) When the units monetary status exceeds the year-to-date standard (plus 3 percent), the DOL/USPFO or OFTS command should require the unit to requisition less expensive meals until the dollar status of the account is within the standard. This should ensure that sufficient subsistence is obtained to subsist the troops adequately, while reducing the overspent monetary status of the account.

(6) Compute and maintain dollar accountability of earnings and expenditures by each unit.

(7) Monitor the food service program to ensure that total dollar expenditures do not exceed total dollar earnings for the FY. The objective of the program is to close out the FY at a zero or underspent dollar status.

*e.* The KO should—

(1) Procure unprepared subsistence 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) should—

(1) Implement procurement when, in the opinion of the KO, 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 KO on proper preparation, use, and number of copies of SF 44 (U.S. Government Purchase Order-Invoice-Voucher), DD Form 1155 (Order for Supplies or Services), and other forms required to meet contracting office requirements. Forward completed vouchers to the supporting KO or activity within 5 workdays following the IDT meal.

### **3-61. Catered meals**

*a.* A catered meal is 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. There is no authority for a caterer to use Government furnished equipment or facilities to prepare catered meals.

*b.* Commercially prepared (catered) meals (to include prepared meals purchased with a Government charge card) are authorized only when food service personnel or equipment are not authorized or available and support cannot be obtained from another RC or RA unit with food service capability.

*c.* DCS, G-4, should prepare and make available a letter of instruction with detailed guidance for requesting RA catered meals. Forward all requests, to include host nation support meals, in writing to the JCCoE, ACES OD, CSPD a minimum of 60 days prior to the date that the funds must be executed. JCCoE, ACES OD, CSPD should review all supporting documents and forward them to DCS, G-4, for approval prior to obligation of funds by Army Budget Office.

*d.* For the RC, all requests to purchase catered meals (including host nation support meals) must be approved by the appropriate OC or OFTS. The initial authority for catered meals may be granted for up to 3 years. ACOMs should submit annually and separately to HQDA the dollar value of funds obligated for catered meals and host nation supported meals.

(1) The best interests of both the Soldier and the Government are addressed when catered meals are provided at the contractor's facility. When the command determines that the meals should be delivered, a guarantee clause should not be included in any contractual agreement. This means that only the total number of catered meals consumed by the Soldiers should be paid for by the unit. You cannot promise or guarantee the caterer that a specific number of meals should be sold.

(2) Delivered catered meals are not intended for enlisted Soldiers drawing BAS, officer personnel, FMs, or guests. However, if the local commander determines that a requirement exists, these personnel may be authorized to purchase contract meals and should reimburse the Government by paying the contractor's established meal price.

(3) When the unit is to subsist at the contractor's facility, those personnel not authorized SIK who choose to consume a meal at the contractor's facility should order from the menu as a private individual.

(4) Requesting commanders should establish procedures for procurement, accounting, and final disposition of catered meals.

(5) There is no additional monetary allowance for holiday meals for catered meal units in the USAR.

### **3-62. Interservice support agreement**

*a.* Subsistence supplies obtained from sources other than the RA should be accounted for in accordance with the procedures outlined in AR 30-22 and this pamphlet. The only exceptions authorized should be those specified or required in the supporting agreement, or by the supporting activity. RA, ARNG, and USAR units must remain within prescribed monetary constraints and comply with all accounting requirements of AR 30-22. All units should submit a monthly DA Form 2970 as outlined in appendix E, and also DD Form 200, to the DOL/USPFO or OFTS command that normally provides support.

*b.* When funds are turned in as a result of meals sold for cash, the complete accounting classification number to be credited should be cited on DD Form 1131. DFAS can provide the accounting classification number.

### **3-63. Subsistence prime vendor support**

*a.* Installations should provide DA Form 7589 (Subsistence Vendor Contract Discrepancy Report) to document all problems related to garrison rations received from a PV. The SSM or culinary management NCO or contract manager, as appropriate, should initiate the report and forward it through both JCCoE and DLA-TS for validation. The JCCoE should validate the report and coordinate with DLA-TS for action.

*b.* Use DA Form 7590 (Operational Ration Quality Feedback) to document all problems related to operational rations, including both product deficiencies and subjective quality complaints. The report may be initiated because of inspection or observation by food service or VSP or as the result of a Soldier's complaint. The SSM or culinary management NCO or contract manager, as appropriate, should initiate the report and forward it to JCCoE for validation. The JCCoE should validate the report and forward to DLA-TS for action.

*c.* Report subsistence item deficiencies with potential or confirmed health hazards to the VSP immediately, and follow up with the proper discrepancy report through LRC, AFSB, ASC, and JCCoE. If warranted, the VSP should place the items on a medical hold.

### **3-64. U.S. Army Training and Doctrine Command and Reserve Component food service training courses**

*a.* Request subsistence for training purposes on DA Form 3161 (see paragraph 5-41), submit it to the SSMO, and safeguard it in training kitchens.

*b.* Use DA Form 4552 (see fig 3–7) to document subsistence items prepared during the training period and the disposition of the end product. Document disposition of prepared or cooked subsistence on DA Form 4552 as follows:

(1) When prepared or cooked subsistence items are consumed in the training kitchen, the instructor in charge should 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 should state on DA Form 4552 the reason and amount of subsistence discarded. The instructor should sign their name and rank after the statement. When only a portion of the amount is discarded, the instructor should indicate the amount of subsistence discarded and the amount consumed by the students.

(3) When cooked or prepared subsistence items are transferred to an appropriated fund DFAC or extended delivery options for consumption, the instructor should prepare DA Form 3161 listing the items and quantity being transferred. The receiving culinary management NCO or manager or a designated representative should sign DA Form 3161 for the amount of subsistence items received and retain a copy for their records. The instructor should first coordinate with the responsible food advisor in sufficient time to allow the culinary management NCO or manager to program the subsistence items transferred into that day’s menu. Maintain the signed DA Form 3161 with the DA Form 4552 to document the transfer of subsistence and final disposition of the products.

*c.* Conduct installation-level culinary training within the DFAC and serve to diners. The garrison menu can be changed to support culinary training but changes must be within the BDFA and supported by the SPV catalog. No additional funding should be provided for use of the Army MPA purchase card for support of installation level culinary training, in accordance with the 92G credentialing program for documented training.

### **3–65. Prayer breakfast**

*a.* Conducting an Army prayer breakfast is not prohibited under the provisions of AR 30–22.

*b.* The criteria for the conduct of a prayer breakfast are as follows:

(1) There is no adjustment of serving hours from those normally in place and the facility is not serving a special menu for prayer breakfast attendees.

(2) Only authorized personnel for Army appropriated DFACs as defined in AR 30–22 may attend.

(3) The standards for the collection of cash and a signature headcount system are used.

(4) No special seating arrangements or reserved tables are identified.

### **3–66. Food service equipment**

*a.* Regular Army.

(1) Allowances for food preparation, serving, and storage equipment for appropriated fund DFACs or extended delivery options are in CTA 50–909 or DFAC design equipment schedule.

(2) Funds for equipment in modernization, renovation, and new construction projects are 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 (Equipment Replacement Record)(see fig 3–16). Replacement equipment is funded by the command with OMA funding.

EQUIPMENT REPLACEMENT RECORD For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.		1. UNIT DESIGNATION	2. ADDRESS	3. BLDG. NO.	4. Page <u>4</u> of <u>6</u>		
		HHC 236TH BN	FORT ANYWHERE	12500			
5. ITEM DESCRIPTION		6. ACQUISITION DATE FROM DATA PLATE (YYYYMMDD)	7. LIFE EXPECTANCY YEARS	8. APPROPRIATE AUTHORITY TB-43-0002	9. PROGRAMMED REPLACEMENT COST	10. PROGRAMMED REPLACEMENT YEAR	11. REMARKS
NOUN: ICE CREAM CABINET, MECHANICAL, REFRIGERATED, MOBILE, 25 GALLON, ELECTRIC, 60Hz NSN: 4110-00-142-5132 MANUFACTURER: SHELLY MODEL: M-12 SERIAL NO(s) 14355		20070101	10	-33	\$2,866.00	2017	
NOUN: OVEN, BAKING AND ROASTING, FORCED CONVECTION, ELECTRIC 2- SPEED BLOWER, 60Hz NSN: 19960801 MANUFACTURER: VULCAC MODEL: ET-88 SERIAL NO(s) 12B34A		20080101	12	-22	\$3,500.00	2020	BLOWER HAS BEEN REPLACED FOUR TIMES
NOUN: TOASTER, CONVEYOR, HEAVY DUTY, ELECTRIC, 740 SLICES PH, 60 Hz NSN: 7310-01-028-7025 MANUFACTURER: SAVORY MODEL: 740XL SERIAL NO(s) T-1206		20120110	5	-22	\$416.00	2017	
NOUN: URN, COFFEE, TWIN, AUTOMATIC, 8 GALLON, ELECTRIC, SIZE 4 NSN: 7310-01-345-9999 MANUFACTURER: BUNN-O-MATIC MODEL: WS-8/4 SERIAL NO(s) 47474BBR		20100101	15	-22	\$3,000.00	2025	
NOUN: VEGETABLE PEELING MACHINE, ELECTRIC, 50LB CAPACITY NSN: 7320-01-034-2212 MANUFACTURER: REYNOLDS MODEL: VPM-50 SERIAL NO(s) 040963		20050101	15	-22	\$2,500.00	2020	
NOUN: FRYER DEEP FAT, ELECTRIC FLOOR MOUNTED, 60LB PH NSN: 12355C MANUFACTURER: BAYONNE MODEL: 17684 SERIAL NO(s)		20090101	10	-22	\$3,000.00	2019	
12a. NAME/RANK OF PREPARER [Name, Rank]		12b. SIGNATURE DIGITAL SIGNATURE 123456789			12c. DATE (YYYYMMDD) YYYYMMDD		
13a. VERIFIED FOR ACCURACY BY [Name]		13b. SIGNATURE DIGITAL SIGNATURE 123456789			13c. DATE (YYYYMMDD) YYYYMMDD		

DA FORM 3988, JUL 2002

REPLACES DA FORM 3988-R, AUG 1985, AND DA FORM 7170-R, NOV 92.

AFD LC v1.01ES

**Legend**

Completion instructions follow:

1. UNIT DESIGNATION. Enter the designation of the unit operating the DFAC.
2. ADDRESS. Enter the complete address including zip code where the DFAC is located.
3. BLDG. NO. Enter the building number where listed FSE is installed.
4. Page 4 of 6. Enter the page number of this particular page followed by the total number of pages required to list all the DFAC FSE.
5. ITEM DESCRIPTION. See note 2.  
NOUN: Enter the complete description as listed on the equipment identification/data plate, the TM provided by the manufacturer or vendor, or the DFAC hand receipt. Description should begin with the noun—for example, Dispenser or Beverage—and should also include the capacity of the equipment being reported, for example, Dishwashing Machine, high pressure steam, left hand feed, 165 racks per hour; Vegetable Peeling Machine, 30 pounds. List equipment in alphabetical order.  
NSN: Enter the national stock number (NSN) from the equipment data plate or the manufacturer's part number.  
MANUFACTURER. Enter the name of manufacturer. Obtain the name of manufacturer or make of equipment from equipment identification/data plate or manufacturer's TM or DFAC hand receipt in the food operation sergeant's office.  
MODEL. Enter the model number, obtained from equipment data plate, manufacturer identification plate, or TM.  
SERIAL NO(s). Enter the serial number for the piece of equipment, obtained from equipment data plate or the manufacturer identification plate.
6. ACQUISITION DATE FROM DATA PLATE (YYYYMMDD). Enter the date the equipment was acquired. For used equipment, enter the total service from the date it was first placed in operation. Obtain the acquisition date from equipment identification data plate. If the 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 identification plate are missing from the equipment when received, the user should prepare and submit a quality deficiency report.
7. LIFE EXPECTANCY YEARS. Enter the life expectancy of each piece of equipment as listed in the TB 43-0002 series tables.
8. APPROPRIATE AUTHORITY. Enter the TB used to determine the life expectancy; for example, TB 43-0002-22, Food Preparation Equipment; TB 43-0002-33, Refrigeration; and 43-0002-36, Scales. See note 3.
9. PROGRAMMED REPLACEMENT COST. Enter the estimated unit price (plus 2 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. Compute the estimated unit price or replacement cost by using the current Federal Logistics Data CD ROM/Database or the prices provided by the DLA-TS for FSE representative. All replacement equipment should be the latest state-of-the-art currently authorized by CTA 50-909 located in the food operation sergeant's office. Request equipment according to building designed capacity. Obtain specific NSNs from Supply Bulletin (SB) 700-20, serial numbers, or part numbers provided by the FSE PV. The JCCoE, ACES, U.S. Army Quartermaster School, equipment schedule for new construction or modernization of DFACs is located in the office of food adviser or food service supervisor.
10. PROGRAMMED REPLACEMENT YEAR. Enter the FY only when the equipment is placed in the installation budget. Program equipment far enough in advance to be available when required. For example, if an electric toaster was scheduled for replacement in 2004, the request for replacement would be provided to the responsible food adviser in the last part of calendar year 2002 for inclusion in the 2004 budget. Walk-in refrigerators with NSNs require 9 to

12 months for delivery. In this case, provide the request for replacement of the walk-in refrigerator to the responsible food adviser in the last part of the 2000 calendar year for inclusion in the 2003 budget.

11. REMARKS. Enter any comments that should explain why a piece of equipment is not being programmed for replacement at the end of normal life expectancy or why it was replaced early. Early replacement should be supported by DA Form 2405 (Maintenance Request Register) indicating maintenance costs. Obtain information on maintenance cost from engineers.

12a. NAME/RANK OF PREPARER. Enter the last name, first name, middle initial (if applicable), rank or grade, and military or civilian of the individual preparing the form.

12b. SIGNATURE. The preparer should sign the form.

12c. DATE. Enter the date that the form is signed.

13a. VERIFIED FOR ACCURACY BY. Enter the last name, first name, middle initial (if applicable), rank or grade, and military or civilian of the individual verifying the form.

13b. SIGNATURE. The verifying official should sign and date the form.

13c. DATE (YYYYMMDD). Enter the date that the form is signed.

\*\*\*\*End of Legend\*\*\*\*

*Notes.*

<sup>1</sup> Prepare a new DA Form 3988 annually. When preparing, place replacement items in alphabetical order.

<sup>2</sup> 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 the replacement item beneath the last item on DA Form 3988.

<sup>3</sup> Army furniture and decor items are not referenced above. These items are authorized a one-time repair only. Budget decor items as required. Decor items are listed in CTA 50–909.

<sup>4</sup> Food preparation, serving, and storage equipment must be ENERGY STAR™ rated.

<sup>5</sup> Commanders and food service personnel must ensure that funds for expendable supplies for the above projects are programmed. Review the CTA 50–970 to determine expendable requirements—such as brushes, glassware, and china—for existing and for opening a newly constructed, renovated, or modernized DFAC.

**Figure 3–16. Sample of DA Form 3988**

*b. Army National Guard.*

(1) Those facilities designed and constructed as DFACs at a 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 and National Guard Regulation (NGR) 415–10.

(2) Certain items listed in the miscellaneous section of CTA 50–909 are also authorized for ARNG units. CTA 50–909 is authority to retain items on hand and to procure authorization for items in table 21 (Army vessels) and in table 22 (miscellaneous) for items that were formerly listed in the MTOE and required for deployment of the unit.

(3) When Federal funds are used to procure items other than those indicated in the CNGB approved equipment schedules (CTA 50–909) prior approval from the CNGB is required. Address request for approval to the Chief, National Guard Bureau (NGB–ARL), 111 South George Mason Drive, Arlington, VA 22204–1382.

*c. U.S. Army Reserve. USAR centers (and garrison facilities) should use installed equipment according to local Government safety and ecological regulations and ordinances. USAR centers are authorized only those items of DFAC equipment listed in CTA 50–909.*

*d. Army National Guard. ARNG armories and USAR centers should schedule maintenance to sustain FSE at an acceptable level of maintenance and sanitation. Implement equipment replacement programs. Supplemental (quarterly) use of MTOE equipment is encouraged to maintain military occupational specialty (MOS) field feeding proficiency.*

*e. Reserve component. RC units are authorized to procure an ice chest, line item number E10972, in table 22 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.*

**3–67. Food service equipment requisitioning**

*a. The FPM should obtain garrison FSE, decor, furniture, and expendable items required to support the installation food service mission by using one or more of the following authorized methods of procurement. Food preparation, serving, and storage equipment must be ENERGY STAR™ rated. The methods available with a brief overview of each method are as follows:*

(1) Traditional supply channel. The DLA–TS is considered to be the traditional supply channel method. Requisitions for equipment are placed by NSN. DLA–TS is required to determine the best available price for commercial items. To determine the best available price, the DLA–TS must solicit FSE sources that can offer competitive pricing and delivery on requested items and establish a contract for these items. When the contract is established DLA–TS should order the equipment for the customer.

(2) General Services Administration. The General Services Administration (GSA) supply channel is normally used to purchase decor, furniture, and expendable supplies. GSA is not the primary supply source for FSE; however, a limited selection of FSE is available using the GSA catalog. The method to requisition FSE is similar to the PV process with the exception of submitting the requisition to GSA instead of the PV.

(3) Contracting office. The contracting office is the supply replacement chain on each installation for replacement of FSE exceeding \$3,000.00. The contracting office should establish a list of items similar in price and determine the best available price.

(4) Local purchase. The local purchase method of supply is set aside for special and unique purchases. For the most part, only small, inexpensive credit card (GPC) authorizations limits), portable type equipment items are purchased locally.

*b.* Understanding the advantages and disadvantages of each method of purchasing FSE, addressed above, should provide clarification to the food service community and should assist in determining the best method or combination of methods for requisitioning FSE.

*c.* The culinary management NCO or manager should use the following procedures to replace a piece of equipment other than through the formal process (DA Form 3988):

(1) Obtain a statement from the DPW 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 for operation of the equipment.

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

(2) The culinary management NCO or manager should notify the FPM or representative and provide all supporting documents for replacement FSE, as outlined in paragraph 3–67*d*. For the requisition to be accepted for processing, include the statement provided from DPW, paragraph 3–67*c*(1). The culinary management NCO or manager or contractor should follow up on requisitions every 90 days until equipment is received.

(3) The FPM should consolidate equipment requisitions and certify equipment funds with the RMO.

(4) Once requisition requests have been certified by the RMO, the FPM should submit requisitions according to installation requisition procedures for purchasing through electronic or other approved requisition method provided in paragraphs 3–66*a*(1), 3–66*a*(2), or 3–66*a*(3).

(5) The culinary management NCO or manager should notify the food advisor or FPM, as appropriate, within 5 workdays when the piece of equipment is replaced and installed.

(6) Update the DA Form 3988.

*d.* The responsible food advisor should—

(1) Initiate action to ensure that the replacement equipment requirements are submitted to the FPM.

(2) Ensure that the FPM or supporting supply personnel submit approved requisitions for new and replacement equipment per the procedures outlined in AR 710–2 and AR 725–50.

(3) Notify the FPM within 5 workdays of notification by the unit when the piece of equipment is replaced and installed.

### **3–68. Equipment operation and maintenance**

*a.* Provide operational DFACs with a copy of the manufacturer’s TM for each item of mechanical FSE. Two copies of all manuals are provided with each new piece of equipment. Retain one copy in the DFAC and retain the other with the DPW or ASC equipment maintenance contractor. If the copies are not included with new equipment, submit an SF 364 (Report of Discrepancy (ROD)) to Commander, DLA–TS, 700 Robbins Avenue, Philadelphia, Pennsylvania 19111–5092. Furnish information copies of the SF 364 to the IMCOM/ASC region and the Director, JCCoE, ACES OD, 1831 Adams Avenue, Fort Lee, VA 23801–1601.

*b.* If the manufacturer’s TM for an existing piece of equipment is not available, the culinary management NCO or manager should contact the FPM or the DPW or ASC designated contractor.

*c.* If manuals are not available at the installation, request them from Director, JCCoE, ACES OD, 1831 Adams Avenue, Fort Lee, VA 23801–1601. Operator and maintenance manuals for FSC 4110 refrigeration and 7300 FSE are available from the DLA–TS, 700 Robbins Avenue, Philadelphia, Pennsylvania 19111–5092. The request should include all information contained on the equipment data plate such as NSN, nomenclature, manufacturer, make, model, and contract number.

*d.* Training programs for all DFAC personnel on the initial operation and operator maintenance of FSE should be conducted by the DPW or ASC designated contractor in accordance with AR 420–41. The DPW is responsible for only the initial, formal training of food service personnel. The DPW or ASC designated contractor should provide appropriate training for the proper operation and operator maintenance of FSE installed in new and modernized facilities or the introduction into the supply system or facility of new, state-of-the-art equipment. Food advisors are responsible for documented follow-on training programs once the initial training by DPW or ASC designated contractor has been completed.

*e.* The culinary management NCO or manager should establish and maintain DA Form 2405 (Maintenance Request Register) in the DFAC. A properly maintained register is a historical record of equipment failure(s) and a means to determine uncompleted work requests requiring follow-up actions. This register should also serve as a ready source to answer

questions on maintenance requests and as a means to formulate budget requests when the cost of repair exceeds the maintenance expenditure limits as outlined in TB 43-0002-33 and TB 43-0002-22 peculiar to the equipment. Complete the register and log in accordance with DA Pam 750-8.

### **3-69. Philip A. Connelly Awards**

*a.* Objectives. The objectives of the program are to—

- (1) Improve the professionalism of food service personnel through a continuous training model, thus providing the best quality food service to supported diners.
- (2) Provide recognition for excellence in the preparation and serving of food in Army DFACs and field kitchen operations.
- (3) Provide incentive for competitive programs of ASC and ASCCs by adding a higher level of competition and recognition.
- (4) Provide measurable results directly impacting training, readiness and Go-To-War skills.
- (5) Train culinary specialist personnel to provide quality and nutritional meals that promote a ready Soldier.
- (6) Assess excellence that provides an enduring impact to the unit and entire local food program; inspire employment of “Train the Trainer” concept to improve local food service operations.

*b.* Requirements. The requirements of the program are as follows:

(1) RA commanders at each echelon should administer this program within the guidelines established by this paragraph, the annual JCCoE memorandum of instruction (MOI), and those published by the ASC and ASCCs. The AFSB regions or ACOMs are responsible for conducting competition within their respective geographic areas or commands. For the garrison competition, include tenant units on an installation in the supporting installation’s AFSB region competition. For the field competition, include tenant units in their respective ASCC competition, except when specifically exempted by agreement between affected organizations.

(2) The following allocations for submission to JCCoE are:

- (a)* ASC should nominate six garrison competitors at the DA Level.
- (b)* Each ASCC should nominate one field competitor for a total of four nominations at the DA level.
- (c)* ARNG and USAR should each nominate four competitors for a total of eight nominations in the DA-level competition.

(3) ASC or ASCC having an eligible appropriated fund DFAC should separately nominate a finalist in the DA-level garrison competition and, if applicable, a finalist in the field kitchen competition (as listed in this publication). For installations not able to compete, the ASC or ASCC is required to forward a letter of nonparticipation to the director of JCCoE.

(4) Each ASCC having an eligible field kitchen should separately nominate a finalist for the DA-level field kitchen competition, as listed in AR 30-22.

(5) Include RC training center DFACs (operating full-time under ARCS) in the RA garrison competition and submit nominations to ASC.

(6) Factors used for evaluation of garrison and field kitchen categories are in this pamphlet; see DA Form 5415 (Garrison Category Competition Checklist) and DA Form 5416 (Field Category Competition Checklist) (see figs 3-17 and 3-18).

<b>GARRISON CATEGORY COMPETITION CHECKLIST</b>											
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.											
<b>This checklist is used to evaluate units at the DA level of competition. It contains ten major categories, with specific subsections to assist evaluators in all phases of the competition; however, the actual scoring method is used during subordinate phases.</b>											
ORGANIZATION Unit					EVALUATOR Rank Last/First Name					DATE YYYYMMDD	
<b>1. Supervision/Training</b>				<i>(1-20 / 120)</i>		<b>8. Serving/Troop Acceptability</b>				<i>(1-10 (2), 1-20(6) / 140)</i>	
A. SUPERVISION				17 20		A. COMPLETENESS OF THE MENU ON THE SERVING LINE				19 20	
B. EFFECTIVE USE OF MANPOWER				18 20		B. ARRANGEMENT OF SERVING LINE				19 20	
C. FOOD PROTECTION PROGRAM				15 20		C. EYE APPEAL & GARNISHMENT				8 10	
D. COST CONSCIOUSNESS				15 20		D. PORTION CONTROL				19 20	
E. REQUIRED PUBLICATION FOR OPERATIONS				18 20		E. PROPER PROCEDURES FOR SERVING LINE REPLENISHMENT				9 10	
F. MOS PROFICIENCY AND COMMERCIAL TRAINING PROGRAMS				18 20		F. NUTRITION PROGRAM				18 20	
<b>1. CATEGORY RATING</b>				<b>101 120</b>		G. PROPER USE OF LEFTOVERS				18 20	
<b>2. Dining Facility Administration</b>				<i>(1-25 / 125)</i>		H. DINER ACCEPTABILITY (PRO/CON)				18 20	
A. DINING FACILITY RECORDS FILE				22 25		<b>8. CATEGORY RATING</b>				<b>128 140</b>	
B. QUALITY CONTROL/FOOD SERVICE OFFICER/ FOOD ADVISOR				23 25		<b>9. Equipment/Facilities</b>				<i>(1-5, 1-10 (6), 1-15/80)</i>	
C. DINING FACILITY ACCOUNT STATUS				18 25		A. ARRANGEMENT & DÉCOR				9 10	
D. PREPARATION & USE OF PRODUCTION SCHEDULE				21 25		B. TEMPERATURE				8 10	
E. KITCHEN REQUISITION FORM (DA Form 4552 in AFMIS)				24 25		C. SOUND LEVEL				4 5	
<b>2. CATEGORY RATING</b>				<b>108 125</b>		D. ENERGY CONSERVATION				10 10	
<b>3. Headcount Procedures</b>				<i>(1-20 / 60)</i>		E. OPERATING INSTRUCTION				10 10	
A. HEADCOUNTER DUTIES				20 20		F. USE & MAINTENANCE OF EQUIPMENT/EQUIPMENT REPLACEMENT RECORD (DA FORM 3988-AFMIS) TRAINING				14 15	
B. CASH COLLECTION PROCEDURES				20 20		G. SAFETY STANDARD OPERATING PROCEDURES (SOP)				10 10	
C. PROCEDURES FOR PERSONNEL AUTHORIZED SUBSISTENCE-IN-KIND				20 20		H. WORK/SERVICE ORDER SUBMISSION & FOLLOW-UP				10 10	
<b>3. CATEGORY RATING</b>				<b>60 60</b>		<b>9. CATEGORY RATING</b>				<b>75 80</b>	
<b>4. Requisition/Receipt/Storage Procedures</b>				<i>(1-20 / 60)</i>		<b>10. Food Preparation/Quality</b>				<i>(25 (4) / 100)</i>	
A. AUTHORIZED RECEIVING PERSONNEL				18 20		A. ADHERENCE TO THE PRODUCTION SCHEDULE & SOPs				24 25	
B. FOOD REQUISITION AND RECEIPT PROCEDURES				18 20		B. ADHERENCE TO RECIPES				25 25	
C. PROPER STORAGE, ISSUE AND RETURN TO STOCK OF SUBSISTENCE				18 20		C. ASSEMBLING, MEASURING, & WEIGHING				25 25	
<b>4. CATEGORY RATING</b>				<b>54 60</b>		D. PROGRESSIVE COOKING (MEAT, STARCHES, VEGETABLES, & SAUCES)				22 25	
<b>5. Food Safety/Protection</b>				<i>(1-20 / 140)</i>		E. SALADS & DRESSINGS & PASTRIES				24 25	
A. APPROPRIATE THERMOMETERS ON HAND AND IN USE				19 20		F. PROPER SERVING TEMPERATURES				25 25	
B. PROPER THAWING PROCEDURES				19 20		G. FOOD PALATABILITY				25 25	
C. WARE WASHING DETERGENTS & DISINFECTANTS				20 20		<b>10. CATEGORY RATING</b>				<b>170 175</b>	
D. OVERALL DINING FACILITY SANITATION				20 20		<b>CATEGORY SCORES</b>					
E. INTEGRATED PEST MANAGEMENT PROGRAM				20 20		<b>CATEGORY 1</b>				<b>101 120</b>	
F. HAZARDOUS COMMUNICATION PROGRAM (HAZCOM)				15 20		<b>CATEGORY 2</b>				<b>108 125</b>	
G. FOOD RISK MANAGEMENT (FRM)				18 20		<b>CATEGORY 3</b>				<b>60 60</b>	
<b>5. CATEGORY RATING</b>				<b>131 140</b>		<b>CATEGORY 4</b>				<b>54 60</b>	
<b>6. Command Support</b>				<i>(1-10 (2), 1-15, 1-25 / 60)</i>		<b>CATEGORY 5</b>				<b>131 140</b>	
A. COMMAND INTEREST AND IN-BRIEFING				24 25		<b>CATEGORY 6</b>				<b>56 60</b>	
B. RECOGNITION OF INDIVIDUALS				10 10		<b>CATEGORY 7</b>				<b>40 40</b>	
C. COMMUNITY INTEREST/PUBLICITY				9 10		<b>CATEGORY 8</b>				<b>128 140</b>	
D. TIMELY SUBMISSION OF PACKET IAW AR 30-22, 3-55				13 15		<b>CATEGORY 9</b>				<b>75 80</b>	
<b>6. CATEGORY RATING</b>				<b>56 60</b>		<b>CATEGORY 10</b>				<b>170 175</b>	
<b>7. Appearance/Attitude of Personnel</b>				<i>(1-20 / 40)</i>		<b>TOTAL SCORE</b>				<b>923 1000</b>	
A. APPEARANCE OF PERSONNEL				20 20							
B. ATTITUDE & CUSTOMER SERVICE				20 20							
<b>7. CATEGORY RATING</b>				<b>40 40</b>							

DA FORM 5415, JUL 2019

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Figure 3-17. DA Form 5415



## Army Philip A. Connelly Program Civilian Evaluators' Garrison Critique



Category	Comments
<b>Management and Training</b>	<ul style="list-style-type: none"> <li>- Lunch meal was on time (1130 hrs), supervision was good.</li> <li>- All Publications/Forms were on hand</li> <li>- OJT packets supported that training is being conducted by 92Gs</li> </ul>
<b>Administration and Purchasing</b>	<ul style="list-style-type: none"> <li>- Production schedule not complete</li> <li>- Account status out of tolerance</li> </ul>
<b>Food Service Sanitation</b>	<ul style="list-style-type: none"> <li>- Sanitation was good</li> <li>- Dishwasher temps were low, but DPW came in and made adjustments</li> </ul>
<b>Customer Service and Diner Flow</b>	<ul style="list-style-type: none"> <li>- Excellent job, all money was accounted for and secure with guarded.</li> <li>- Meal cards were verified by the headcount for each Soldier</li> <li>- All FAO Soldiers paid for their consumed meals</li> <li>- Correct meal rates were used for breakfast and lunch</li> </ul>
<b>Equipment and Facility</b>	
<b>Food Preparation and Quality</b>	
<b>Evaluator's Signature</b>	
DIGITAL SIGNATURE 123456789	
<b>Date</b>	
YYYYMMDD	

Figure 3-17. Go for Green-Continued

FIELD CATEGORY TRAINING EVALUATION CHECKLIST										
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.										
This checklist is used to evaluate units at the DA level of competition. It contains ten major categories, with specific subsections to assist evaluators in all phases of the competition; however, the actual scoring method is used during subordinate phases.										
ORGANIZATION Unit					EVALUATOR Rank/Last, First Name					DATE YYYYMMDD
<b>1. Supervision/Training</b> (1-10 / 90)					<b>8. Food Preparation/Quality</b> (1-10 (3), 1-20(7), 1-30, 1-40 / 240)					
A. MOI / OPORD					A. MENU ADJUSTMENTS					18 20
B. EFFECTIVE USE OF MANPOWER					B. ADHERENCE TO PRODUCTION SCHEDULE					18 20
C. SUPERVISION					C. NUTRITIONAL INITIATIVES					19 20
D. RECOMMENDED PUBLICATIONS / FORMS (ON DISC)					D. USE OF APPROPRIATE RECIPES (TM 10-412/SOPs / INSTRUCTIONS)					20 20
E. FIELD STANDING OPERATING PROCEDURES (SOP) IN USE					E. MEATS, SHORT ORDER, AND SAUCES					38 40
F. PREPARATION OF THE PRODUCTION SCHEDULE					F. STARCHES AND VEGETABLES					28 30
G. COST CONSCIOUSNESS (FOOD / ENERGY MANAGEMENT)					G. SALADS AND DRESSINGS					9 10
H. OPERATOR'S KNOWLEDGE OF TO&E EQUIPMENT					H. ASSORTED BREADS AND PASTRIES					9 10
I. TRAINING PROGRAM					I. ASSORTED FRESH FRUITS					9 10
<b>1. CATEGORY RATING</b>					<b>8. CATEGORY RATING</b>					<b>227 240</b>
<b>81 90</b>					<b>19 20</b>					
<b>2. Headcount Operations/Cash Collection</b> (1-15 / 30)					K. PROPER SERVING TEMPERATURES					20 20
A. HEADCOUNT ORIENTATION					L. FOOD PALATABILITY					20 20
B. HEADCOUNT PROCEDURES / CASH COLLECTION VERIFICATION					<b>8. CATEGORY RATING</b>					<b>227 240</b>
<b>2. CATEGORY RATING</b>					<b>9. Serving/Troop Acceptability</b> (15 (2), 20 (5), 1-25 / 155)					
<b>30 30</b>					A. MENU AND SERVING LINE VERIFICATION					19 20
<b>3. Request/Receipt/Storage of Rations</b> (1-10, 1-15 (2), 1-20, 1-25 / 85)					B. ARRANGEMENT OF SERVING LINES					20 20
A. REQUISITION / ACCOUNTABILITY / USE OF OPERATIONAL RATIOS					C. SERVING UTENSILS					15 15
B. TRANSPORTATION & STORAGE PROCEDURES					D. SERVING LINE EYE APPEAL AND GARNISHMENT					18 20
C. REQUEST AND USE OF POTABLE ICE					E. PORTION CONTROL AND PLATE PRESENTATION					20 20
D. SUBSISTENCE SECURITY PROCEDURES (ATTP-4-41)					F. PROPER PROCEDURES FOR REPLENISHMENT OF SERVING LINES					15 15
E. WARMING AND COOLING BEVERAGES					G. USE OF INSULATED DISPENSERS/FOOD CONTAINERS					18 20
<b>3. CATEGORY RATING</b>					H. TROOP ACCEPTABILITY					23 25
<b>80 85</b>					<b>9. CATEGORY RATING</b>					<b>148 155</b>
<b>4. Field Food Safety</b> (1-25 / 125)					<b>10. Use/Maintenance of Equipment</b> (25 (4) / 100)					
A. FOOD HANDLING PROCEDURES					A. PROPER USE AND MAINTENANCE OF EQUIPMENT					24 25
B. FOOD SANITATION CENTER / POT & PAN AND PAN WASH AREA					B. SAFETY PRACTICES					24 25
C. OVERALL FIELD SANITATION					C. SCHEDULING OF MAINTENANCE					23 25
D. FIELD SANITATION TEAM / WATER PROCUREMENT / PURIFICATION					D. HAND RECEIPT VERIFICATION					25 25
E. HAND WASHING FACILITIES					<b>10. CATEGORY RATING</b>					<b>96 100</b>
<b>4. CATEGORY RATING</b>					<b>CATEGORY SCORES</b>					
<b>122 125</b>					<b>CATEGORY 1</b>					<b>81 90</b>
<b>5. Command Support</b> (1-10, 1-20, 1-25 / 55)					<b>CATEGORY 2</b>					<b>30 30</b>
A. COMMAND SUPPORT AND IN-BRIEFING					<b>CATEGORY 3</b>					<b>80 85</b>
B. MATERIAL SUPPORT					<b>CATEGORY 4</b>					<b>122 125</b>
C. RECOGNITION OF INDIVIDUAS (PRIOR TO TEAM ARRIVAL)					<b>CATEGORY 5</b>					<b>53 55</b>
<b>5. CATEGORY RATING</b>					<b>CATEGORY 6</b>					<b>20 20</b>
<b>53 55</b>					<b>CATEGORY 7</b>					<b>93 100</b>
<b>6. Appearance/Attitude of Staff</b> (1-10 / 20)					<b>CATEGORY 8</b>					<b>227 240</b>
A. APPEARANCE OF PERSONNEL					<b>CATEGORY 9</b>					<b>148 155</b>
B. ATTITUDE OF PERSONNEL / EFFECTIVE CUSTOMER SERVICE					<b>CATEGORY 10</b>					<b>96 100</b>
<b>6. CATEGORY RATING</b>					<b>TOTAL SCORE</b>					<b>950 1000</b>
<b>20 20</b>										
<b>7. Kitchen Site Selection/Layout/Set-Up</b> (1-20 (2), 1-30 (2) / 100)										
A. SITE SET-UP (Refer to Unit RSOP)										
B. SITE SECURITY										
C. FIELD KITCHEN SITE LAYOUT / PROTECTION FROM ELEMENTS										
D. TROOP SUPPORT / TRAFFIC FLOW / ACCESSABILITY										
<b>7. CATEGORY RATING</b>										
<b>93 100</b>										

DA FORM 5416, JUL 2019

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Figure 3-18. DA Form 5416



## Army Philip A. Connelly Program Civilian Evaluators' Field Kitchen Critique



Category	Comments
<b>Management and Training</b>	<ul style="list-style-type: none"> <li>- Breakfast meal was 10 min late (0710 hrs), due to lack of proper supervision, Lunch meal was served on time (1130 hrs)</li> <li>- Breakfast potatoes were not discarded properly, found of ground outside of FSC</li> <li>- All Publications/Forms were on hand</li> <li>- OJT packets supported that training is being conducted by 92Gs</li> </ul>
<b>Storage of Subsistence</b>	<ul style="list-style-type: none"> <li>- Ration NCOIC had all required paper work. Note: Could not determine if some items were local purchased or from an UGR-A module</li> <li>- Rations were secure and stored properly</li> <li>- Ice from SSMO were found to have mold, Soldiers exchanged ice once known</li> </ul>
<b>Food Service Sanitation</b>	<ul style="list-style-type: none"> <li>- Field Sanitation Center final rinse sink was not reading 171 or higher at all times</li> <li>- Improper use of sanitizer was used for cleanups per Tri-Service Food Code</li> <li>- Unit Field Sanitation Team was on site and preformed their duties</li> </ul>
<b>Customer Service and Diner Flow</b>	<ul style="list-style-type: none"> <li>- Excellent job, all money was accounted for and secure with guarded.</li> <li>- Proper 3032s and 1544s were used and filled out properly</li> <li>- Meal cards were verified by the headcount for each Soldier</li> <li>- All FAO Soldiers paid for their consumed meals</li> <li>- Correct meal rates were used for breakfast and lunch</li> </ul>
<b>Food Preparation and Quality</b>	<ul style="list-style-type: none"> <li>- Breakfast potatoes were overcooked, but corrected by NCOIC</li> <li>- All food cooked and served was eaten by the consumers, with little or no waste</li> <li>- Prep foods were on site, one meat item was in question of prep time</li> <li>- Breakfast and Lunch meal exceed standards, H/S and UGR-As were enhanced</li> <li>- Soldiers were very innovative while performing their cooking duties, adding culinary skills to their setups.</li> <li>- Short order was offered during lunch meal</li> </ul>
<b>Diner Meal Acceptability</b>	<ul style="list-style-type: none"> <li>- NCOIC or Shift leader checked serving lines prior and during serving hours, Note: there were times when the backup items took longer to replenish</li> <li>- Serving line was setup properly, HOT food last per ATP 4-41</li> <li>- Refer to photos for eye appeal</li> <li>Portion control varied throughout serving periods, needs to ensure serving sizes are followed throughout the entire serving hours</li> <li>- Soldiers made great comments on the quality of food served, and observance of diners departing the eating tent validated the comments</li> </ul>
<b>Evaluator's Signature</b>	
DIGITAL SIGNATURE 123456789	<b>Date</b>
	YYYYMMDD

Figure 3-18. DA Form 5416-Continued

(7) The RC commanders at each echelon should administer this program within the guidelines in the JCCoE MOI and those published by NGB, or USARC, which are responsible for the conduct of the RC competition within their respective commands.

(8) The director of JCCoE, should provide final evaluation teams, coordinate the DA-level evaluation periods with appropriate commands and conduct the final awards ceremony.

c. Participation. Participation for each category of competition is as follows:

(1) Regular Army garrison competition. ASC should establish an evaluation and selection process to nominate no more than four facilities from their competitors to the DA as finalists no later than 1 October each year.

(2) Regular Army field kitchen competition.

(a) Participation in the field kitchen category is mandatory for all ASCCs having company-size or battalion-size table of organization and equipment (TOE) or MTOE units with organic field food service capability and a field feeding mission.

(b) Conduct the evaluation during a breakfast and a lunch meal period.

(c) JCCoE should choose the designated meals annually and publish them via an all-Army-activity message. One meal should be a unitized group rations—heat and serve (UGR—H&S) and the other should be a UGR—A (mission, enemy, terrain, troops, time, civil considerations (METT—TC) dependent). List authorized supplements and enhancements for both meals.

(d) Unprepared subsistence leftover from previous meals may be used in the meal being prepared.

(e) Use only authorized TOE to prepare and serve food to supported personnel.

(f) Perform all food preparation and cleanup in a field location.

(3) Reserve component field kitchen competition.

(a) Participation in the RC field kitchen competition is mandatory at the OFTS command or State level. Each OFTS command, or State should nominate one unit to participate in its respective NGB or USARC phase of competition. Exceptions must be approved by NGB, and/or USAR, as appropriate.

(b) The meal to be prepared (lunch or dinner menu) should consist of line-item A rations.

(c) Use only authorized TOE or MTOE equipment to prepare and serve food to supported personnel.

(d) Perform all food preparation and cleanup in a field location.

(4) Exclusions. The following categories of DFACs are excluded from the Philip A. Connelly Program competition:

(a) NAF and contractor operated DFACs.

(b) U.S. military academy cadet DFACs.

(c) U.S. Army fixed medical treatment facilities.

d. Nominations. ASC and ASCCs should nominate garrison and field kitchen finalists to JCCoE no later than 1 October each year. Complete nomination packets per procedures in this pamphlet and the annual JCCoE MOI.

e. Publicity. Give appropriate publicity to this program at all levels through local public affairs offices (PAOs) and other suitable methods. Commanders should submit copies of press releases and publicity photographs for historical purposes to JCCoE.

f. Award program administration. A memorandum of understanding between DA and the National Restaurant Association (NRA) is signed annually and stipulates that HQDA should provide general officers (or the civilian equivalent) to accept the Philip A. Connelly Program awards from the president of the NRA on behalf of HQDA. These general officers should then present the awards to their winning representatives. The program should be administered by JCCoE, Special Programs Directorate, 1831 Adams Avenue, Fort Lee, VA, 23801-1601 for HQDA.

g. Award program participation by National Restaurant Association. The NRA participates in the evaluation of finalists, the presentation of awards, and other forms of recognition that support program objectives. The program is named in honor of the late Philip A. Connelly, a past president of International Food Service Executive Association and, for many years, a motivating factor in the conduct of food service awards programs in the Armed Forces.

h. Categories of competition. HQDA Philip A. Connelly Program evaluators should include one senior warrant officer (CW4 or CW5), one senior culinary management NCO, chief, culinary management NCO, and one civilian industry partner according to the approved memorandum of understanding between the DAG4 and industry partner. Selected military evaluators should have proven food service experience. Evaluators supporting the ARNG and Army Reserve should be derived from the senior level headquarters (National Guard Bureau or Army Reserve Command). Evaluators should only evaluate four categories of competition:

(1) Military garrison competition.

(2) RA field competition.

(3) USAR field competition.

(4) ARNG field competition. Each category should consist of four nominees as outlined below.

i. Garrison competition. The phase of competition wherein ASC should provide no more than four facilities as finalist for participation in the HQDA-level competition, in the military garrison category. The factors used in the evaluation of garrison category DFACs are on DA Form 5415.

*j.* Field kitchen competition. In this phase of the competition, participating ACOM, NGB, or USARC commanders select command finalists in the field kitchen category. Criteria for evaluating the field kitchen category are on DA Form 5416. The definitions of field category DFACs are as follows:

(1) Regular Army field kitchen category. Company-sized units, 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 RC unit (ARNG, USAR) having an organic field food service capability. RC levels of competition are defined 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.

(b) State adjutant general or operational functional training support command level finalists. The best RC field food service operation within a State AG or OFTS command, selected from entry phase competitors to participate in the NGB or USARC phase of competition.

(c) National Guard Bureau or U.S. Army Reserve Command level finalists. The best RC field food service operation within an NGB or USARC location.

*k.* Nominations. ASC should nominate four finalists for the garrison categories, and the ACOMs listed below should separately nominate a finalist for the field kitchen category of the HQDA level except for the U.S. Army Forces Command (FORSCOM), which should nominate two field finalists in the RA field kitchen category. There should be a total of four nominees in the USAR field kitchen category, four each from NGB and USARC.

(1) FORSCOM–2.

(2) U.S. Army, Europe and Seventh Army–1.

(3) U.S. Army, Pacific (USARPAC)–1.

(4) 403rd AFSB.

(5) 404th AFSB.

(6) 406th AFSB.

(7) 407th AFSB.

*l.* Army command or competitions. ACOM personnel should conduct necessary competition, so only one DFAC or field kitchen (two field kitchens for FORSCOM) in each competitive category should be nominated as a finalist.

*m.* Command finalist. Nomination packets for garrison and field kitchen command finalists should be provided by the responsible organization to the Director, JCCoE, Special Programs Division, 1831 Adams Avenue, Fort Lee, VA 23801–1601, to arrive no later than 1 October each year. Digital submission to the same may be conducted through the Safe Access File Exchange website (available at <https://safe.amrdec.army.mil/safe/>).

*n.* Nomination packet contents. Nomination packets should contain the information below and a nomination letter with complete unit designation (no abbreviations) and location of the nominated unit, including the TOE or tables of distribution and allowances number and the complete unit mailing address with zip code or Army Post Office.

(1) Point of contact (and alternate) information, including email address, phone number (DSN and commercial) and fax number (DSN and commercial). Either the contact officer or the alternate should be a member of the unit nominated as a finalist.

(2) A brief history of the unit, including the current mission statement.

(3) ACOM or ASC, AFSB regions, NGB, and USARC organizations (as appropriate) are responsible for ensuring adequate photographic coverage for all units competing as a finalist in the Philip A. Connelly Program competition, in the event their units place in the competition. The specific photographic coverage requirements are outlined below.

(4) Provide a compact disc or digitally submit the following color photos for the garrison category. Submit each digital photo in the original format (for example, JPEG) and title it explaining the contents of the photo. (Additional action photos separate from the below-listed requirements should be accepted and may be placed in presentation software files.)

(a) The culinary management NCO or manager, in the duty uniform (one photo).

(b) The food service staff in the duty uniform posed in front of DFAC with unit identification (one photo).

(5) Provide a compact disc or digitally submit the following color photos for the field kitchen category. Submit each digital photo in the original format (for example, JPEG) and title it explaining the contents of the photo. (Additional action photos separate from the below listed requirements should be accepted and may be placed in presentation software files.)

(a) The culinary management NCO or manager in the duty (field) uniform, performing a supervisory function (one photo)

(b) The food service staff in the duty (field) uniform posed in front of unit identification (one photo).

(6) Nominations of overseas field kitchen finalists should include a field training period during which the onsite HQDA-level evaluation can be conducted, which allows not fewer than 60 days lead time. CONUS finalists must provide no fewer than 30 days lead time.

*o.* Data required. In the garrison categories, DFACs selected as finalists in the competition should maintain DFAC records, supporting menu, headcount data, and financial status data for the first FY quarter each, until final evaluation by HQDA.

*p.* Headquarters, Department of the Army-level finalist evaluation.

(1) Selection of the winner and runner-up units in each category of competition should be made by a committee of military and civilian food service specialists selected by HQDA and the NRA.

(2) The final HQDA evaluation phase of the Philip A. Connelly Program competition (for ACOMs and ASC, AFSB regions) should begin in January (that is, the second quarter). An HQDA message should announce the results as soon as final evaluations are completed.

(3) In the RA and RC field kitchen categories, the HQDA evaluation committee should conduct final evaluation according to training schedules established by the ACOMs or NGB/USAR. Announce meals designated for preparation during evaluation by HQDA message for each FY competition.

*q.* Awards.

(1) Regular Army. Commanders are encouraged to present appropriate awards to winners at all levels of competition up to and including the finalist in each category. Final awards to RA competition winners in each category of competition should consist of:

(a) A silver trophy bowl for permanent retention by each winning unit.

(b) A plaque for permanent retention by each runner-up unit to be presented locally.

(c) A scholarship for two personnel from the winning and runner-up units to attend a culinary school.

(d) Commanders of winning units are encouraged to select one member of the food service staff to accompany the culinary management NCO or manager or designated representative to attend the NRA trade show and Joint services training event. Only two unit representatives should be funded by HQDA.

(2) U.S. Army Reserve component. Final awards to USAR competition winners and runners up should consist of:

(a) A silver bowl for permanent retention by each winning unit.

(b) A plaque for permanent retention by each runner up to be presented locally.

(c) A scholarship for two personnel from the winning unit to attend a culinary school.

(d) Commanders of winning units are encouraged to select one member of the food service staff to accompany the culinary management NCO or manager to attend the NRA Armed Forces training event. In the event the culinary management NCO or manager is no longer a member of the winning unit—for example, transferred or retired—the unit should select an alternate member to attend the NRA Armed Forces training event. Only two unit representatives should be funded by HQDA.

(3) Army National Guard. Final awards to ARNG competition winners and runners up should consist of:

(a) A silver bowl for permanent retention by each winning unit.

(b) A plaque for permanent retention by each winning unit.

(c) A scholarship for two personnel from the winning unit to attend a culinary school.

(d) Commanders of winning units are encouraged to select one member of the food service staff to accompany the culinary management NCO or manager to attend the NRA Armed Forces training event. In the event the culinary management NCO or manager is no longer a member of the winning unit, for example, transferred, retired, and so forth, the unit should select an alternate member to attend the NRA Armed Forces training event. Only two unit representatives should be funded by HQDA.

(4) Additional details. Further details regarding travel and presentation of awards should be furnished through command channels to the winning and runner-up units.

*r.* Publicity.

(1) Give appropriate publicity to this program at all levels. This may be accomplished through PAOs.

(2) Commanders should submit copies of press releases and publicity photographs for historical purposes to the Director, JCCoE, Special Programs Division, 1831 Adams Avenue, Fort Lee, VA 23081-1601 or by digital submission no later than 10 working days after the Philip A. Connelly Awards ceremony. Evaluation should be complete after units submit evaluation photo requirements.

(3) ACOMs are responsible for providing adequate photographic coverage for the final evaluation to ensure proper news coverage and publicity in the event their units place in the competition.

### **3-70. U.S. Army Joint Culinary Training Exercise**

*a.* General.

(1) American Culinary Federation sanctions the competition. Medals received from federation entries can be used towards chef certification.

(2) The competition is open to active duty members of all Services, USAR, ARNG, and ARNGUS personnel.

(3) Active duty teams should be formed by installation. The USAR teams should establish one team. The ARNG and ARNGUS teams should be formed by Region.

(4) The number of competitors allowed per team should be reviewed each year and may be adjusted on facility and equipment availability. The number should be addressed in the annual competition rules.

*b. Objectives.*

(1) To promote growth in the culinary profession with special attention to the tenets of modern culinary development ability, practicality, nutrition, workmanship, economy, presentation, creativity, and concept.

(2) To continually raise the standards of culinary excellence and professionalism in Army culinary training to the Soldier.

(3) To provide recognition for excellence in culinary skills.

(4) To provide an incentive for competitive programs of AFSB regions and ACOMs in food service. Recognition is in the form of certificates, medallions, engraved plaques, and trophies.

*c. Functions.*

(1) The Director of JCCoE should—

(a) Submit annual competition budget requirements to the DCS, G-4.

(b) Prepare an MOI.

(c) Announce, by message, dates for the competition.

(d) Assign responsibility for administration and conduct of the competition.

(e) Fund requirements for awards in accordance with AR 600-8-22.

(f) Provide subsistence, supplies, audiovisual support, and cleaning supplies while competitive teams are at Fort Lee, VA.

(g) Coordinate the participation of the judges.

(h) Procure and present awards.

(2) LRC, AFSB, and ASC should fund all TDY for their representatives who participate and for all nonfood items used for competition below Army level.

(3) Installation veterinary offices should be responsible for disposition, in accordance with AR 40-657, of subsistence displayed for judging in competition.

*d. Installations and activities are encouraged to conduct 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 Director, JCCoE.*

*e. Use of MPA funds to support train-up is limited to 3 months prior to competition. Conduct any additional training within the garrison DFAC using current SPV rations and within BDFAC and served to diners in the DFAC.*

*f. Each installation or activity should furnish nominations to the Director, JCCoE, Special Programs Division, 1831 Adams Avenue, Fort Lee, VA 23801-1601. Submit nominations no later than the suspense date cited by message.*

*g. Give awards to those competitors who reach the required standards in each category and class. Present a certificate and neck medallion.*

*h. Commanders (local level) may also recognize individuals for exceptional performance during the Army-level competition in the form of appropriate military awards as listed in DA Pam 672-20.*

*i. Participating activities should bear all TDY and travel costs relating to the annual Joint culinary training exercise from available funds. All subsistence costs should be funded, according to AR 30-22 and charged to MPA subsistence accounts. Items not listed in the Federal Supply Catalog (C8900-SL) and desired for use require approval prior to procurement and use. Forward requests for such items through the LRC to the Director, JCCoE, Special Programs Division, 1831 Adams Avenue, Fort Lee, VA 23801-1601.*

*j. The PAO at Fort Lee, VA, is the primary point of contact for all public affairs issues regarding the annual Joint culinary training exercise. Appropriate publicize this program at all levels of command. Installation culinary teams or individuals should contact their supporting PAO to request publicity support.*

*k. Installation PAOs supporting culinary teams or individuals should contact the Fort Lee PAO at 2221 Adams Avenue, Fort Lee, VA 23801, for additional public affairs guidance. Supporting PAOs should submit copies of newspaper articles, photographs, or news videotapes resulting from local publicity to the Fort Lee PAO within 30 days of the coverage.*

*l. The Fort Lee PAO should garner publicity from local, national, and international media outlets during the culinary competition at Fort Lee. Supporting PAOs who desire to cover the competition at Fort Lee must coordinate with the Fort Lee PAO prior to arrival. Supporting PAOs who desire information about their team or individual competitors must coordinate with the Fort Lee PAO in advance of the competition.*

### **3-71. U.S. Army adopts an installation food service training**

*a. Concept.* The Adopt an Installation Culinary Training initiative is a partnership between the U.S. Army and the civilian industry. This initiative provides local institutionally trained chefs or certified chefs the opportunity to volunteer and partner with their local Army installations to provide training, mentorship, and/or guidance to military culinary personnel or military DFAC operations with the end state of increasing individual knowledge, skills, abilities, readiness, and attributes to include improving the quality of support provided to the diner. Share trends and innovations during competitive training events and inspire employment of “Train the Trainer” concept to improve local food service operations.

*b. Intent.* The intent is for this to be a locally instituted program at a zero-cost to the installation/units. Civilian industry agencies and their personnel who participate in this program understand that they are volunteering their time, knowledge, and experience to assist in improving the Army Culinary Program, and do so with no expectations of compensation.

*c. Plan of Execution.* The Joint Culinary Center of Excellence (JCCoE) markets this initiative with current industry partners to include posting on the department website to facilitate future partnerships within the civilian industry. Support agreements would be similar to those used for Training with Industry partnerships.

(1) Institutionally trained chefs or chefs certified through a comprehensive certification program coordinate through the installation food program manager or unit food advisor/sergeant major on their willingness to volunteer to assist in enhancing the installation food program.

(2) Coordination on intent and expectations to include the method of execution should be conducted locally and may include but not limited to centralized training/education sessions and seminars, individual DFAC menu production and service training, and training sessions/seminars to improve individual skillsets in support of local operations or the 92G Credentialing Program.

(3) The installation food program manager in coordination with their respective DFAC operations should determine the method of involvement and timeline for execution.

*d. Reporting requirements:* Installation food program managers should provide on a monthly basis through their command channels to JCCoE, Director of Operations (DOO), a summary of all Adopt an Installation Culinary Training initiatives that identifies at a minimum the full name, training institution, work location (if applicable), and certifications (if applicable) of the volunteering chef; what type of training, education, or assistance was provided/received (a clear description of the duties and scope of responsibility of the volunteer position must be provided); timeline (that is, dates and times); location (that is, which DFAC, or centralized training facility); the number and level of personnel trained (that is, total trained is 27: two SFCs, four SSGs, four SGTs, and 17 E-4s and below); number and level of personnel trained that are enrolled in the 92G credentialing program; and, an overall summary of the learning outcome.

(1) JCCoE DOO should consolidate initiative summaries and provide a consolidated report to the JCCoE Director that highlights initiatives and outcomes to include publishing updates in FoodNet, SIGACT submission, and any report requests to higher echelons.

(2) Required documentation. The Gratuitous Service Agreement must be completed by the United States Army representative (RECIPIENT) of the gratuitous services, and the full name of the PROVIDER prior to any services being rendered. See JCCoE website for agreement under DOO, CSPD tab, [http://www.quartermaster.army.mil/jccoe/operations\\_directorate/cspd/cspd\\_main.html](http://www.quartermaster.army.mil/jccoe/operations_directorate/cspd/cspd_main.html).

(a) The purpose of this agreement is to outline the requirements and actions by both the RECIPIENT and PROVIDER in support of the Army Adopt an Installation culinary training initiative.

(b) The acceptance of volunteer services shall be acknowledged on this document before an individual is allowed to provide volunteer services. A copy of the signed gratuitous service agreements should be provided to the volunteer prior to commencing any services.

(c) This agreement and all supporting documentation should be retained on file in accordance with AR 25-400-2.

### **3-72. U.S. Army Culinary Arts Team**

*a.* The U.S. Army Culinary Arts Team should compete at local, national, and international culinary competitions. The Commanding General, U.S. Army Quartermaster School, appoints the team manager and members. Appointments are accomplished by memorandum to the respective commands. Appoint team members for a specific period and note that period in the appointment memorandum.

*b.* The Director of JCCoE should prepare and submit:

- (1) The U.S. Army Culinary Arts Team selection criteria.
- (2) Budget requirements to the DCS, G-4.

*c.* To be considered for U.S. Army Culinary Arts Team membership, the individual must:

- (1) Be recommended by the unit commander.
- (2) Have no disciplinary or unfavorable actions pending.
- (3) Compete in the annual Joint culinary training exercise.

### **3-73. Food management assistance teams, transition assistance teams, and pre-acceptance teams**

- a.* Regarding food management assistance teams—
- (1) Review installation's food service program documents.
  - (2) Ensure regulatory policies and procedures are uniformly applied to the installation's food service program.
  - (3) Instill food service management discipline through emphasis on administration, food preparation, adherence to menu standards, nutrition awareness, productivity, safety, energy conservation, sanitation, food safety, materiel management, maintenance, budgeting, subsistence entitlement and management of field feeding reimbursements for Government-provided subsistence.
  - (4) Record observations to assist in improving the program and provide a basis for follow-up actions.
  - (5) Review specific areas of interest that have been directed by HQDA.
  - (6) The Food Management Assistance Team (FMAT) can be tailored to meet the requirements or concerns of the installation or activity in the following areas:
    - (*a*) Facilities layout and equipment.
    - (*b*) Accountability.
    - (*c*) Sanitation.
    - (*d*) Administration.
    - (*e*) Materiel management.
    - (*f*) Food preparation.
    - (*g*) Personnel management.
    - (*h*) PV issues.
    - (*i*) Contracting.
    - (*j*) Menus and nutrition.
  - (7) The FMAT should schedule and visit each AFSB region or installation at least once every 18 months for CONUS and every 12 months for OCONUS.
- b.* Regarding requested visits:
- (1) Regular Army. Tailor the FMAT to respond to particular problem areas, as identified by a command or installation, which 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 from the requesting installation; and be forwarded through command channels to Director, JCCoE ACES OD, 1831 Adams Avenue, Fort Lee, VA 23801-1620.
  - (2) Army National Guard. Forward a request from an ARNG unit for management or technical assistance should through command channels to the State AG. If the request is deemed appropriate and if assistance cannot be gained from other sources, the State AG should forward the request to the CNGB, who should take appropriate action.
  - (3) U.S. Army Reserve. Forward a request from a USAR unit or command for management or technical assistance through command channels to the OFTS command. Provide an information copy to the supporting OFTS command. If the OFTS command determines that assistance cannot be adequately provided from other sources, the request should be forwarded through USARC to FORSCOM to JCCoE, ACES OD, for action. Forward requests from other USAR commands (USARPAC and so forth) directly to the appropriate ACOM for action.
- c.* A request for cancellation of scheduled FMAT visit must be submitted from the office of the LRC director or senior commander, addressed to the commander of the U.S. Army Quartermaster School through the director of JCCoE. Request for cancellation must include valid justification for cancellation.
- d.* Document each FMAT visit by a memorandum.
- (1) Upon completion of each scheduled visit, prepare a memorandum outlining observations and recommended corrective actions. Observations and recommended actions should normally be out briefed to the senior commander or designated representative before the team's departure. Route a memorandum of the scheduled visit to the visited activity, as prescribed by the applicable ASC and AFSB region.
  - (2) On completion of each requested visit, furnish a memorandum directly to the requesting commander.
  - (3) Route memorandums of visit as follows:
    - (*a*) Route memorandums for scheduled visits to the visited command or installation as prescribed by the ACOM/ASC, AFSB, region.
    - (*b*) Furnish memorandums on requested visits directly to the senior commander who requested the visit.(4) For RCs, after each requested visit, route a memorandum of findings and recommendations as follows:
    - (*c*) Army National Guard. Forward memorandums of requested visits directly to the state AG with a copy to the CNGB (NGB-ARL), Washington, DC 20310-2500.
    - (*d*) U.S. Army Reserve. Forward memorandums of requested visits directly to the unit, with an information copy to USARC, USARPAC, or U.S. Army Civil Affairs and Psychological Operations Command, as appropriate.

(4) Provide a review of systemic program shortfalls identified during FMAT visits, along with recommended solutions, in writing to HQDA quarterly. Maintain and present a trend analysis as part of the quarterly review.

### **3–74. Army food donation procedures**

*a.* The FPM should maintain a current listing of food recovery organizations and should ensure equitable rotation of donations. The following entities are authorized to receive DOD food donations:

(1) A charitable nonprofit food bank designated by the Secretary of Defense or the Secretary of Health and Human Services as authorized to receive such donations.

(2) A state or local agency designated by the Secretary of Defense or Secretary of Health and Human Services as authorized to receive such donations.

(3) A chapter or other local unit of a recognized national veterans organization that provides services to persons without adequate shelter and is designated by the Secretary of Veterans Affairs as authorized to receive such donations.

(4) A not-for-profit organization that provides care for homeless veterans and is designated by the Secretary of Veterans Affairs as authorized to receive such donations.

*b.* Prior to the start of any donation activity, the FPM should establish site-specific procedures for excess food handling, storage, and transfer. Document these procedures by a written and signed memorandum of agreement between the donating food service organization and the authorized receiving entity.

*c.* Prepare DA Form 3161 (see paragraph 5–41) listing the donating activity, the receiving activity, the items being donated, and the dollar value of the donation. A memorandum with the following statement with be attached: “I, [print name of representative receiving donation], an authorized agent for [print name of agency], do hereby acknowledge receipt of subsistence items listed on the referenced document, [enter the voucher number of the corresponding DA Form 3161] with an approximate value of [write in dollar amount] from the [print name of donating military unit] and hereby release and discharge the said unit, the U.S. Army, DOD, and the U.S. 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 referenced list of donated food items. I agree that the food should be used for immediate consumption. I have read and fully understand this release.”

*d.* The representative of the receiving agency should sign the above statement. DA Form 3161 should be signed by the culinary management NCO or manager, the FSO, and receiving agency’s representative. Together, DA Form 3161 and the memorandum serve as a certificate of donation. Instead of a separate memorandum, the statement may be typed on DA Form 3161 below the listed items. Distribute the certificate of donation as follows:

(1) Keep one copy in the DFACs records.

(2) Give one copy to the receiving agency.

(3) Provide one copy to DCS, G–4.

*e.* Annotate the date, name of donating organization, and the dollar value of the donation in a memorandum and forwarded to JCCoE, ACES OD.

*f.* Consider the following activities and categories of food transfers for donation under the Food Recovery Program. VSP should inspect all items to determine fitness for donation. Unfit or deteriorated food should never be considered suitable for donation.

(1) Subsistence supply management activities. This includes excess subsistence or expiring operational rations and channeling subsistence through the DRMO for food recovery donations.

(2) Field accounts. This includes subsistence excess to unit needs (for example fresh fruits, vegetables, incomplete modules, and partial cases of semi-perishable or freeze/chill products) that cannot be returned using DD Form 200 or transferred to another field kitchen or home station garrison DFAC.

(3) Garrison dining facility. Occasions that may result in donation primarily represent exceptional circumstances such as freeze/chill storage equipment failure, power outage, or a unit mission change. The provisions of TB MED 530 regarding time and temperature discipline of leftovers, prepared food, or pre-prepared food still apply.

(4) Reserve component units. The provisions of AR 30–22 for donations by RC resulting from IDT apply to donation to the Food Recovery Program. However, contracted or catered prepared meals are not suitable for donation.

*g.* Donated subsistence should be picked up by the food recovery organization during normal duty hours of operation. The food recovery organization should provide suitable containers or appropriate equipment to safely receive and transport subsistence.

*h.* Food donations must be in accordance with the Assistant Secretary of the Army for Installation, Energy and Environment; see <http://www.asaie.army.mil>.

### 3–75. Food Service Management Boards

The purpose of FSMBs is to provide an interchange of information between food service personnel, the food service management staff, and the PV suppliers. Conduct FSMBs at least quarterly, but they may be more frequent to assure that standards and subsistence requirements are achieved by all subordinate food service operations, supporting activities, and contract suppliers. Provide FSMB minutes to JCCoE, ACES OD, within 30 working days of the meeting.

*a.* Functions of the Food Service Management Board. The primary function of the FSMB is to review the garrison menu standards to maximize implementation at each DFAC. Make changes as required to meet the needs of the command or installation and the desires of the diners. Revise the menu within the standards of BDFFA. Additional duties of the FSMB include:

- (1) Ensuring appropriate reporting action is initiated when the quality of an item is unsatisfactory or considered unsuitable for the intended use.
- (2) Revising the MIF for unique circumstances or to accommodate new and substitute items.
- (3) Reviewing the developed field-feeding plan to determine if it still meets the needs of the command and the desires of the Soldiers. Develop the field-feeding plan with the guidance in chapter 4 of this pamphlet.
- (4) Determining the operational and nutritional impact of proposed menu and product changes.

*b.* Schedule.

(1) Conduct RA FSMBs at least quarterly. The chairperson may call special meetings when matters require FSMB action.

- (2) For the RC, FSMBs should meet every 12 months or more frequently at the call of the chairperson.
- (3) The ARNG, ARNGUS, and USAR full-time DFACs should schedule FSMBs the same as RA installations.

*c.* Overseas command food service member Food Service Management Board membership.

(1) Voting members include the following:

- (a) Chairperson, command food advisor.
- (b) Command surgeon or designated representative (dietitian).
- (c) Command subsistence supply representative.
- (d) LRC and AFSB FPM.

(2) Mandatory nonvoting members include the following:

- (a) Food advisors or food service representatives from all commands.
- (b) Representatives from other military services being supported.
- (c) A veterinary services representative.
- (d) Appropriate DLA–TS account manager.

(3) Other members include optional nonvoting members and attendees designated by the AFSB/LRC region and ACOM.

*d.* Installation and local food service management Food Service Management Board membership.

(1) Mandatory voting members include the following:

- (a) Chairperson, FPM, or individual designated by the commander.
- (b) Surgeon's representative (dietitian).
- (c) SSM or designated Class I supply representative.

(d) Representatives from all supported major subordinate commands to include other service representatives receiving support from the installation.

(2) Mandatory nonvoting members include the following:

- (a) Designated representative from the PVNTMED activity.
- (b) Representative from the veterinarian's office.

(3) Optional nonvoting members include the following:

(a) Appropriate PV representative.

(b) Supported ARNG, ARNGUS, and USAR FSMB representatives are encouraged to participate unless RC FSMBs are formed.

(c) Representatives from DFAC advisory councils and individual diners.

(d) Other personnel directed by the senior commander.

*e.* Special installation Food Service Management Boards. Establish a special installation FSMB to support specific RC requirements. Mandatory voting and nonvoting members should be the same as those described above, except that representatives of the ARNG, ARNGUS, USARC should be voting members. Schedule the meetings to allow for maximum attendance by RC food service personnel. Hold meetings at least annually and schedule them subsequent to the annual ARNG, ARNGUS, and OFTS command FSMB meetings.

*f.* Army National Guard, Army National Guard of the United States, U.S. Army Reserve Command Food Service Management Boards.

(1) Each State AG and each USARC commander should establish an FSMB. FSMB members should be appointed in writing.

(2) Hold FSMBs at least annually.

(3) Coordinate changes to menus and other recommendations with the supporting installation(s).

(4) The entire menu, taken together, must not exceed the cumulative BDFA for the menu cycle. USAR has a garrison/field menu that is mandatory for use.

(5) Members are as follows:

(a) Mandatory voting members include the food advisor (chairperson), logistics representative, and the surgeon's representative (dietitian).

(b) Mandatory nonvoting members are the command FSAs, culinary management NCOs, and enlisted representatives designated by the commander.

(c) The commander, upon recommendations of the food advisor, may appoint optional nonvoting members.

g. Installation menu revisions. FSMB revisions to the installation menus are authorized specifically when it becomes necessary to—

(1) Provide education on the Go for Green® menu items and nutrition labeling.

(2) Provide low-calorie, low-fat, or nutrient rich (that is, calcium, folate, iron, omega 3) menu items specifically recommended by the installation surgeon or their respective installation dietitian.

(3) Incorporate changes and substitutions directed by the DCS, G-4.

(4) Make acceptable substitutions for items in the published menu that are not available.

(5) Incorporate items determined to be in excess of normal requirements as reported by the SSMO.

(6) Make substitutions to permit the use of locally procured fresh fruits and vegetables.

(7) Adjust issue quantities of food items appearing on the menu for which demand data have varied significantly from anticipated usage.

(8) Provide smaller sized containers or issue quantities to meet the feeding requirements of fewer than 100 persons.

h. Food Service Management Board. Additional responsibilities are as follows:

(1) Assess where more freshly prepared food selections may be produced in the food service operation. Determine if pastry requirements can be met by the DFACs staffs. If commercial procurement is required selection must be based on the best use of resources.

(2) Estimate the requirements of manufactured or processed items to support an experiment, demonstration, testing, or the training of food service personnel and schools.

(3) Review the installation-developed field menu to determine if the menu still meets the needs of the command and the desires of the Soldiers.

i. Food Service Management Board member duties. Duties of the FSMB members are as follows:

(1) The FPM should—

(a) Serve as the chairperson and provide all mandatory voting members the coordinating dates and times at least one month in advance of the required meetings. The FPM should ensure that a record reflecting the minutes and actions of the FSMB is prepared and distributed. JCCoE, ACES OD, Army G-4, Food, Liquid Logistics Branch, and the supporting RDN should receive expedited direct copies from the installation FPM.

(b) Provide the upcoming menu prior to meeting (preferably 2 weeks) to all FSMB members, allowing sufficient time for the FSMB members to familiarize themselves with its content. Additionally, provide all local and nonstandard recipes with nutritive information to the supporting RDN when they appear on the installation menu. Without the actual recipes, it is not possible to provide an adequate menu review.

(c) Review the installation menu with voting and nonvoting attendees prior to the meeting. Upon recommendation of the supporting RDN, modify recipes to link healthier catalogue products when appropriate. For example, substitute low-fat sour cream for high-fat sour cream by linking the catalogued low-fat sour cream to the recipe in the automated food service software system.

(d) Advise the FSMB on acceptable substitutions when an item in the master menu is not available.

(e) Appoint a nonvoting attendee to act as secretary or recorder.

(2) The SSM should furnish information on current subsistence supply matters.

(3) The surgeon's representative (supporting RDN) should—

(a) Determine if supported personnel require nutrients in variance of those prescribed in AR 40-25.

(b) Recommend specific modifications in nutrients when necessary to preserve the health and performance.

(c) Review the installation menu. This should involve reviewing the nutritive value and quality of the TM 10-412—which can be found on the U.S. Quartermaster School website or ACES designated alternate site—and of any locally created recipes that are planned for the installation menu. Also compare the installation menu with menu standards outlined in this pamphlet and the nutrition standards in AR 40-25. Summarize deficiencies and provide recommendations in a

written memorandum to the FPM within 2 weeks after receiving a copy of the installation menu and the locally created recipes that accompany the menu from the FPM.

(d) Advise the FSMB on the nutritional aspects of the revised menu and Go for Green® nutritional labeling.

(e) Ensure the nutrition facts information is provided at each cutting for each product in accordance with the Nutrition Labeling and Education Act of 1990 (Public Law 101–535).

(f) Review the nutrition facts information for each product at cuttings. Provide each voting member a professional opinion of the nutritive value of each product sampled at cuttings, including the Go for Green color and sodium code the item would receive.

(g) Provide a written summary of each product's nutritional value that are being requested to be added to the catalog to the JCCoE dietitian.

(h) Discuss product availability with the PV for any healthier products suitable for garrison food service environment that should promote optimal physical and cognitive performance.

(i) Educate and advise the FSMB members of any current nutritional topic pertinent to food service personnel.

(j) Advise on handling and preparation of food to preserve nutrient content and enhance food safety.

(k) Consult the JCCoE dietitian as needed for guidance on any of these responsibilities or garrison food service issues.

(4) Nonvoting attendees should advise the FSMB regarding:

(a) The workload capabilities within their respective DFACs and any recurring issue hampering timely and quality service to supported personnel.

(b) The quality and adequacy of issue quantities and troop acceptability of menu items.

(c) Matters pertaining to support being rendered or required for RC and other Services by the SSMO.

j. Minutes. Process minutes of the FSMB as follows:

(1) Record the actions taken by all FSMBs as prescribed in appendix G and retain them on file in the command or FPM office. Submit minutes through command channels to the appropriate headquarters office (see below) no later than 15 working days after each meeting.

(a) For RA, Forward one copy to the director of JCCoE, ACES OD, Quality Assurance Division.

(b) For ARNG, Forward one copy to NGB–ARL, 111 South George Mason Drive, Arlington, VA 22204–1382.

(c) For USAR, Forward one copy to AFRC–LGM 4710 Knox Street, Fort Bragg, North Carolina 28310.

(2) Provide copies of the minutes to all voting members of the FSMB at the next scheduled meeting. Change or correct, as required, the minutes of the previous meeting at this time.

(3) The major overseas command or senior commander or designated representative may approve or disapprove, as applicable, actions of the FSMB.

k. Reporting. The FSMB should ensure that unsatisfactory subsistence is reported using the unsatisfactory material reporting procedures in appendix H.

### **3–76. Meal service and menu standards**

The menu planner should develop and produce the menus by balancing the following factors: nutrition standards; food safety considerations; plate presentation, complementary food items, and sensory appeal; catalog and seasonal availability of items; diner and regional food preferences; budget, equipment, labor, and time constraints; and special themes. Additionally, the DFAC menus should address the conditions below.

a. Meal service standards. The daily installation's food service program should provide service period durations of 90 or more minutes long for breakfast, lunch, and dinner meals for entitled members. Requests to serve beyond or less than 90 minutes must be approved by the senior commander in conjunction with LRC and reviewed annually. Meal timing should be at least 4 hours—preferably 5 hours—apart for supported personnel and should not be more than 12 hours between the last meal of the day to the first meal of the next. Menus must be within the BDFFA budget for the meal. Standards include the following areas of emphasis:

(1) Short order. Lunch, dinner, and brunch menus require the addition of the short-order menu. The midnight meal and the supper meal require the addition of a modified short order.

(2) Midnight meal. Midnight meal service standards require providing meals acceptable to patrons beginning their duty day as well as those ending it.

(a) The midnight meal is calculated at the same percent of the BDFFA as the dinner meal.

(b) The midnight meal is not the fourth meal.

(c) Patrons with meal entitlements who select a fourth meal are cash customers.

(3) Brunch. This menu combines the customer's desire for a combination of an enhanced breakfast and a more substantial lunch served during an extended meal period.

(a) Service should begin no later than 0930 and remain available until at least 1300. Installations may expand these hours if customer demand supports earlier or longer service periods.

(b) The standard breakfast items are served through the entire meal period.  
(c) The standard lunch menu with two entrée choices, including the short order and salad bar, is served through the entire meal period.

(d) Offer expanded lunch selections for the second half of the brunch, beginning at the time that the normal work day lunch is served.

(4) Supper. This meal has the highest reimbursement rate of all meals offered in the DFAC. Therefore, plan the menu to ensure customers receive appropriate value and freshly prepared foods.

(a) The supper meal period should not commence within 4 hours of the conclusion of the brunch meal period.

(b) Ninety minutes should be the minimum serving period for the supper meal and may be longer to provide adequate opportunity to supported personnel.

(5) Super suppers. The super supper meal provides the diner an extensive selection of food choices, which are typically high-cost subsistence items. This meal has a headcount earnings rate equal to the normal dinner BDFFA. Therefore, the DFAC should serve super suppers only when the DFAC year-to-date account status is underspent. The culinary management NCO or manager may program super suppers when the underspent status is sufficient to purchase the upgraded menu items. The menu planning criteria should meet or exceed the standards for the dinner meal.

b. Menu planning. The FPM, food advisor, and senior culinary management NCO or manager should ensure that each meal produced (breakfast, lunch, dinner, midnight, brunch, and supper) meets the following menu standards at a minimum (for DFACs operating under ARCS).

(1) Breakfast meal requirements include providing patrons choices from:

(a) Two or more 100 percent juice choices—orange juice fortified with calcium and vitamin D and another juice high in vitamin C. Blended juices are acceptable but must be 100 percent juice. If offered, tomato and vegetable juices should contain less than 230 milligrams (mg) of sodium per serving.

(b) Two or more choices of fresh fruit. Canned or frozen fruit (light syrup or its own 100 percent juice) can be considered if unanticipated supply shortfalls mean fresh fruit is not available. Offer raisins or other dried fruits available, based on demand. Offer bananas daily. Offer precut (cut pieces or sectioned) fruit, especially oranges. Offer seasonal fruits as much as possible when available at reasonable costs. Refer to seasonal fruit chart under the product, service, and preparation standards in paragraph 3–76b(32).

(c) One hot whole grain cooked cereal choice, such as oatmeal without added fat or sugars. Additional cooked cereal choices without added fats or sugars may be offered.

(d) Choice of six ready to eat cold cereals must be offered. Out of the six, four whole-grain, ready-to-eat cold cereals, four with at least 8 grams of whole grain, four of which must provide at least 2.5 grams fiber per serving, three of which must be without sugar coating, two must be 100 percent folate fortified (400 micrograms per serving), and two additional choices should have 50 percent of the folate (200 micrograms per serving). All of the choices must have less than 230 mg of sodium per serving. Bulk dispensing of the two or more of the highest volume cereals is strongly recommended for cost-effective operations and to support customer mix and match trends.

(e) Cereal bars may be offered and may be substituted for one or two of the cold cereal options, consistent with BDFFA constraints. The products must contain at least 2.5 grams of fiber per serving and fewer than 10 grams of sugar per serving. Consult with the dietitian in reviewing these selections.

(f) Eggs to order, including rotating opportunities for assorted omelets in the menu cycle. Liquid pasteurized egg products must be used unless the end item has a distinct yolk. Additionally offer cholesterol-free eggs or egg whites. Offer docosahexaenoic acid enhanced eggs when available.

(g) One grilled, specialty item (including griddlecakes, French toast, or waffles, with syrup) rotated across the breakfast menu cycle. Offer standard syrup, fruit-flavored syrups, and powdered sugar as optional toppings. Clearly labeled sugar-free breakfast syrup may be offered based on customer demand.

(h) Two breakfast meat choices; a third choice is encouraged. One breakfast meat choice must be non-pork and one breakfast meat choice must be lower in fat (less than 12 grams of fat per serving for patties or links and less than 5 grams of fat per serving for turkey bacon, Canadian bacon, or center cut bacon). The non-pork option can be a low-fat option. If offered, bacon should have less than 290 mg of sodium per serving.

(i) One or more hot starch choice such as potato (for example, hash browns) or rice may be offered consistent with the interests of the supported personnel.

(j) Three or more whole grain bread types (multigrain, white with whole grains, or 100 percent whole wheat with at least 2 grams of fiber per serving) should be available for toast or breakfast sandwiches. At least one bread type should be fortified with calcium (150 mg), folate (16 micrograms), and iron (0.72 mg). Serve at least one of the following: biscuits, bagels, or English muffins. Rotate varieties across the menu cycle.

(k) May offer choice of one or more breakfast pastry, such as a raised or cake doughnut, sweet muffin, sweet roll, pastry, or danish. Culinary management NCOs are strongly encouraged to prepare the items in-house and must control

portion sizes consistent with TM 10–412. Offer at least one lower fat, reduced fat, or lower calorie alternative as defined by the nutrition label at least three times per week.

(l) Butter pats or margarine spreads with zero grams of trans fat per serving. Offer a choice of two or nut spreads, jams, or jellies. Locations should offer at least one fruit spread or low-sugar jam or jelly.

(m) Offer at least two flavors of low-fat, light, or lower sugar individual yogurt (at least 4 oz. but no more than 8 oz.) or bulk reduced fat yogurts. Offer fruit and nut toppings if bulk yogurt is offered.

(n) Sodium-free seasonings at every meal. Sodium-free seasonings must not contain monosodium glutamate (MSG).

(o) Standard beverage choices, including decaffeinated choices.

(p) Condiments appropriate to menu items should be available.

(2) Lunch and dinner menus requirements provide patrons choices from—

(a) One soup, either cream based or broth based. Vary the type from day-to-day and include vegetarian soups in the rotation. Offer one or more lower sodium soup per day (under 800 mg of sodium per 8 oz. portion). The same selections may be offered at both lunch and dinner, but should rotate across the menu cycle. The soup selection(s) should complement the meal.

(b) Two or more main entrée choices must be provided. Three entrées are desirable; no more than four choices are recommended. At least one main entrée should be from naturally low-fat cuts and prepared with minimal added fat. Prepare and serve selections such as lean fish, poultry, meat (round or loin cuts) without added fat by baking, grilling, or roasting, with visible fat removed. Provide one or more vegetarian main entrée options based on demand (the vegetarian entrée may serve as an interesting side dish for other supported personnel if the portion size is reduced appropriately). The lean entrée option may be vegetarian. When three or four main entrée choices are offered, one of them must be a low-cost casserole type entrée.

(c) Serve fish a minimum of three times per week as a main entrée. Serve at least one fish high in omega 3 (salmon, tuna, trout, herring, or mackerel) per week. Rotate fish varieties across the menu cycle.

(d) Serve only lean (fat content not to exceed 10 percent) ground beef and lean ground poultry with no fillers or extenders.

(e) Pre-prepared, lean-option entrées should contain fewer than 500 calories with less than 35 percent of the calories from fat (under 18 grams of total fat per serving), fewer than 10 percent of the calories from saturated fat (under 5 grams of saturated fat per serving) and fewer than 600 mg of sodium. Rare exceptions for pre-prepared entrées may have 800 mg of sodium for infrequently served items.

(f) No more than one fried entrée on the main line per meal, and fried entrées should be minimized across the menu cycle. If a small operation facility serves only one entrée on the main line per meal, no more than one fried entrée per day may be offered. Exceptions for special occasions—such as holiday meals, Service birthdays, or other approved celebrations—may be considered.

(g) One or more appropriate sauces or gravies to accompany entrées, if required for traditional service of the item, should be served separately unless it is an integral part of the recipe. Seek and use low sodium sauces and gravies. Freshly prepared in-house gravies and sauces are preferred.

(h) Legumes and beans served at least three times per week as either a side dish or entrée.

(i) Whole grain and white whole grain pasta and rice incorporated into recipes and menu. Consider whole grain rice blends and other whole grains such as amaranth, bulgur, and quinoa.

(j) A choice of potato and an additional starch to complement the entrées.

(k) Two or more hot starch sides should be available. Offer white or sweet potatoes without additional fats and an additional starch to complement the entrées.

(l) In addition to potatoes, promote two or more additional cooked vegetables per meal for liberal selections by diners. At least one choice must be non-starchy and a good source of vitamin A or vitamin C (colorful, dark leafy, and deep yellow, orange and red vegetables, including carrots, squash, tomatoes, zucchini, spinach, greens, and broccoli). Make additional vegetables options for the diner. Offer no more than one starchy vegetable per meal. Starchy vegetables include corn, peas (black-eyed, green), beans (chickpeas and baked, black, kidney, lima, navy, pinto, and refried beans). Offer no more than one fried vegetable per day on the main line. Include seasonal fresh vegetables, to include locally procured produce as much as possible. All frozen or canned vegetables should contain less than 230 mg of sodium per serving.

(m) Regarding standard salad-bar choices—

1. At least two choices of fresh fruit and one fruit (canned or frozen) on the salad, dessert or fruit bar. Include one or more very good vitamin C sources per day (citrus fruit, kiwi, cantaloupe, or strawberries). Use canned or frozen fruit (in light syrup or its own 100percent juice) when fresh fruit is not available. Offer raisins or other dried fruits, nuts, and seeds based on demand. Offer pre-cut (cut pieces or sectioned) fruit, especially oranges. Offer seasonal fruits as much as possible when available. Refer to seasonal fruit chart under product, service, and preparation standards, in paragraph 3–76b(32).

2. Offer two or more whole grain bread types (multigrain, white with whole grains, or 100 percent whole wheat with at least two grams of fiber per serving). At least one bread type should be fortified with calcium (150 mg), folate (16 micrograms), and iron (0.72 mg), with less than 230 mg of sodium per serving. Additionally, offer one selection of hot rolls, cornbread, garlic bread, or biscuits to complement the entrée.

3. Butter pats or margarine spreads with zero grams of trans fat per serving. Offer a choice of two or more nut spreads, jams, or jellies. Offer at least one fruit spread or low-sugar jam or jelly.

4. Offer at least two flavors of low-fat, light, or low-sugar individual yogurt (at least 5 oz. but no more than 8 oz.) or bulk reduced fat yogurts. Offer fruit and nut toppings if bulk yogurt is offered.

5. Offer sodium-free seasonings at every meal. Sodium-free seasonings must not contain MSG.

6. May offer up to four different types of dessert choices (such as cookies, cake, pie, low-fat ice cream or yogurt, gelatin, or pudding) that vary daily. Serve fresh fruit on all dessert bars. Fresh fruits may be cut and served as fruit salad on the dessert bar. Offer at least one reduced fat dessert, sweetbread, or baked product on each dessert bar. Offer trans-fat-free baked products only.

7. Standard beverage choices, including decaffeinated beverage alternatives.

(3) The short order meal should consist of the following selections:

(a) At least four grilled short-order type items, to include sandwiches made with lean meat, hamburgers, cheeseburgers, grilled ham and cheese, grilled cheese, and other quickly prepared items consistent with customer demand. Provide a variety of breads to increase customer interest.

(b) A standard deli bar, to include lower fat and lower sodium selections of meats and cheeses.

(c) Offer additional sandwiches or wraps to the extent requested by customers.

(d) A choice of two additional hot short-order entrées (pizza, fried or sautéed chicken, and so forth).

(e) French fries, onion rings, and assorted chips and pretzels. Offer one or more baked chip or pretzel product. Review and select options for bakeable options for french fries and rings, to include sweet potato french fries.

(f) Accompaniments and condiments such as sliced tomatoes, onions, pickles, lettuce leaves, catsup, mayonnaise, mustard, relish, and salad dressing. Offer low-fat or fat-free mayonnaise packets. Reduced fat and lower sodium options should be maximized when selecting condiment products. No added MSG is permitted as an ingredient.

(4) The modified short order meal should consist of:

(a) Grilled hamburgers, cheeseburgers, and frankfurters.

(b) French fries, onion rings, and assorted chips and pretzels. Offer at least one baked chip product.

(c) Accompaniments and condiments, such as sliced tomatoes, onions, pickles, lettuce leaves, catsup, mayonnaise, mustard, relish, and salad dressing. Offer low-fat or fat-free mayonnaise packets. Reduced fat and lower sodium options should be maximized when selecting condiment products. MSG is not permitted as an ingredient.

(5) Midnight meal standards require that:

(a) The meal should be a combination of items from the breakfast and dinner menus and should have a minimum of two freshly prepared entrées, in addition to eggs to order.

(b) The dinner entrée selections at the midnight meal should be from choices as planned for the lunch or dinner meal.

(c) A modified short order menu is required.

(d) Use the lunch or dinner meal standards for the balance of the menu items to be offered.

(6) Brunch standard meal patterns for the meal service combine the following:

(a) The established standard for the breakfast meal.

(b) The two-entrée lunch standard.

(c) The short-order standard.

(d) The standard salad bar.

(e) Three choices of fresh fruits; cut fresh fruit increases consumption and is preferred.

(f) Standard beverage choices, including non-caffeinated, hot beverages.

(g) Choices from five dessert options (use the lunch and dinner dessert standard plus a special-effort dessert in reasonable portions).

(h) During the second half of brunch service, offer the expanded lunch selections in addition to the above requirements. These should consist of the following required items.

(i) One baked or roasted meat that can be carved on the serving line (baked ham, roast beef, roast turkey) and one additional entrée cooked to order.

(j) Vegetarian and meatless entrées to the degree requested by the customers. Vary choices across the menu cycle.

(7) The supper meal, should consist of the following standards:

(a) Two soups: one cream based and one broth based. One of these soups must be reduced sodium. (600 to 800 mg of sodium per 8 oz. portion).

(b) Four entrées: choices should include a highly acceptable balanced combination of low-, medium-, and high-cost items. One entrée should be carved on the serving line.

(c) A modified short-order menu. Do not use these items as a substitute for any entrée or starch.

(d) A choice from two types of potatoes (baked, mashed, sweet, and so on) plus an alternative starch as a minimum.

(e) Three or more cooked vegetables, two of which must be non-starchy and a good source of vitamin A or vitamin C (colorful, dark leafy, and deep yellow, orange, and red vegetables, including carrots, squash, tomatoes, zucchini, spinach, greens, and broccoli).

(8) The standard salad bar should have:

(a) Three choices of fresh fruits, cut fresh fruit increases consumption and is preferred.

(b) Choices from five dessert options (use the lunch and dinner dessert standard, plus a special-effort dessert in reasonable portions).

(9) Standard beverage choices, to include non-caffeinated hot beverages.

(10) For the purpose of the Army Food Service Program, the standard salad, deli bar, and beverage choices are as follows:

(a) Standard salad bar should consist of a leafy green salad (at least 50 percent dark green leaves, such as romaine or spinach) and ten fresh toppings, such as carrots, radishes, tomatoes, cucumber, green pepper, onion, and mushrooms. The salad bar should also contain two separate salad dressings choices (regular), and five choices of low-fat dressings. Make lightly or unsalted nuts or seeds available based on customer demand. Offer a selection of salad oil, such as canola, olive, sesame, or blends of these. Also offer a selection of vinegars, such as apple cider, balsamic, red, or white. Offer salad dressings on the salad bar in the bulk format. Individual salad dressing packets should be reduced fat versions and are used only for carryout or grab-and-go service. If preparing chilled salads, use reduced or low-fat mayonnaise and reduced or low-fat salad dressings.

(b) Standard deli bar should consist of a minimum of three deli meat choices (lean ham, lean turkey, and lean roast beef), at least two cheese choices (such as American, Monterey Jack, Provolone, Pepper Jack, or Swiss) and at least three different choices of whole grain bread or rolls (white wheat is acceptable). The entire range of items (meat, cheese, and breads) on the standard deli bar should be available for customer selection during the complete meal period.

(11) Standards for lean deli meats:

(a) Lean ham, per 86 grams (3 oz.) serving fewer than 95 calories, 3.5 grams of fat, and less than 1000 mg of sodium.

(b) Lean turkey, per 86 grams (3 oz.) serving fewer than 85 calories, 1.5 grams of fat, and less than 900 mg of sodium.

(c) Lean roast beef, per 86 grams (3 oz.) serving fewer than 105 calories, 3 grams of fat, less than 1050 mg of sodium.

(d) Lower fat and lower sodium products are available and should be considered in consultation with the dietitian. Some lower fat and low sodium products use other ingredients that may have separate concerns.

(e) Other deli meats and deli salad sandwiches may be offered based on customer demand and preference.

(12) Standard beverage choices include a variety of dairy selections (milk and alternatives), carbonated beverages, juice blends, noncarbonated flavored drinks, coffee (regular and decaffeinated), hot tea (caffeinated and decaffeinated), iced tea, and water. If only one type of iced tea is offered, it must be unsweetened. Presweetened is the second option. If a carbohydrate-electrolyte beverage is offered, it must meet the nutrition standards in AR 40–25. All carbonated beverages have negative impacts on health and performance, and intakes should be moderated. If carbonated beverages are offered at all, offer at least two caffeine-free options, and offer one low-calorie, dark, caffeinated one and one, low-calorie, clear, caffeine-free one. Offer decaffeinated coffee and hot tea at each meal, based on customer preferences.

(13) The primary dairy choice should be skim or 1 percent fat, pasteurized, fresh, white milk, fortified with vitamins A and D. Offer other dairy choices (such as flavored, 2 percent fat, lactose-free, soy, nut, or rice milks if they are fortified with calcium and with vitamins A and D) depending on customer demand.

(14) Artificial sweetener may be available for coffee and teas. If operating budget permits, facilities may offer flavored coffee creamers; if offered, ensure reduced fat varieties are included. Coffee creamers must contain no trans-fat.

(15) No energy drink, energy shot, energy gel or any product that has been highly fortified or enriched beyond 100 percent of the daily values should be offered through food service operations. Do not offer products that exceed 100 mg of caffeine per 8 oz. serving. Do not serve products that state “proprietary ingredients/blends” or “energy or spice blends.” Do not offer any of these, nor any product with a nonnutritive ingredient, nor herbal blends, infused teas, or infused coffees unless the product and the specific ingredients are fully identified and approved through JCCoE by the DOD nutrition committee.

(16) Regarding product, service, and preparation standards, use the following guidelines to maintain a balance among highly appealing and flavorful foods, cost management, and the impact of foods on health and performance.

(17) Prepare fish, meat, and poultry entrées by roasting, baking, or steaming more often than by deep frying or by other high-fat preparation methods. Drain excess fats from other meats.

(18) Use canola oil, grapeseed oil, corn oil, or blends of these for cooking and baking. Use the emulsified blend of canola and corn oil, or competitive healthy oils, to deep fry. These oils must have zero grams of trans fat per serving. All food products must contain zero grams of trans fat in normal portion sizes. Beware of products listing partially hydrogenated oils in the ingredients; select alternatives if available.

(19) Butter is preferred, but facilities may use margarine-type spreads with zero grams of trans fat per serving or butter to make cake frostings, fillings, and cream sauces. Use shortening compound only if it is essential for the preparation of cakes, hot breads, biscuits, cookies, and pie crusts.

(20) Opt for dry, nondairy creamer with zero grams of trans fat per serving as a coffee whitener.

(21) Use nonfat, dry milk and evaporated skim milk for cooking. Reconstitute as needed to equate to liquid milk requirements in the recipe.

(22) Offer low-fat or reduced fat cottage cheese, sour cream, cream cheese, shredded cheese, and sliced cheese.

(23) Use low-fat or reduced fat cheeses in cooking when appropriate.

(24) Use skim or 1 percent fat, pasteurized, fresh milk fortified with vitamins A and D as the primary dairy beverage. Low-fat chocolate, low-fat flavored, 2-percent fat, and whole milk; buttermilk; and nonfat or low-fat frozen yogurt may be offered, depending on customer requests.

(25) Use pasteurized, liquid, frozen egg products for recipe requirements instead of raw shell eggs. Use raw shelled eggs only for preparation of fried (grilled), boiled, or poached eggs to order. When customer demand warrants, offer cholesterol-free eggs, egg substitutes (reduced cholesterol), or egg whites. Consider offering bulk prepared scrambled eggs on the main line rather than grilled to order for labor-saving opportunities. The use of liquid, pasteurized eggs permits bulk preparation without product discoloration. Use docosahexaenoic acid enhanced eggs when available and affordable. Use egg substitute (reduced cholesterol) in place of whole eggs in baked items when appropriate.

(26) Use ground beef and ground turkey with an as-purchased maximum fat content of 10 percent for preparation of main line or short order menu items. The ground beef, as purchased, should have no fillers or extenders (for example, no soy). For ground beef patties purchased fully cooked, the initial fat content may be up to 15 percent.

(27) Vegetarian entrées that are rice-, pasta-, or potato-based may be served as side items in smaller or half-sized portions.

(28) On the serving line, the optimized sequence is hot vegetable side dishes first, followed by starch sides, and then entrées. This choice architecture is strongly encouraged.

(29) As operating budget permits, allow diners additional servings of vegetable and starch side dishes. Moderated protein portions, in accordance with TM 10–412 guidelines, supports offering plentiful hot sides.

(30) Do not add MSG as a separate ingredient to any recipe. Additionally, products containing MSG as an ingredient are strictly prohibited.

(31) Use lower-sodium soy sauce in cooking when appropriate.

(32) Using lower-sodium products (less than 400 mg per serving) is encouraged. Incorporate seasonal fruit in menus as much as possible when available and as follows in table 3–7. While some varieties are seasonal, apples, bananas, grapes, grapefruit, oranges, pears, and dried fruits are usually available year round.

**Table 3–7**  
**Seasonal fruit options**

Fall	Cranberries, dates, figs, mandarin oranges, pears, persimmons, pomegranates
Winter	Clementine's, cranberries, grapefruit, kiwi, mandarin oranges, passion fruit, pears, pomelos, tangelos, tangerines
Spring	Apricots, blueberries, cantaloupe, cherries, grapefruit, kiwi, navel oranges, nectarine, papayas, pineapple, raspberries, rhubarb, strawberries
Summer	Asian pears, apricots, avocados, blackberries, blueberries, boysenberries, cantaloupe, cherries, grapefruit, honeydew melon, mangoes, nectarines, papayas, peaches, plums, raspberries, strawberries, star fruit, watermelon

(33) Provide sufficient menu selections to enhance the availability of vitamins and minerals and dietary fiber in the menu.

(34) Food preparation and holding standards should be in accordance with TB MED 530 and the HACCP steps in the updated recipe files of TM 10–412.

(35) Leftovers may be used as an additional option but not intended to replace or be a full part of the planned menu for that day of service.

(36) Ensure Go for Green® nutritional labeling program materials are displayed in the DFAC and on the serving line. Approved Go for Green® program procedures and criteria are published on the U.S. Quartermaster School, JCCoE website (<http://www.quartermaster.army.mil/>) or Human Performance Resource Center (<http://hprc-online.org>).

### **3–77. Soldier fueling initiative**

*a.* The SFI is an Army program developed to establish a feeding (“fueling”) standard for Soldiers in initial military training (IMT). It encompasses DOD menu standards, nutritional education, menu development, product selection, and preparation and serving standards. The SFI is designed to improve readiness and increase IMT Soldier fitness and performance while addressing poor nutrition awareness and practices and their long-term effects. There are several tenets of the SFI, including:

- (1) Modified application of Army garrison menu standards to promote healthier eating.
- (2) Prescribed standardized menus, recipes, preparation methods, and portion sizes for use among all IMT DFAC.
- (3) Nutritional education emphasizing the links between diet, performance, and long-term health.
- (4) Clear identification of more and less healthy options to aid a diner’s selection of appropriate choices.
- (5) Program marketing to maintain awareness of nutrition, appropriate food and beverage choices, and both short- and long-term performance and health.

*b.* The SFI is a standardized and mandatory program for all IMT DFACs. The implementation guide for the SFI provides detailed standards of program execution. Updates to menus and standards should be published in the implementation guide located on the U.S. Quartermaster School, JCCoE website.

*c.* The SFI identifies products but not sources or brands. Sources of supply for SFI-specific menus should be established by DLA–TS, in accordance with normal food program operating policies.

*d.* Conduct incorporating menu changes to the SFI program as follows:

(1) An installation supporting the SFI should identify a desired menu change through its local FSMB actions and submit this request thru its dietitian to JCCoE.

(2) JCCoE should submit desired menu changes to all the FPMs and dietitians of the other IMT installations for review, discussion, and concurrence.

(3) With consideration of the affected installations’ input, JCCoE should assess the proposed change and forward to both MEDCOM and TRADOC–IMT for review and concurrence.

(4) Upon receipt of MEDCOM and TRADOC–IMT concurrence, JCCoE should coordinate the change in menu guidance and send it to installation FPMs with an implementation date.

(5) It may take some time to process fair and reasonable pricing approval for each region with DLA–TS and to draw down current inventory. Prior coordination of program objectives and goals with DLA–TS account managers should help ensure timely execution of changes. The following is required to be submitted with a request for a change:

*(a)* Justification of change.

*(b)* A new product form identifying each new product and the product to be removed or replaced once the new item is added by DLA–TS.

(6) Incorporating menu changes to the SFI program that do not affect the overall menu are internal to the installation and can be made without following the above described process. Examples include:

*(a)* A product type change, for example, substituting one cut of steak for another cut of steak or one brand of chicken nugget for another brand of nugget.

*(b)* A product that has had a poor performance and is to be replaced by a similar replacement, that is, change from one type of fish to another type fish.

*(c)* Once the change has been implemented, JCCoE should coordinate with DCS, G–4 to publish to the appropriate documents and publications.

*e.* Go for Green® is a DOD nutrition program that helps the military community identify healthy food and beverage choices. By identifying nutrient-rich foods and beverages and placing them in prominent places in DFACs, the Go for Green® Program prompts service members to make better choices more often. Color codes are based first on percent of total and percent of saturated fat and then on overall nutritional quality, which includes factors such as fiber, sugar, degree of processing, and the overall wholesomeness of the menu items.

(1) Green, eat often

(2) Yellow, eat sometimes

(3) Red, eat rarely

*f.* Additionally, sodium levels are indicated by sodium symbols according to sodium level—low, moderate, or high.

## **Chapter 4 The Army Field Feeding System**

## Section I

### General

#### 4-1. Preplanning

*a.* The Army Field Feeding System should be used when units conduct operations in the field. Units are required to open a field feeding account when a field training exercise is greater than 3 days. The following administrative functions must be conducted for the SSMO to opening the account for the unit.

- (1) Memorandum of Intent.
  - (a)* Days of support and meals.
  - (b)* Pick up dates and times.
  - (c)* Warming and cooling beverages.
  - (d)* SSMO required documentation in accordance with SOP.
- (2) DA Form 5913 Strength and Feeder Report.

(3) Unit commanders should effect BAS recoupment and payroll deduction for reimbursement through DFAS after exercise for Soldiers participating in field duty in accordance with AR 600-38. A memorandum and roster certifying that the supporting S-1 has submitted to DFAS the DA Form 4187 (Personnel Action) for personnel requiring FAO action participating in the field training. Commanders will provide a DFAS stamped DA Form 4187 at the end of the training exercise to the SSMO to close out their field feed account. Units will not be allowed to open a new field account until the exercise is closed out by providing the processed DFAS stamped DA Form 4187 to the SSMO.

*b.* Training operation commanders or unit commanders should ensure that all applicable elements outlined in appendix J are included in the planning for subsistence support for training at the LTA or during training operations (for example, Bright Star, Celtic Cross, and Cobra Gold).

(1) Food advisory support is provided to food service sergeants throughout the training duration. Food advisory support is also essential at the end of the training or operation to provide guidance on field kitchen records and disposition of all subsistence items.

(2) A subsistence issue schedule is published in coordination with the training planners for requesting, issue, and turn-in of rations and required reports.

(3) Print DA Form 3294 in coordination with the training planners and make available enough copies for use during training. DA Form 3294 should include, as a minimum, the NSN, menu number, unit of issue, and issue factors.



#### Legend

Completion instructions follow:

Each unit should prepare and submit DA Form 5913 to the designated supporting kitchen or supply point. Submit the form at the beginning of the training or training operation and reflect the present-for-duty strength by Service component. The form should also indicate the number of days the unit should participate in training. Submit three copies of the form. The requesting unit maintains one, the field kitchen receives one, and forward one to the supply function.

1. UNIT/ORGANIZATION. The preparing activity should enter the official unit designation. See note 1.
2. TO. Enter the supporting field kitchen activity (SSMO).
3. DATE (YYYYMMDD). Enter the date the form is prepared.
4. REPORT DATES (YYMMDD). Enter in the first column only the date the unit began training at the training site. This date should coincide with the first day of support from the food service section.
5. REQUEST/REPORT. Leave blank.
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT. Enter on each appropriate line the number of unit personnel (assigned or under operational control) present for duty. Leave unused lines blank. See notes 2 and 3.
7. SUPPORTED UNITS. If necessary, enter any required categories of personnel that are not on the preprinted list in item 6. Enter on each appropriate line the number of unit personnel (assigned or under operational control) present for duty. Entry on line 7 should also be required when the primary unit is consolidating subsistence support for other organizations. When required, enter the unit designation and anticipated SIK strength for each unit requiring food service support. See notes 1 and 2.
8. MEALS SOLD FOR CASH. Leave blank.
9. GRAND TOTAL. Add sections 6 and 7. This figure represents the total anticipated unit subsistence support requirement.
10. REMARKS. Enter any information—such as the number of personnel at each remote site and which rations are to be sent during the training—that should assist the field kitchen in meeting the supported unit's mission. Enter remote site data with the number of personnel to be supported at each site. Any personnel not accounted for in remote feeding site data should be assumed to be fed at the mobile kitchen trailer (MKT)/kitchen site. Additionally, the unit should indicate the number of days the unit should participate in training and the anticipated date (YYMMDD) for the unit's departure from the training site.
- 11a. SIGNATURE. The unit commander, culinary management NCO, or first sergeant from the requesting unit should sign the form.
- 11b. RANK. The person signing the form should enter their rank.
- 11c. DATE. Enter the date that the form is signed.

\*\*\*\*End of Legend\*\*\*\*

#### Notes.

<sup>1</sup> For RC units operating under the RCSS, see appendix F for completion instructions.

<sup>2</sup> This figure should include officers, enlisted Soldiers, and civilians (if appropriate) who have completed the requirements of DOD 7000.14-R when in a training status.

<sup>3</sup> This figure should include unit personnel hospitalized (simulated or inpatient) in medical units. Medical units should use DA Form 5913 to report the number of assigned and attached hospital staff only.

**Figure 4-1. Sample of DA Form 5913**

## 4-2. Army Field Feeding System application

a. The AFFS procedures are mandatory for all TFA or FD training or training operations conducted by RA units away from home station or when the training is conducted for more than 3 days. RC units should use AFFS procedures when conducting TFA or FD training or operations at an RA installation or training or operations area. The TOE and MTOE medical units required to provide staff and inpatient feeding (simulated or actual) should follow these procedures.

b. For RCs conducting AT with an RA organization or being supported by an RA unit, AFFS procedures apply for both meals prepared and served in a cantonment or actual field environment. RC units should not use these procedures for IDT.

c. For training that is scheduled at a home station and lasts 3 days or fewer, food service support may be provided from the units' garrison DFAC per procedures in this pamphlet.

d. RA and RC units should follow the menu and feeding plan established for the training or training operation. Units not participating in a training operation should follow the installation or training site field menu plan. When RC units are not participating in a training operation and require the use of non-unitized rations, coordinate their use and availability with the host installation during the pre-AT conference.

## 4-3. Roles

a. ACOMs should—

(1) Coordinate with the appropriate AFSB/LRC region for support from an established SSMO and appoint an accountable Class I officer in writing at least 90 days in advance whenever the training occurs away from any supporting installation.

(2) Develop operational ration requirements in accordance with program objective memorandum guidance, update them annually by the first of July each year, and submit them to the DCS, G-4.

b. Theater commanders should provide effective Class I support to all designated military forces.

c. Commanders should ensure that:

(1) The planning group, when applicable and with input from the logistics planners (to include the food advisor) completes the requirements of the organization and operations plan for subsistence requirements outline found in this pamphlet.

(2) All participants in training who are required to reimburse for meals do so through DFAS action in accordance with DOD 7000.14–R. Nonparticipants (visitors and evaluators) should reimburse in cash at the standard meal rate at the time of meal consumption.

(3) The SSM and Class I officer are included in the planning as early as possible and updated as required.

(4) Personnel (food service, administrative, and supply) are trained in AFFS accounting procedures prior to implementation.

(5) An SSM and, when appropriate, a Class I officer (for supply levels below SSMO) are designated to provide support and report required data to JCCoE.

(6) Each supported unit reports present-for-duty strength using DA Form 5913.

(7) Food advisory support should be provided to culinary management NCOs throughout the duration of the TFA. Food advisory support should provide guidance on field kitchen records and disposition of all subsistence items.

(8) Transportation support capabilities are available to distribute subsistence.

(9) Sufficient food handling equipment and personnel are on hand to receive, store, and issue subsistence.

(10) Additional personnel are available to assist the culinary management NCO for such duties as kitchen police operations.

*d.* The SSM and accountable Class I officer should ensure that:

(1) Rations are on hand to support the training based on prior and updated planning and the approved feeding plan.

(2) A subsistence issue schedule is published in coordination with the training planners for requesting, issue, and turn-in of rations and required reports.

(3) The DA Form 3294 is preprinted in coordination with the field planners and enough copies are available for use throughout the training.

(4) Medical units have sufficient rations for non-patient and inpatient (both simulated and actual) feeding, to include the medical supplement to the UGR.

(5) Postings to the abstract of issues or sales and DA Form 3295 (Voucher Register and General Control) are completed.

*e.* Commanders of CONUS and OCONUS major training areas should ensure that procedures for excess ration disposition are addressed. These procedures must be part of the operations planning documents.

*f.* Commanders of medical units organized under a TOE or MTOE should—

(1) Provide appropriate nutrition care to patients.

(2) Ensure adequate nutrition care staffing and unit level support is available for successful completion of the dual mission of patient and staff feeding.

*g.* Dietitians are responsible to commanders for the efficient operation of medical field feeding activities. In the absence of a dietitian, a nutrition care specialist (MOS 68M) should be responsible for medical field feeding.

#### **4–4. Garrison support, Class I**

*a.* Support to LTAs from a garrison should not become the routine. When using AFFS, commanders should consider the training needs of 92G (food service) personnel, the manpower required to operate both feeding areas (garrison and in the field), and the capability to support the feeding mission based on distance and time to the training locations.

*b.* Commanders may request ration support from a garrison DFAC as follows:

(1) When less than 3 days at LTAs. All subsistence (A rations, operational rations, or box lunches) required to support unit training operations should be requested on a memorandum by the commander of the unit requiring support. Forward the memorandum to the DFAC culinary management NCO (for contract operations, forward the request to the COR for review). The FSO or COR should forward the request to the DFAC manager for action. Short notice for field training does not relieve the unit commander of completing the administrative requirements below.

(2) The request for support should contain at least the following information:

*(a)* Nature of requirement.

*(b)* By-day, by-meal feeding plan.

*(c)* The names and ranks of individuals designated to pick up the rations and the time of pick up.

*c.* The commander of the unit requesting support should ensure that the proper signature headcount and cash collection procedures are used during the training. The commander may elect to replace the signature headcount procedures with guidance in paragraph 4–5.

*d.* When signature headcount procedures are used and there is a deviation in excess of 10 percent between meals requested on the commander's memorandum and the actual headcount signatures and meals sold for cash, an investigation should be conducted by the commander having operational control of the supporting DFAC. The investigation should determine if the DFAC financial account should suffer adversely because of the deviation in headcount from the requested to the actual. If an adverse impact is determined, the appropriate measures to relieve the adverse impact should be instituted by the commander having operational control of the facility.

e. The culinary management NCO or manager should provide the DA Form 3032 and DD Form 1544 to meet the requirements of the unit request.

#### **4-5. Alternatives for garrison support**

a. When support for training is being provided to a unit or group of 50 or fewer, the following procedures apply:

(1) The culinary management NCO or manager should brief the designated individual on the procedures to be followed when the rations are picked up.

(2) A one line entry on DD Form 1544 is required for those meals being reimbursed by cash. There should also be a one line entry on DA Form 3032 for those meals provided to SIK personnel.

(3) When these actions are completed, the culinary management NCO or manager should annotate in the Remarks block of DD Form 1544 the number of meals sold for cash and, on DA Form 3032, the reason for the one line entry.

b. The requirement to establish a signature headcount system can be replaced by using the present-for-duty concept. The following procedures should apply:

(1) This procedure is recommended only for units in training for 3 days or fewer and training at the LTA.

*Note.* This procedure requires overnight billeting and initiation of pay account collections for this training not intended for range training, road marches, and so on.

(2) The unit should complete DA Form 5913 indicating the total number of SIK diners and the total number diners requiring DFAS action (payroll deduction) for the duration of the training.

(3) The unit should provide a listing (name, rank, and CAC number) of Soldiers required to reimburse the Government for all meals provided during the training duration. The listing should include enlisted Soldiers entitled to BAS and officers. For civilian personnel who participate, reimbursement should be in cash (for all meals available) prior to deploying to the training site.

(4) The commander should forward the request, DA Form 5913, and a list of individuals requiring DFAS action to the appropriate S-1 adjutant officer. The S-1 adjutant officer should sign and date the request, confirming that the appropriate DFAS action should be initiated for all personnel required to reimburse the Government for all meals provided during the TFA.

(5) The S-1 adjutant officer should forward the signed and dated request and DA Form 5913 to the supporting DFAC.

c. A supporting DFAC should earn headcount meal credit for all A-ration meals provided from garrison to Soldiers (headcount or present for duty) in a TFA status. Add DA Form 5913 or headcount from the completed DA Form 3032 and DD Form 1544 to the garrison headcount total for the appropriate meal(s) provided.

d. The supporting DFAC should maintain records for all support provided to personnel in a training status. The required documentation is the support request memorandum, DA Form 5913 or DA Form 3032, DD Form 1544 and DA Form 4187 (Personnel Action) for BAS recoupment.

#### **4-6. Cold weather feeding**

a. Commanders planning for extreme cold-weather (below 0 degrees F) training must consider the equipment limitations, personnel requirements, and the increased ration and water requirements that extreme cold weather conditions dictate.

b. Specific handling procedures for MREs are required in temperatures below 32 degrees F. When used under these conditions, store and handle MREs in accordance with the procedures in paragraph 4-7.

c. Restrict the use of the MKT in cold weather field feeding when temperatures fall below 32 degrees F. Commanders must calculate a risk assessment when deploying the MKT in temperatures below 32 degrees F. Areas that must be considered when assessing the MKT mission in conditions of extreme cold (below 0 degrees F) are poor heat distribution within the MKT, condensation inside the MKT, and mobility problems in transporting the MKT.

d. Use tents to support the kitchen company level field feeding. Some examples of suitable tents are the general purpose (GP) small tent and the GP medium tent.

e. The failure rate of equipment increases in cold and extreme cold weather environments, necessitating additional repair parts.

f. Soldier water requirements increase in extreme cold climates. For more detailed discussion on individual water requirements, refer to ATP 4-44.

#### **4-7. Arctic procedures for meal, ready to eat**

a. Keep frozen all MREs that become frozen during TFA or FD training until issued for immediate consumption. Do not return frozen MREs to the SSMO.

*b.* Handle frozen MREs with care. Rough handling (for example dropping boxes off trucks or throwing them into the truck) increases the risk of pouch failure and loss of the MRE.

*c.* Stationary MRE pouches may be frozen a number of times without damage to the pouch. The product quality should deteriorate with each freeze-thaw cycle, but the food should remain wholesome as long as the pouch is undamaged. The MRE should not be cycled through more than five freeze-thaw cycles.

*d.* If frozen MREs are returned to storage and thawed, segregate and mark them with a placard stating “hold—previously frozen, returned to heated storage on [insert date], cleared for issue on [insert date]—minimum of 30 days after returned to heated storage.” Temper frozen MREs to ensure that the center pallets or boxes reach room temperature (77 degrees F). Hold the MREs at this temperature for 30 days; the VSP should inspect them prior to issue. The time and temperature period stated allows the contents of the pouches to react, if spoilage bacteria are present.

*e.* Ration of choice for arctic environments is the meal, cold weather (MCW).

#### **4–8. Basic load**

*a.* RA units do not maintain unit basic load (UBL) unless authorized by their ACOM. When authorized, the use of a basic load may be used for travel rations whenever an emergency condition exists and when no other ration is available. When the basic load is consumed, the unit PBO should initiate replacement of UBL for meals consumed during emergency situations for processing directly with the supporting SSMO. The PBO should furnish the following information on the request for the replacement action: the date, the number of personnel supported, the number of meals consumed, and the reason that the basic load was consumed.

*b.* When requests for replacement of rations cannot be supported by this information, the PBO should initiate DD Form 200 in accordance with AR 735–5. After DD Form 200 has been initiated, the reissue of replacement meals or rations should be directly between the SSMO and the PBO.

*c.* Charge replacement of the basic load to OMA funds, in accordance with AR 30–22.

*d.* For the RCs, limit use of UBL to emergency situations only unless otherwise directed by the appropriate command. The PBO should initiate replacement for UBL due to consumption. The PBO should furnish the following information on the request for the replacement action: the date, the number of personnel supported, the number of meals consumed, and the reason that the UBL was consumed.

*e.* When requests for replacement of rations cannot be supported by this information, the PBO should initiate DD Form 200 in accordance with AR 735–5. After DD Form 200 has been initiated, the replacement of meals or rations should be directly between the USPFO for ARNG and SSMO for USAR and the requesting PBO.

*f.* Under these conditions, charge replacement operational meals or rations to National Guard Personnel Appropriations for ARNG or RPA, for USAR.

#### **4–9. Warming or cooling beverages**

*a.* Warming beverages include coffee, hot tea (to include cream and sugar), hot chocolate, and dehydrated soup. The cooling beverage is cool water with or without flavored beverage base. Use funds to provide the flavored beverage base only. Provide cooling beverages to participants performing training in hot, arid climates for adequate body hydration.

*b.* The required authorization to incorporate warming or cooling beverages in the feeding plan should be by the appropriate command for the training or training operation (field planners or unit commanders). When authorized, supporting kitchens should request warming or cooling beverages per the issue factors as published in the menu.

*c.* Unit request for warming or cooling beverage support (during non-TFA/FD training) should contain the following information:

(1) Rationale for request (such as NBC or range training).

(2) Number of Soldiers requiring support identified by category (enlisted-SIK, enlisted-non-SIK, and officers).

(3) Date and time of pickup.

*d.* Culinary management NCOs or managers should consolidate unit requests for warming or cooling beverages and submit requirements to the SSMO for issue.

(1) Do not charge warming or cooling beverages issued to garrison DFACs to the DFAC accounts.

(2) The supporting DFAC should not receive headcount credit for warming and cooling beverage support.

#### **4–10. Regular Army travel rations**

*a.* The RA should use two methods of requesting travel rations:

(1) When personnel requiring support exceed a brigade force, the request for travel rations should be coordinated directly between the command and the supporting SSMO. RA units should submit requests through the supporting DFAC to the SSMO. A procedure for direct SSMO support should be as established by the supporting SSMO.

(2) When travel rations are required to support personnel of less than a brigade force, the request should be forwarded directly to the FSO or culinary management NCO or manager of the supporting DFAC. Procedures for requesting directly to the supporting DFAC are prescribed in paragraph 4-10b.

b. The procedures to request and account for travel rations when a unit is moving from home stations to training sites are listed below. The unit requiring support should prepare a request with the following information:

- (1) Rationale for request (example, a two-day convoy to Fort Bragg or airlift to the National Training Center).
- (2) Number of days or meals required.
- (3) Type of ration(s) required.
- (4) Date and time rations are required.
- (5) A listing of Soldiers (name, rank, CAC number, and, if appropriate, the branch of Service) who are authorized SIK.
- (6) A listing of the number of personnel required to reimburse the Government for all meals provided. Identify personnel by name, rank, and CAC number (the number of enlisted Soldiers reimbursing in cash or processing DFAS action and officers paying in cash or processing DFAS action).
- (7) If the listing indicates that DFAS action is required for personnel reimbursing the Government the request for support, forward the listings of personnel requiring support (SIK and DFAS action) to the appropriate S-1 adjutant officer for their signature and date. The S-1 adjutant officer's signature and date indicates that the DFAS action should be processed for collections.

c. Upon receipt of the rations (MRE or box lunch), consider the rations present for accounting purposes.

d. When the rations are issued to the designated individual and signed for (DA Form 5914, column I), consider the rations accounted for.

#### **4-11. Reserve component travel rations**

a. The RC units are authorized use of commercially prepared meals in addition to the family of operational rations while in transit between home station and the AT site. When unit movement requires multiple meals, one of those meals must be an MRE.

(1) Required rations for travel from home station to the training site should be requested from normal designated IDT source or one directed by the USPFO for ARNG or OFTS command for USAR, based on the type of ration to be used.

(2) Coordinate ration requirements for return to home station with the supporting host installation.

b. All rations used to support travel to, from, and during AT should be included as part of the AT account.

c. The cost for travel rations from commercial sources (other than Army SSMO) and MREs drawn from State USPFO for ARNG use is not subject to central reimbursement procedures. Report the cost of such rations as part of the State (for ARNG) or USAR quarterly subsistence report.

d. Regarding the meal report, meal rates for all rations regardless of type are prescribed in DOD 7000.14-R.

#### **4-12. Religious operational rations**

a. It is the commander's responsibility, with the assistance of the chaplain advisors, to identify Soldiers whose personnel records indicate they have special religious ration requirements.

b. The Army family of operational rations does not include either certified kosher or certified halal meals. However, kosher, halal, and dual-certified meals are available using DLA-TS-assigned NSNs. These meals are directly delivered from the vendor that produces them. All components of the ration are certified.

c. Each Soldier who requires a special, religious-certification (either a certified kosher or halal) meal should require three meals for each day since these Soldiers cannot consume either a UGR-A, UGR-Short Order (UGR-SO), UGR-H&S, or MRE ration or meal. Provide Soldiers consuming exclusively kosher or halal meals with menu enhancements (fruit and salad) when these items are being provided for other Soldiers in their unit. Menu supplements (ultra-high temperature (UHT) or fresh milk and bread) may not be certified. Soldiers who strictly observe kosher or halal dietary restrictions may not wish to consume these items. Additionally, dressings used for salads may also not be kosher or halal certified; inform Soldiers of this to ensure dietary restrictions can be adhered to.

d. Kosher or halal certified meals contain approximately 1,200 calories. There are 12 meals and accessory packs in each case. Each case weighs 18 pounds.

e. Order kosher or halal rations from DLA-TS. For information on acquiring stock numbers, packaging, cost, ordering procedures, and so forth for these items, contact either ACES (quality assurance division) or DLA-TS (assembled ration section).

## **Section II**

### **Operational procedures**

#### **4-13. Field kitchen operations**

*a.* Units should submit a request for subsistence support to the SSMO or Class I point using the format and procedures prescribed by the SSMO or Class I point.

*b.* The culinary management NCO of any field kitchen supported directly by a SSMO is responsible for submitting required personnel data to the SSMO prior to obtaining rations (see DA Form 5913). The culinary management NCO of any field kitchen supported by a Class I point is responsible for submitting a DA Form 5913 to the Class I officer within 3 days of arriving at the field site.

*c.* The objective at the end of all training, TFA or FD, for all support kitchens is a zero balance between main entrées or meals drawn and documentation of main entrées or meals issued for consumption, turn-in, transfer, or destruction.

*d.* Using UGR-A, UGR-SO, and UGR-H&S rations increases the potential for waste. Therefore unit commanders should ensure increased management attention at all levels of requisitioning and preparation and all subsistence is controlled, properly used, and accounted for.

*e.* Field kitchens must document the disposition of all UGR-A and UGR-SO ration components issued for preparation at the kitchen site. To document the disposition of the UGR-A and UGR-SO ration, complete DA Form 3034 (see fig 4-2). Maintain this documentation as part of the recordkeeping procedures used at the kitchen site.

**PRODUCTION SCHEDULE**

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT HHC 734TH CHEM BN				2. SERVING PERIOD 1700-1800			
3. DATE (YYYYMMDD)  YYYYMMDD		4. MEAL B    L    D    BR    S    SO    N    B/L <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			5. PROJECTED HEADCOUNT  48		6. ACTUAL HEADCOUNT
7. PERSON ASSIGNED	8. RECIPE NUMBER	9. RECIPE NAME	10. PREP TIME	11. PORTIONS TO PREPARE	12. ACTUAL PORTIONS PREPARED	13. LEFTOVER/DISCARD	14. SPECIAL INSTRUCTIONS
First/Last Name	D-7	GRILLED STEAK		50			COOK TO ORDER
First/Last Name	D-7	MASHED POTATOES		50			25 SERVINGS @ 1645/1715
First/Last Name	D-7	BROWN GRAVY		50			
First/Last Name	D-7	BUTTERED CORN		50			25 SERVINGS @ 1630/1730
First/Last Name	D-7	PEPPERS & ONIONS		50			
First/Last Name	SOP 6	BAKED POTATOES		28 lb			ENHANCEMENT ITEM
First/Last Name	D-7	CHOCOLATE CHUNK BROWNIE					
First/Last Name	D-7	LEMON LIME GATORADE					
First/Last Name	D-7	ASSORTED CONDIMENTS					
First/Last Name	SOP 1	ASSORTED UHT MILK					
First/Last Name	SOP 2	ASSORTED BREADS		4 lb			ENHANCEMENT ITEM
First/Last Name	SOP 3	SALAD MIX		5 lb			ENHANCEMENT ITEM
First/Last Name	SOP 4	ASSORTED FRESH FRUITS		18 lb			ENHANCEMENT ITEM
First/Last Name	SOP 5	ASSORTED SALAD DRESSING		150ea			ENHANCEMENT ITEM
First/Last Name	SOP 6	SOUR CREAM		50 ea			ENHANCEMENT ITEM
First/Last Name	SOP 7	TOMATOES		6 lb			ENHANCEMENT ITEM
First/Last Name	SOP 8	MARGARINE, INDIVIDUAL		1 bx			ENHANCEMENT ITEM
15a. FOS/MANAGER SIGNATURE DIGITAL SIGNATURE 123456789			15b. RANK As applicable	16a. SHIFT LEADER SIGNATURE DIGITAL SIGNATURE 123456789			16b. RANK As applicable

DA FORM 3034, MAR 2006

DA FORM 3034, JUL 2002, IS OBSOLETE.

APD LC v1.01ES

#### Legend

Completion instructions follow:

Complete DA Form 3034 only when UGR–A and UGR–SO meals are used (except for medical units). As a minimum, the field kitchen should complete the blocks or columns according to the instructions below, as shown in the completed sample.

1. UNIT. Enter the official unit designation.
  2. SERVING PERIOD. Enter the earliest time that each item must be ready for transfer, picked up for remote site feeding, or served at the field kitchen site.
  3. DATE (YYYYMMDD). Enter the date the meal is to be served.
  4. MEAL. Enter an X in the appropriate meal block.
  5. PROJECTED HEADCOUNT. For accountability purposes, enter the estimated number of personnel for whom to prepare meals.
  6. ACTUAL HEADCOUNT. Leave blank.
  7. PERSON ASSIGNED. Enter the name of the person who is assigned to prepare each menu item listed in column 9.
  8. RECIPE NUMBER. Enter the recipe, SOP, or UGR menu number (for example, B–1, D–2) to be used by the culinary specialist to prepare the product. SOPs for menu items must be in writing. If the source is not one of those mentioned, state the source in column 14.
  9. RECIPE NAME. Enter the recipe name that corresponds to the number given in column 8.
  10. PREP TIME. Leave blank.
  11. PORTIONS TO PREPARE. Enter the number of servings to prepare. The number entered should be the same as the quantity received unless the projected feeding strength has changed and items can be saved for future use or returned to supply. For SOP items, enter the appropriate quantity and unit of issue to prepare.
  12. ACTUAL PORTIONS PREPARED. Leave blank.
  13. LEFTOVERS/DISCARD. Leave blank.
  14. SPECIAL INSTRUCTIONS. Use this column to address any area pertinent to preparing or serving the meal.
  - 15a. SENIOR CULINARY MANAGEMENT NCO SIGNATURE. The Senior Culinary Management NCO should sign the form prior to its being posted for the meal.
  - 15b. RANK. Enter the rank of the culinary management NCO. If civilian, leave blank.
  - 16a. SHIFT LEADER SIGNATURE. At the completion of each meal, the shift leader should sign the form.
  - 16b. RANK. Enter the rank of the shift leader. If civilian, leave blank.
- \*\*\*\*End of Legend\*\*\*\*

**Figure 4–2. Sample of DA Form 3034**

*f.* Field kitchens should take the following actions at the end of the TFA:

- (1) Turn-in all excess unopened UGR modules, unopened MRE boxes, and other types of operational rations in unopened condition to the supporting Class I point or SSMO for veterinary inspection. The UHT milk may be returned in clean, unbroken case lots.
- (2) Transfer other subsistence (opened boxes of MREs, broken case lots of UHT milk, and other semi-perishable operational ration components) to the garrison DFAC or return them to home station.
- (3) Food supervisory personnel should review field kitchen records upon return from the TFA. Investigate any difference identified on DA Form 5914 at the end of training between total issues and disposition in accordance with AR 735–5.

#### **4–14. Ration requesting**

*a.* Present-for-duty strength, remote feeding site requirements, and METT–TC are the primary basis for meal requests. The requesting of rations using present-for-duty strength should be as follows:

(1) The culinary management NCO or manager should forward the data from all supported units to the Food Advisor for review and on to the SSMO with all required documents (DA Form 4187, DA Form 5913 and Memorandum of Intent). Reminder: Supported unit commanders must have provided a DFAS stamped 4187 at the end of any previous training exercise to the SSMO to close out their field feed account. Units will not be allowed to open a new field account until the exercise is closed out by providing the processed stamped DFAS 4187 to the SSMO.

(2) Each supported unit commander must provide an official DA Form 5913 to the culinary management NCO or manager within 2 days of arriving at the training site. The unit should complete DA Form 5913 per the instructions at figure 4–1.

*b.* Requisition the UGRs to support present-for-duty strength, to include the requirements for remote site feeding. In addition, consider items on hand prior to completing the DA Form 3294.

*c.* On the basis of the strength data reported on DA Form 5913s from the supported units, the culinary management NCO or manager should—

(1) Compute the amount of each type of meal and other items (bread, milk, fruit, cereal, salad, and condiments) required. Request rations as follows:

*(a)* Order UGR ration meals in modules of 50 meals. Request bread and milk based on the actual number of personnel to be supported. Since opened UGR–H&S pans cannot be transported to multiple feeding sites, compute requirements to support each site and round them up to the next entrée pan size.

*(b)* Order MREs by the case (12 meals per case). Round requested quantity up to the next case to meet requirements.

*(c)* Order medical diet supplements and arctic supplements to the UGR ration to support mission requirements. Quantities depend on expected feeding requirements.

(2) Prepare DA Form 3294 listing quantities of all items required. Adjust requested quantities to use and incorporate on-hand rations; however, give primary consideration to menu variety and nutrition when the use of on-hand rations is planned.

(a) Prepare a minimum of three copies. The originator should retain copy number three and forward copies one and two.

(b) Forward the completed DA Form 3294 to the supporting supply point or activity per the established requesting or issue schedule for the training site.

(c) Preparation instructions and completed samples of DA Form 3294 are at figures 4-3 through 4-5.

RATION REQUEST/ISSUE/TURN-IN SLIP													DATE (YYYYMMDD)			
TO: 1st FSC, Camp Somewhere													REQUEST	X		
FROM: HHC, 236th BN													ISSUE			
CONSUMPTION DATE(S) DD MON YYYY													TURN-IN			
NUMBER OF MEAL(S) REQUESTED													ISSUE date			
ITEMS	UI	B	L	D	B	L	D	B	L	D	TOTAL	SUPPLY ACTION	UNIT PRICE	DOLLAR VALUE		
UGR-H&S Breakfast Menu #1	MO	10.00									10.00					
UGR-A Dinner Menu #1 8970-XXX 1 MO/50	MO			10.00							10.00					
MRE 8070-XXX 1BX/12	BX															
UHT Milk, White 1/2 pt. 8910-XXXX 27/case	CO	750.00		250.00							1,000.00					
UHT Milk, Chocolate 1/2 pt. 8910-XXXX 27/case	CO	250.00									250.00					
Cereal, Assorted Ind 8910-XXXX 96/CS	EA	500.00									500.00					
Apples 8910-XXX 18 LB/50	SV			250.00							250.00					
Oranges 8910-XXX 18 LB/50	SV			250.00							250.00					
Salad, mixed, 5-lb bag 8910-XXX 1BG/50	BG			10.00							10.00					
Tomatoes 8910-XXX 6 LB/50	SV			500.00							500.00					
Dressing, Italian 7/16 oz. 8910-XXX 200/BX	BX			4.00							4.00					
Dressing, Bleu Cheese 7/16oz 8910-XXX 200/BX	BX			4.00							4.00					
NOTHING FOLLOWS																
REQUESTED BY: John Doe, SFC				ISSUED BY: First/Last Name Rank				ISSUED BY:				TOTAL DOLLAR				
RECEIVED BY:				RECEIVED BY: First/Last Name Rank				RECEIVED BY:				CONTROL NO.				
PAGE NO.	NO. OF PAGES	REMARKS: As applicable														

DA FORM 3294, JUL 2002 DA FORM 3294-R, JUN 1990, IS OBSOLETE. APD LC v1.00

**Legend**

Completion instructions follow:

Proper use of DA Form 3294 to request rations requires good food management practices to ensure the proper mix and amount of rations, supplements, and enhancements. Upon receipt of strength data (DA Form 5913) from all supported units, the culinary management NCO should—

- (1) Consolidate the data and prepare at least three copies of DA Form 3294 to request rations.
- (2) Forward two copies of DA Form 3294 to the supply activity and maintain one copy in the unit suspense file until rations are received.
- (3) Complete only the blocks or columns indicated in this figure. Boxes with no instructions are left blank.

DATE (YYYYMMDD). Enter the date that the request is being submitted.

TO. Enter the designation of the supply activity to which the request is being sent. When the field kitchen is supported directly by an SSMO, enter the SSMO designation.

REQUEST. Enter an X in the request block.

FROM. Enter the unit designation of the field kitchen preparing and submitting the request.

CONSUMPTION DATE(S). Enter the date(s) on which the rations are to be consumed. The date(s) should correspond to the issue schedule and cycle as published by the supporting Class I activity or SSMO.

NUMBER OF MEAL(S) REQUESTED. Leave blank if operating under a pull system. See note 1.

ITEMS. This section should normally be preprinted by the SSM. When appropriate, the culinary management NCO must enter the menu number of the ration module requested, which can be obtained from the schedule of issues. Also, enter the name of any supplement or enhancement items requested and the issue factors per 50 for all additional entries. See notes 2 and 3.

UI (unit of issue). The culinary management NCO should enter the unit of issue for all items requested. The unit of issue for UGRs should be modules (MO); for half pints of milk it should be container (CO); for bread and fruit items it should be servings (SV); for MREs and salad dressing it should be BX; for cereal it should be each.

B/L/D columns. Enter the number of modules (MO), containers (CO), servings (SV), BX, or each of preprinted ration items required to support the mission in the proper column. Request supplements and, when authorized, enhancements based on the actual number of personnel to be supported, not the total number of meals available in the required number of UGR modules. See note 4.

TOTAL. Enter the total requested for UGR modules and boxes of MREs. For other items requested (for example, UHT milk, bread, cereal, and fruit), enter the total quantity required (based on the actual number to be supported) in the upper portion of the block as shown in this figure.

REQUESTED BY. The culinary management NCO should sign this block.

REMARKS. Enter remarks necessary to explain any entry. If space is not adequate, enter "see reverse" and enter data on back of form. If form is prepared using electronic form filling software, enter "see continuation sheet," enter data on an 8.5-inch by 11-inch paper, and attach it to DA Form 3294.

\*\*\*\*End of Legend\*\*\*\*

*Notes.*

<sup>1</sup> All completed examples of DA Form 3294 in chapter 4 are shown using a pull system. See paragraph 5–34 for a completed example of DA Form 3294 shown using a push system.

<sup>2</sup> Issue factors for supplements and enhancements are in paragraph 4–15.

<sup>3</sup> When issuing items of multiple types or flavors, the issue factors are given for total quantity of the item per fifty, regardless of the type or flavor. For example, an issue factor for UHT milk of two cases per 50 means two cases of any one flavor or one case each of two different flavors.

<sup>4</sup> When operating under a pull system, the actual number of items requested depends on using good food management practices and on considering the number of persons supported, remote feeding sites, the amount of rations remaining from previous issues, the issue factors per fifty, and the pack size of the item.

**Figure 4–3. Sample DA Form 3294 for field kitchen request to supply point**

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RATION REQUEST/ISSUE/TURN-IN SLIP												DATE (YYYYMMDD)			
TO: 67TH QM BDE DINING FACILITY												REQUEST			
FROM: HHC, 236th BN												ISSUE	X		
CONSUMPTION DATE(s)												TURN-IN			
NUMBER OF MEAL(s) REQUESTED												ISSUE date			
ITEMS	UI	B	L	D	B	L	D	B	L	D	TOTAL	SUPPLY ACTION	UNIT PRICE	DOLLAR VALUE	
UGR-H&S Emcees	PAN	4.00									4.00				
UGR-H&S VEGETABLES	PAN	6.00									6.00				
UGR-H&S DESSERT	PAN	6.00									6.00				
UHT MILK, WHITE 1/2pt	CO	61.00									61.00				
UHT MILK, CHOCOLATE 1/2pt	CO	47.00									47.00				
CEREAL ASSORTED	EA	25.00									25.00				
MIXED VEGETABLES, #10 cn	CN	2.00									2.00				
GREEN BEANS, #10 cn	CN	3.00									3.00				
FRUIT COCKTAIL, #10 cn	CN	4.00									4.00				
HOMINY GRITS	CO	4.00									4.00				
MRE	EA	9.00									9.00				
REQUESTED BY:		ISSUED BY:			ISSUED BY:			ISSUED BY:			TOTAL DOLLAR				
RECEIVED BY:		RECEIVED BY:			RECEIVED BY:			RECEIVED BY:			CONTROL NO.				
PAGE NO.	NO. OF PAGES	REMARKS: As applicable													

DA FORM 3294, JUL 2002 DA FORM 3294-R, JUN 1990, IS OBSOLETE. APD/LC v1.00

**Legend**

Completion instructions follow:

Use DA Form 3294 to request ration requirements, as a receipt for issues, to transfer rations to training site units or home stations, and to turn in unopened UGR modules, boxes of MREs, and loose UGR components. To transfer to another field kitchen or to the garrison DFAC, the culinary management NCO must prepare DA Form 3294 (two copies). Prepare DA Form 3294 as shown below, leaving boxes with no instructions blank.

TO: Enter the designation of the field kitchen or garrison DFAC to which transfer is being made.

From: Enter the designation of the field kitchen preparing and submitting the transfer.

ISDSUE. Enter an X in the issue block.

ITEMS. List the items to be transferred. Combine all UGR-H&S entrées and list them as one item. The same should be true for individual pans of vegetables, starches, and desserts. Do not list other subsistence items separately. Items that are normally self-service, such as salad dressing and hot sauce, are not required to be listed on this form.

U/I. Enter box, pan, pound, and so on, as appropriate.

TOTAL. For each line item transferred, add quantities and enter the total.

ISSUED BY. The person making the transfer should sign in this block.

RECEIVED BY. The person receiving the transfer should sign in this block.

REMARKS. Enter remarks necessary to explain any entry. If space is not adequate, write "see reverse" and enter the data on back of form. If form is prepared using electronic form filling software, write "see continuation sheet," enter data on an 8.5-inch by 11-inch paper, and attach it to the DA Form 3294.

\*\*\*\*End of Legend\*\*\*\*

**Figure 4-4. Sample DA Form 3294 for transfers from field kitchen to field kitchen or from field kitchen to garrison dining facility**

RATION REQUEST/ISSUE/TURN-IN SLIP												DATE (YYYYMMDD)				
TO: 67TH QM BDE DINING FACILITY												REQUEST				
FROM: HHC, 236th BN												ISSUE				
CONSUMPTION DATE(s)												TURN-IN	X	YYYYMMDD		
NUMBER OF MEAL(s) REQUESTED												ISSUE date				
ITEMS	UI	B	L	D	B	L	D	B	L	D	TOTAL	SUPPLY ACTION	UNIT PRICE	DOLLAR VALUE		
UGR-H&S BREAKFAST #1	MO											7				
UGR-H&S DINNER MEAL #3	MO											3				
MRE	BX											10				
UHT MILK, WHITE 1/2pt	CS											5				
UHT MILK, CHOCOLATE 1/2pt	CS											7				
CEREAL ASSORTED																
MIXED VEGETABLES, #10 cn																
GREEN BEANS, #10 cn																
FRUIT COCKTAIL, #10 cn																
HOMINY GRITS																
REQUESTED BY:			ISSUED BY:			ISSUED BY:			TOTAL DOLLAR							
RECEIVED BY:			First/Last Name Rank			RECEIVED BY:			CONTROL NO.							
RECEIVED BY:			First/Last Name Rank			RECEIVED BY:			CONTROL NO.							
PAGE NO.	NO. OF PAGES	REMARKS:														
1	1	As applicable														

DA FORM 3294, JUL 2002

DA FORM 3294-R, JUN 1990, IS OBSOLETE.

APD/LC v1.00

**Legend**

Completion instructions follow:

Use the following procedures for turn-ins. To make a turn-in to a Class I supply activity, the culinary management NCO should prepare DA Form 3294 (three copies). List items that do not appear on the preprinted form on a blank DA Form 3294. Complete DA Form 3294 as shown in this figure, leaving boxes with no instructions blank.

TO: Enter the designation of the subsistence supply activity to which the turn-in is being sent.

FROM: Enter the designation of the field kitchen preparing and submitting the turn-in.

TURN-IN: Enter an X in the turn-in block.

DATE: Enter the date the rations are turned in.

ITEMS: Use the preprinted DA Form 3294 for all items listed. For all items not listed on the preprinted DA Form 3294, prepare a blank form. Enter the nomenclature, NSN, and can size (if available) for each item listed on the blank form.

U/I. Enter box, pan, pound, and so on, as appropriate.

TOTAL. Enter the total quantity of each line item to be turned in.

SUPPLY ACTION. The supply point should enter the total quantity of each item turned in.

ISSUED BY. The person making the turn-in should sign in this block.

RECEIVED BY. The supply activity receiving personnel should sign in this block, acknowledging the turn-in.

REMARKS. Enter remarks necessary to explain any entry. If space is not adequate, write "see reverse" and enter data on back of form. If form is prepared using electronic form filling software, write "see continuation sheet," enter data on an 8.5-inch by 11-inch paper, and attach it to DA Form 3294.

\*\*\*\*End of Legend\*\*\*\*

**Figure 4-5. Sample DA Form 3294 for field kitchen turn-in to supply point**

**4-15. Authorized enhancements and supplement for Unitized Group Rations**

a. Supplement all UGR menus by milk to meet the surgeon general's nutrition requirements for calcium and vitamin D. The UGR may also be enhanced with the following items to increase the meal variety and Soldier acceptance. A supplement is a mandatory food item required with all UGR menus. The surgeon general's position is that only milk is required

to be added to the UGR to provide proper nutrition. The following is a listing of approved milk for the mandatory supplement. A minimum of one unit per meal is authorized. When dry cereal is served, an additional half pint of UHT or fresh milk per person is required for that meal.

- (1) Milk, fresh, 1 percent, vitamin D, fortified.
- (2) Milk, reduced fat, vitamin D, fortified, shelf stable, UHT, half pint containers.
  - (a) Chocolate, low fat, vitamin D, fortified, 8910-01-474-2621,
  - (b) Strawberry, low fat, vitamin D, fortified, 8910-01-474-2680,
  - (c) White, low fat, vitamin D, fortified, 8910-01-474-2623,
- (3) Milk, soy, vitamin D, fortified, calcium fortified, shelf stable, and half pint containers.
  - (a) Chocolate, 8910-01-506-5245.
  - (b) Strawberry, 8910-01-506-5249.
  - (c) White, 8910-01-506-5239.
- (4) Milk, lactose free, low fat, vitamin D, fortified UHT, 1 percent milk fat, aseptically packaged, half pint containers, 8910-01-E60-8607.
- (5) Milk, lactose free, low fat, vitamin D, fortified UHT, chocolate, one to 2-percent milk fat, aseptically packaged, half pint containers, 8910-01-E60-8608.

*b.* Use of enhancements with the UGR is a decision to be made by the local commander in accordance with known operational tempo. Use local PV in supporting these enhancement items when possible. Consult the VSP for issues regarding food safety and approved source of food products. Local commander decisions are limited to the authorized enhancements provided in the following paragraphs. Follow proper inventory management of enhancements to prevent stockpiling and adjust these quantities as required to prevent waste.

*c.* Fresh fruits can be made available at all UGR meals. Two different fruit varieties per meal are authorized.

(1) The fruits listed below have an issue factor of 18 pounds per 50 persons:

- (a) Apples.
- (b) Bananas.
- (c) Oranges or tangerines.
- (d) Pears.
- (e) Lemons, fresh, 1 pound per 50 (used for condiments).

(2) Summer seasonal fresh fruit is allowed and amounts are based on 50 persons:

- (a) Cantaloupes, 21 pounds.
- (b) Honeydew, 21 pounds.
- (c) Nectarines, 18 pounds.
- (d) Peaches, 18 pounds.
- (e) Plums, 18 pounds.
- (f) Watermelons, 26 pounds.

*d.* For the breakfast meal, assorted dry cereal (bowl packs) are authorized. Issue fifty individual bowl packs per fifty persons. When dry cereal is served, an additional half pint of UHT or fresh milk per person is required. This assorted dry cereal should include low-sugar content and high-fiber choices. (Remember to request an additional half pint of milk per person.)

*e.* A salad option is also available with the authorized enhancement grouping. Salad, mixed, bag or fresh mixed greens, 5 pounds edible portion, is authorized per persons. Other optional salad items may be ordered when salad option is selected.

- (1) Cucumbers, 2 pounds.
- (2) Onions, yellow, dry, 2 pounds.
- (3) Spinach, fresh, ready-to-use, 2 pounds.
- (4) Tomatoes, six pounds.

(5) Salad dressing, assorted, light or regular (blue cheese, French, Italian, ranch, and thousand island) issue, 150 individual 7/16 oz. packages. A minimum of two different salad dressings are authorized per meal.

*f.* When a hamburger meal is served, the following fresh items may be authorized. These menu items and issue factors are per 50 persons:

- (1) Tomatoes, fresh, 6 pounds.
- (2) Onion, yellow, peeled, 3 pounds.
- (3) Lettuce, fresh, 4 pounds.
- (4) Cheese, American, sliced, 5 pounds.

*g.* When a steak meal is served, the following items may be authorized. These menu items and issue factors are per 50 persons:

- (1) Potatoes, white, fresh, baking, 28 pounds.

- (2) Sour cream, 1 oz. package, 50 portions (3.2 pounds).
- (3) Mushroom, 1 oz. per person (drained weight)
- h.* Commercial bread (rye, white, wheat, multigrain, raisin), 6 pounds per 50 persons.
- i.* Other additions are authorized per 50 persons:
  - (1) Sugar, refined, white, granulated, 5 pounds.
  - (2) Sugar, substitute, piece, 15.
  - (3) Tea bags, individual serve, 100 per box, 0.1 box (10 portions).
  - (4) Mustard, pc, 100 portions.
  - (5) Catsup, pc, 100 portions.
  - (6) Relish, pc, 100 portions.
  - (7) Hot sauce, piece, 200 portions.
  - (8) Crackers, soda, salted, 2 crackers per package, 100 each portions.

*j.* Warming and cooling beverages (bulk or group dispensing)—such as instant coffee, teas, chocolate, or beverage base powders other than quantities provided in group rations or the MRE—are authorized only to address operations and exercises where additional hydration must be encouraged due to environmental conditions. Specific authorizations are required. These instant beverage base powders or crystals may be a variety of flavors (individual portions). The more expensive individual packets or sticks of the instant beverages may be considered for authorization during dispersed operations where group dispensing is not practical; authorizations are required. Users are cautioned to not add products to the camel back. If canteens are used, clean them thoroughly to prevent unsanitary conditions. Do not purchase bottled water with subsistence dollars.

*k.* Soup use is authorized during cold weather in instant mix formats to provide a cup of soup as a side, not an entrée. Approved packages yield 1 gallon (16 cups) of soup per bag per four-bag case; add hot water.

#### **4–16. Receiving procedures**

The culinary management NCO or manager must ensure that all subsistence obtained from either a Class I break point or SSMO for the forward kitchen site is inspected for condition and that the quantities listed in the supply action column of DA Form 3294 are verified before acceptance at the kitchen site.

#### **4–17. Ration accountability**

*a.* Accountability and an audit trail for UGR–H&S are maintained by meal type (breakfast (B), lunch (L), dinner (D)) and main entrée count. Accountability and an audit trail for UGR–A, UGR–SO are maintained by meal type (B, L, D) and meal count. Accountability and an audit trail for MRE (or other individual type ration) are maintained by individual meal package. An audit trail for ration components is possible through an analysis of items received as recorded on DA Form 3294 and disposition support data as listed on DA Form 5914, column D.

*b.* Account for UGR–A rations and medical supplements items used for simulated or actual patient feeding on the medical field production schedule instead of DA Form 3034.

*c.* Upon receipt of rations from a Class I activity, record main entrée or meal data on DA Form 5914. Maintain a separate form for each different type of ration (UGR–A, UGR–H&S, and medical and arctic supplements). Use separate forms to record B, L, and D entrées (UGR–H&S only) as required. Use a separate form for each type of individually packaged ration (MRE or MCW, or box lunch) received by the kitchen.

*d.* When rations are issued for preparation, post them to DA Form 5914. UGR–H&S ration accountability is shown in figure 4–6. The posting and accounting of UGR–A rations are in figure 4–7.

RATION CONTROL SHEET										1. PAGE 1 OF 1	
For the use of this form, see DA PAM 30-22, the proponent agency is DCS, G4.											
2. UNIT HHC 236th BN, QM BDE, FORT SMITH, VA				3. TYPE OF RATION <input checked="" type="checkbox"/> UGR-H&S <input type="checkbox"/> UGR-A <input type="checkbox"/> MRE <input type="checkbox"/> OTHER LUNCH/DINNER MODULES				4. PERIOD Range of days MON-YYYY			
a. DATE (YYYYMMDD)	b. MODULES DRAWN	c. MEALS DRAWN	d. MEALS RETURNED	e. MEALS ISSUED	f. CUM BAL MEALS ON HAND	g. NO. OF PERSONS SUPPORTED	h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO	i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL	j. ISSUED BY		
YYYYMMDD	20	1000			1000		A CO, 236th BN	First/Last Name Rank			
YYYYMMDD				250	750	248	(MKT) A CO, 236th BN	First/Last Name Rank	JD		
YYYYMMDD				36	714	32	AIRLIFT - N8533T	First/Last Name Rank	JD		
YYYYMMDD				250	464	235	(MKT) A CO, 236th BN	First/Last Name Rank	JD		
YYYYMMDD				36	428	21	1st PLT, A CO, 236TH BN	First/Last Name Rank	JD		
YYYYMMDD	20	1000			1428		A CO, 236th BN	First/Last Name Rank			
YYYYMMDD				250	1178	240	(MKT) A CO, 236th BN	First/Last Name Rank	JD		
YYYYMMDD				100	1078	55	1st PLT, A CO, 236th BN	First/Last Name Rank	JD		
YYYYMMDD			36 (1)		1114		A CO, 236th BN	First/Last Name Rank	AD		
YYYYMMDD				300	814	298	A CO, 236th BN	First/Last Name Rank	JD		
YYYYMMDD				400	414	367	(MKT) A CO, 236th BN	First/Last Name Rank	JD		
YYYYMMDD			18 (2)		414		DISCARDED	First/Last Name Rank			
YYYYMMDD				350 (3)	64		1st FSC	First/Last Name Rank	JD		
YYYYMMDD				64 (4)	0		DFAC, QM BDE	First/Last Name Rank	JD		
5. REMARKS (1) 36 entrees returned from 1st PLT, A CO, 236th BN (heated once) (2) 18 entrees returned from MKT, discarded (heated twice) (3) 7 unopened modules returned to Class I point (4) 4 entree pans from open module issued to QM BDE DFAC								6a. REVIEWED BY First/Last Name Rank			
								6b. DATE (YYYYMMDD) YYYYMMDD			

DA FORM 5914, JUL 2002      REPLACES DA FORM 5914-R, JUN 1990, AND DA FORM 5309-R, AUG 1984.      APD LC v1.00

**Legend**

Completion instructions follow:

1. PAGE \_\_\_ OF \_\_\_. Enter the page number of the individual sheet and the total number of pages used to provide accountability of rations.
  2. UNIT. Enter the name of the organization.
  3. TYPE OF RATION. Enter an X in the appropriate block of the type ration being accounted for on this form. See notes 1 and 2.
  4. PERIOD. Enter the inclusive dates of the TFA/FD training.
    - a. DATE (YYYYMMDD). Enter the date of each transaction. Transactions are receipts, issues, discards, returns from unit, turn-ins to supply point, or transfers to garrison DFAC.
    - b. MODULES DRAWN. Enter the number of modules received as reflected on DA Form 3294. See note 3.
    - c. MEALS DRAWN. Enter the number of available main entrée meals only. This figure is determined by multiplying the number of modules shown in column B by the number of meals in the applicable module.
    - d. MEALS RETURNED. When any main entrée (when issued for consumption in the original shipping pan) is issued but returned to the support kitchen, enter it here.
    - e. MEALS ISSUED. Enter the number of main entrée servings issued from stock on hand to the main kitchen for preparation, to be sent forward for on-site preparation, or to an individual. Also, enter the number of main entrées returned to a supply point as complete modules or issued to a garrison DFAC.
    - f. CUM BAL MEALS ON HAND. This is the total number of main entrée servings currently on hand under the responsibility of the culinary management NCO.
    - g. NO. OF PERSONS SUPPORTED. Enter the number of persons anticipated to be subsisted. This figure is used to compute the quantities of any supplements and enhancements.
    - h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO. Indicate the squad, platoon, or company to which meals were issued. When issue is for airlift, enter the aircraft tail number. If meals were returned to the kitchen, discarded, transferred, or returned to a supply activity, note it here and in column C or D.
    - i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL. The person receiving meals should enter rank and signature in this column. When the issue is for airlift, the culinary management NCO should sign in this block. This column should contain the signature of the culinary management NCO or commander only if items were listed in column H as discarded or destroyed.
    - j. ISSUED BY. The person effecting the issue and preparing this form should enter initials in this column.
  5. REMARKS. Enter all relevant information clarifying any transactions or actions taken that are not clear in columns B through H or that should enhance management control of rations.
    - 6a. REVIEWED BY. The person reviewing the form should sign in this block.
    - 6b. DATE (YYYYMMDD). Enter the date that the reviewer signs the form.
- \*\*\*\*End of Legend\*\*\*\*

**Notes.**

- <sup>1</sup> Use a separate DA Form 5914 to account for each type ration. When accounting for UGRs, use a separate form for breakfast entrée items and lunch or dinner entrée items.
- <sup>2</sup> When the Other block is checked, enter the nomenclature of this ration in the Remarks block. When UGR-A, UGR-SO or UGR-H&S are checked, indicate whether it is the breakfast or lunch/dinner meal.

<sup>3</sup> When this form is used to account for a ration other than UGR-A, UGR-SO, or UGR-H&S, do not use column B.

**Figure 4-6. Sample DA Form 5914 for field accountability of unitized group ration-short order rations**

RATION CONTROL SHEET										1. PAGE 1 OF 1	
For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.											
2. UNIT HHC 345TH CHEM BN			3. TYPE OF RATION <input type="checkbox"/> UGR-H&S <input checked="" type="checkbox"/> UGR-A <input type="checkbox"/> MRE <input type="checkbox"/> OTHER BREAKFAST MODULES					4. PERIOD Range of days MON YYYY			
a. DATE (YYYYMMDD)	b. MODULES DRAWN	c. MEALS DRAWN	d. MEALS RETURNED	e. MEALS ISSUED	f. CUM BAL MEALS ON HAND	g. NO. OF PERSONS SUPPORTED	h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO	i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL		j. ISSUED BY	
YYYYMMDD	20	1000			1000			DAVID DOE, SSG			
YYYYMMDD				250	750	237	HHC (MKT)	HENRY DOE, SFC		VLH	
YYYYMMDD				130	620	121	CO A 235TH	STEVE MURPHY, SFC		VLH	
YYYYMMDD				35	585	32	1ST PLT, B CO, 235TH BN	JOSE MILLAN, SFC		VLH	
YYYYMMDD				150	435	140	HHC (MKT)	HENRY DOE, SFC		VLH	
YYYYMMDD				130	305	121	CO A 236TH BN	STEVE MURPHY, SFC		VLH	
YYYYMMDD				35	270	32	1ST PLT, B CO, 235TH BN	OSE MILLAN, SFC		VLH	
YYYYMMDD	10	500			770			DAVID DOE, SSG			
YYYYMMDD				225	545	212	HHC (MKT)	HENRY DOE, SFC		VLH	
YYYYMMDD				130	415	118	CO A 236TH BN	STEVE MURPHY, SFC		VLH	
YYYYMMDD				30	385	27	1ST PLT, B CO, 235TH BN	OSE MILLAN, SFC		VLH	
YYYYMMDD				225	160	212	HHC (MKT)	HENRY DOE, SFC		VLH	
YYYYMMDD				130	30	124	CO A 236TH BN	STEVE MURPHY, SFC		VLH	
YYYYMMDD				30	0	27	1ST PLT, B CO, 235TH BN	OSE MILLAN, SFC		VLH	
5. REMARKS Provide remarks as needed.								6a. REVIEWED BY  First/Last Name Rank			
								6b. DATE (YYYYMMDD) YYYYMMDD			

DA FORM 5914, JUL 2002 REPLACES DA FORM 5914-R, JUN 1990, AND DA FORM 5309-R, AUG 1984. APD/LC v1.00

**Legend**

Completion instructions follow:

- PAGE    OF   . Enter the page number of the individual sheet and the total number of pages used to provide accountability of rations.
- UNIT. Enter the name of the organization.
- TYPE OF RATION. Enter an X in the appropriate block of the type ration being accounted for on this form. See notes 1 and 2.
- PERIOD. Enter the inclusive dates of the TFA/FD training.
  - DATE. Enter the date of each transaction. Transactions are receipts, issues, discards, returns from unit, turn-ins to supply point, or transfers to garrison DFAC.
  - MODULES DRAWN. Enter the number of modules received as reflected on the DA Form 3294. See note 3.
  - MEALS DRAWN. Enter the number of available main entrée meals only. This figure is determined by multiplying the number of modules shown in column B by the number of meals in the applicable module.
  - MEALS RETURNED. Leave blank.
  - MEALS ISSUED. Enter the number of main entrée servings issued from stock on hand to the main kitchen for preparation to be sent forward for on-site preparation or to an individual.
  - CUM BAL MEALS ON HAND. This is the total number of main entrée servings currently on hand and under the responsibility of the culinary management NCO.
  - NO. OF PERSONS SUPPORTED. Enter the number of persons anticipated to be subsisted. This figure is used to compute the quantities of any supplements and enhancements.
  - UNIT, INDIVIDUAL ACTIVITY ISSUED TO. Indicate the squad, platoon, or company to which meals were issued. When issue is for airlift, enter the aircraft tail number. If meals were returned to the kitchen, discarded, transferred, or returned to a supply activity, note it here and in column C or D.
  - SIGNATURE OF INDIVIDUAL RECEIVING MEAL. The person receiving meals should enter rank and signature in this column. When the issue is for airlift, the culinary management NCO should sign in this block. This column should contain the signature of the culinary management NCO or commander only if items were listed in column H as discarded or destroyed.
  - Issued by the person effecting the issue and preparing this form should enter initials in column J.
- REMARKS. Enter all relevant information clarifying any transactions or actions taken that are not clear in columns B through H or that should enhance management control of rations.
  - REVIEWED BY. The person reviewing the form should sign in this block.
  - DATE (YYYYMMDD). Enter the date that the reviewer signs the form.

\*\*\*\*End of Legend\*\*\*\*

Notes.

<sup>1</sup> Use a separate DA Form 5914 to account for each type ration. When accounting for UGRs, use a separate form for breakfast entrée items and lunch/dinner entrée items.

<sup>2</sup> When the Other block is checked, enter the nomenclature of this ration in the Remarks block. When UGR–A, UGR–SO, or UGR–H&S are checked, indicate whether it is the breakfast or lunch/dinner meal.

<sup>3</sup> When this form is used to account for a ration other than UGR–A, UGR–SO, or UGR–H&S, do not use column B.

**Figure 4–7. Instructions for preparing DA Form 5914 for field accountability of unitized group ration-short order rations**

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e. Issues by the kitchen for airlift should be posted by the culinary management NCO or manager on DA Form 5914 by listing the aircraft tail number in column H and signing block I.

f. Enter UGR–H&S items that are to be discarded after two heating's or when determined by the culinary management NCO or manager to be unfit for consumption on DA Form 5914 per the sample, figure 4–6. Mark heat-and-serve pans that have been heated once with an H.

g. Prepare and serve all perishable subsistence items drawn for a specific meal. Prepared foods should be served, served as seconds, or discarded. These items must be prepared and served because they cannot be held at the required safe temperature. The culinary management NCO or manager must ensure that particular attention is paid to the actual number of personnel to be served when requesting perishable rations.

#### **4–18. Turn-ins and transfers**

a. Turn in all unopened UGR–A or UGR–H&S modules and unopened boxes of MREs through supply distribution channels to the supporting Class I or SSMO per the turn-in schedule established by the SSMO using DA Form 3294. When turned in to the SSMO or Class I point, post the meal amount to the unit's DA Form 5914 as noted in figure 4–6.

b. For training or training operations conducted in an OCONUS environment when lack of transportation precludes return of excess rations to the home station, contact the ACOM for disposition instructions.

c. At the end of training, transfer all loose MRE meals and excess UGR–H&S pans to another support kitchen or to the supporting garrison DFAC. The following procedures apply to the transfer of loose excess items:

(1) Transfer loose leftover UGR–H&S pans that have never been heated or heated only once from the field kitchen to another field kitchen or the home station garrison DFAC. Rations are transferred at no cost to the DFAC. List pans by type of menu item (for example, entrée, vegetable, starch, dessert).

(2) Transfer loose individual MREs from the field kitchen to another field kitchen or the home station garrison DFAC.

(3) In addition, post the total number of meals transferred to the field kitchen DA Form 5914 to complete the audit trail for those meal components that were not consumed during field training.

(4) List transfers of all excess items to another field kitchen or the garrison facility on DA Form 3294. The authorized representative of the garrison DFAC receiving the items should sign DA Form 3294.

#### **4–19. End of training**

a. It is the commander's responsibility to ensure that all subsistence is controlled and is properly used and accounted. Food supervisory personnel should review field kitchen records upon return from field training. Investigate any difference identified at the end of field training (on DA Form 5914) between total issues and disposition documentation per procedures in AR 735–5.

b. The field kitchen should take the following actions at the end of training.

(1) Turn in all excess subsistence (unopened modules, unopened MRE boxes) to the supporting Class I point or SSMO (see the sample of a completed DA Form 3294, fig 4–5).

(2) Transfer remaining subsistence (UGR–H&S pans, loose MREs, and UGR–A loose semi-perishable ration components) to another forward kitchen or to the garrison DFAC. RC units should follow procedures in paragraph 4–20.

(3) Submit DA Form 5913 to supporting Class I supply point or SSMO for rations provided for flight or convoy to home station.

#### **4–20. Regular Army procedures for Class I returned to garrison**

a. Account for UGR ration components or MRE meals transferred to the garrison DFAC following training as follows:

(1) Transfer items from the training site to the garrison account using DA Form 3294 (see fig 4–4).

(2) List MREs as individual meals.

(3) List UGR–A ration semi-perishable components by individual item description. List UGR–H&S rations as the number of individual pans of entrées, vegetables, desserts, and starches.



<sup>2</sup> When accounting for UGR–H&S, use a separate form for breakfast entrée items and lunch/dinner entrée items.

<sup>3</sup> When the Other block is checked, enter the nomenclature of this ration in the Remarks block.

**Figure 4–8. Sample of DA Form 5914 for garrison accountability**

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*b.* When returned items are programmed for use in the garrison DFAC or used in support of training, document them on both DA Form 3034 and DA Form 4552 as being used, and highlight them with a read-through marker (same as leftover items). Additionally, deduct quantities used from the on-hand balance as listed on the inventory.

*c.* Monitor documentation procedures for returned subsistence items during routine staff visits but not less frequently than once quarterly for RA units and annually for RCs.

#### **4–21. Reserve component procedures for Class I at end of training**

*a.* Unit commanders should ensure that the food service personnel program’s use of excess ration components (UGRs) as a part of meals be served prior to departure to home station, used as a component of convoy meals, or transferred to incoming or departing RC units prior to departure from the CONUS or OCONUS training site.

*b.* RC unit commanders are authorized to return UGR–A semi-perishable individual components, UGR–H&S individual components, or individual operational rations to home station, armories, or reserve centers. Turn in all full modules not required to support immediate needs or movement to home station (Class I point) prior to departure from the training site.

#### **4–22. Class I support activity**

*a.* The AFFS procedures described in this pamphlet are based on a pull system. The characteristics of a pull system are as follows:

(1) A pull system has the lowest user element (field kitchen) placing a demand on the Class I supply system. The demand is processed through the supply system. Subsistence is then sent forward to satisfy the field kitchen’s request.

(2) A pull system provides tighter control of subsistence while being responsive to the users’ desires, but it requires longer ordering lead times than a push system, normally 5–7 days between the date the meals are requested and the date the meals are served.

*b.* Under wartime conditions and often under initial training conditions, a push system may be used to fill the supply pipeline. Under a push system, a command-planning cell determines the types and amounts of rations to be shipped to each Class I supply point. Quantities and types of rations ordered and shipped under the push system are based on anticipated troop strength, unit locations, type of operations, and feeding capabilities. A push system ensures that rations are available in the operations area; however, rations may not be in the right supply point in sufficient quantity to support units, and units have limited control over the types of rations they receive.

*c.* When organizations participate in training exceeding battalion size, several levels of supply activities may be established to support unit kitchens with Class I supply. When levels of Class I supply exist, the designated Class I officer at the highest level of supply is responsible for submitting the required personnel data to the supporting SSMO.

*d.* The designated or accountable Class I officer for the training or training operation is responsible for ensuring that all reports, accountable documents, and end-of-field-training accountability procedures are completed.

*e.* The hospital food service specialist should request medical diet supplements to support modified diet preparation. Request medical unique items prior to training. Quantities depend on expected inpatient feeding requirements.

#### **4–23. Class I procedures when the Subsistence Supply Management Office does not provide direct support**

*a.* When supported by an ACOM-designated SSMO that does not provide direct support to the operation, the designated Class I officer accountable for field training operations (Theater Support Command, Expeditionary Support Command, Materiel Management Center, and general support activity) should provide the SSMO with:

(1) Subsistence requirements.

(2) Training menu(s), required delivery dates, and a ship-to address, if other than the SSMO.

(3) A signed, dated copy of all receiving documents when the depot ships to other than the SSMO.

*b.* Class I procedures for receiving shipments of subsistence directly from DLA–TS are as follows. The receiving personnel should—

(1) Count the subsistence supplies received. Compare the counted quantity to the amount entered on DD Form 1348–1A (Issue Release/Receipt Document).

- (2) If quantity counted is the same as annotated on DD Form 1348-1A, check or circle the amount entered in block Q of DD Form 1348-1A.
- (3) If quantity counted differs from the amount entered on the receiving document, annotate the actual quantity in block Q.
- (4) Acknowledge receipt of the subsistence by signing and dating block 7 on DD Form 1348-1A.
- (5) When a printed DD Form 1348-1A is not received, prepare a handwritten DA Form 3294 for all items received, by nomenclature, unit pack, quantity, and price (if available).
- (6) Verify data on the government bill of lading (GBL) and other movement documents.
- (7) Record any discrepancies on the GBL.
- (8) Immediately forward a signed and dated copy of all shipping and receiving documents to the supporting SSMO.
- (9) Prepare SF 364 for any discrepancy encountered (for example, short shipment or over shipment). Send the original SF 364 to the supporting SSMO for input to DLA-TS.

#### **4-24. Requesting procedures at supply point**

*a.* Each level of supply must consolidate, prior to forwarding, all requests received from the supported field kitchens. Prepare all DA Form 3294s in a minimum of three copies. Originators should retain a copy and forward a copy to the next level of supply.

- (1) Consolidate requests for UGR-A and UGR-H&S rations by number of modules requested for each menu.
  - (2) Convert requests for enhancements to quantities required, using the established issue factors for the requested item and the number of servings requested.
  - (3) Adjust total quantities required based on any on-hand inventory.
- b.* Preparation instructions for DA Form 5914 for support activities are at figure 4-9.

RATION CONTROL SHEET									
For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.									
2. UNIT		3. TYPE OF RATION					4. PERIOD		
HHC 345TH CHEM BN		<input type="checkbox"/> UGR-H&S <input type="checkbox"/> UGR-A <input checked="" type="checkbox"/> MRE <input type="checkbox"/> OTHER					YYYYMMDD		
a. DATE (YYYYMMDD)	b. MODULES DRAWN	c. MEALS DRAWN	d. MEALS RETURNED	e. MEALS ISSUED	f. CUM BAL MEALS ON HAND	g. NO. OF PERSONS SUPPORTED	h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO	i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL	j. ISSUED BY
YYYYMMDD		996			996			First/Last Name Rank	
YYYYMMDD				252	744		HHC (MKT)	First/Last Name Rank	VLH
YYYYMMDD				36	708		CO A 235TH	First/Last Name Rank	VLH
YYYYMMDD				108	600		1ST PLT, B CO, 235TH BN	First/Last Name Rank	VLH
YYYYMMDD				360	240		HHC (MKT)	First/Last Name Rank	VLH
YYYYMMDD	996				1236			First/Last Name Rank	VLH
YYYYMMDD				252	984		1ST PLT, B CO, 235TH BN	First/Last Name Rank	VLH
YYYYMMDD				144	840		HHC (MKT)	First/Last Name Rank	
YYYYMMDD			38 (1)		878			First/Last Name Rank	VLH
YYYYMMDD				300	578		CO A 236TH BN	First/Last Name Rank	VLH
YYYYMMDD				144	434		1ST PLT, B CO, 235TH BN	First/Last Name Rank	VLH
YYYYMMDD				348	86		HHC (MKT)	First/Last Name Rank	VLH
YYYYMMDD				2 (2)	84		CO A 236TH BN	First/Last Name Rank	VLH
YYYYMMDD				84 (3)	0		1ST PLT, B CO, 235TH BN	First/Last Name Rank	VLH
5. REMARKS (1) 38 MREs RETURNED FROM A CO 236TH BN (2) 2 MREs TURNED INTO QM BDE DINING FACILITY (3) 84 MREs (7 UNOPENED BOXES) TURNED INTO CLASS I POINT.								6a. REVIEWED BY First/Last Name Rank	
								6b. DATE (YYYYMMDD)	

DA FORM 5914, JUL 2002

REPLACES DA FORM 5914-R, JUN 1990, AND DA FORM 5309-R, AUG 1984.

APD LC v1.00

**Legend**

Completion instructions follow:

1. PAGE \_\_\_ OF \_\_\_. Enter the page number and total number of pages used to provide accountability for individual operational rations.
  2. UNIT. Enter the designation of the unit.
  3. TYPE OF RATION. Enter an X in the appropriate box. See note.
  4. PERIOD. For garrison operations, enter the accounting period. For field feeding operations, enter the dates of the training period.
    - a. DATE. Enter the date in which the transaction took place. Transactions are receipts, issues, discards, returns from unit, turn-ins to supply point, or transfers to garrison DFAC.
    - b. MODULES DRAWN. Leave blank
    - c. MEALS DRAWN. Enter the number of meals drawn.
    - d. MEALS RETURNED. Enter the number of individual operational rations turned in by requesting units or individuals.
    - e. MEALS ISSUED. Enter the number of meals issued to units, groups, or individuals.
    - f. CUM BAL ON HAND. Enter the balance of meals on hand after each transaction.
    - g. NO. OF PERSONS SUPPORTED. Leave blank.
    - h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO. Enter the name of the unit, group, or individual and unit who received the rations.
    - i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL. The person authorized to receive meals should sign here and enter rank.
    - j. ISSUED BY. The person who issued the meals should enter their initials here.
  5. REMARKS. Enter all relevant information, clarifying any transactions or actions taken that are not clear in columns B through H or that should enhance management control and audit of rations.
    - 6a. REVIEWED BY. The person reviewing the form should sign in this block.
    - 6b. DATE (YYYYMMDD). Enter the date that the reviewer signs the form.
- \*\*\*\*End of Legend\*\*\*\*

Note. Use a separate DA Form 5914 to account for each type ration. When accounting for UGR-H&S, use a separate form for breakfast entrée items and lunch/dinner entrée items.

**Figure 4-9. Sample of DA Form 5914 for accountability of individual operational rations in garrison and field**

**4-25. Receiving procedures at supply point**

a. Each level of supply should record receipt of subsistence on the requesting DA Form 3294 that accompanies the shipment.

b. The procedures to record receipt of subsistence are as follows:

(1) Check item quantity as listed on the accompanying DA Form 3294 to ensure that requested quantities are received.

(2) Annotate the supply column with the quantity actually received, if different from that indicated in the column.

Notify the next higher level of supply when differences occur, to prevent shortages.

(3) Sign DA Form 3294. Receiving persons should retain a copy of completed DA Form 3294 for their records.

**4-26. Issuing procedures at supply point**

a. Establish and publish a schedule of issues containing, as a minimum, request or issue dates, menu numbers, and turn-in dates as part of the training logistics plan or letter of instruction. Provide individual copies to each level of supply and field kitchen.

b. Issues by the supply points to field kitchens should be on the same requesting DA Form 3294 submitted to the supply points. Supply points are responsible for ensuring that each supported unit is issued subsistence based on the requesting DA Form 3294 (see sample in fig 4-10).

RATION REQUEST/ISSUE/TURN-IN SLIP													DATE (YYYYMMDD)						
For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.																			
TO: 1st FSC, Camp Somewhere											REQUEST	X	yyyymmdd						
FROM: HHC, 236th BN											ISSUE								
CONSUMPTION DATE(s) DDDMMYY											TURN-IN								
NUMBER OF MEAL(s) REQUESTED											ISSUE date								
ITEMS	UI	B	L	D	B	L	D	B	L	D	TOTAL	SUPPLY ACTION	UNIT PRICE	DOLLAR VALUE					
UGR-H&S Breakfast Menu #1	MO	40.00									40.00	40							
UGR-A Dinner Menu #1 8970-XXX 1 MO/50	MO			40.00							40.00	40							
MRE 8070-XXX 1BX/12	BX		167.00								167.00	167							
UHT Milk, White 1/2 pt. 8910-XXXX 27/case	CS	149.00									149.00	149							
UHT Milk, Chocolate 1/2 pt. 8910-XXXX 27/case	CS	75.00									75.00	75							
Cereal, Assorted Ind 8910-XXXX 96/CS	CS	21.00									21.00	21							
Apples 8910-XXX 18 LB/50	CS			9.00							9.00	9							
Oranges 8910-XXX 18 LB/50	CS			9.00							9.00	9							
Salad, mixed, 5-lb bag 8910-XXX 1BG/50	BG			40.00							40.00	40							
Tomatoes 8910-XXX 6 LB/50	CS			11.00							11.00	11							
Dressing, Italian 7/16 oz. 8910-XXX 200/BX	BX			15.00							15.00	15							
Dressing, Bleu Cheese 7/16oz 8910-XXX 200/BX	BX			15.00							15.00	15							
NOTHING FOLLOWS																			
REQUESTED BY: First/Last Name Rank					ISSUED BY: First/Last Name Rank					ISSUED BY: First/Last Name Rank					TOTAL DOLLAR				
RECEIVED BY: First/Last Name Rank					RECEIVED BY: First/Last Name Rank					RECEIVED BY: First/Last Name Rank					CONTROL NO.				
PAGE NO. 1		NO. OF PAGES 1		REMARKS: UHT Milk, White 6 cs., UHT Milk, Chocolate 3 cs. Cereal Asst. 1 cs.															

**Legend**

Completion instructions follow:

PURPOSE. Use DA Form 3294 to request ration requirements, as a receipt for issues, to transfer rations to training site units or home stations, and to turn in unopened UGR-A, UGR-SO, and UGR-H&S modules or boxes of MREs and loose A-ration (semi perishable) components.

REQUEST. The supply point should consolidate the requests from the field kitchens, consider the on-hand stocks at the Class I point, and prepare a request on DA Form 3294 (three copies) to the next level of supply or SSMO. The supply point should complete the blocks as indicated in this figure on DA Form 3294, leaving boxes with no instructions blank. See note 1.

TO. Enter the designation of the supply activity to which the request is submitted.

FROM. Enter the unit designation of the supply point preparing the request.

REQUEST. Place a mark in the Request block and enter the date the request is submitted. CONSUMPTION DATE(s). Enter the date the rations are to be consumed.

ITEMS. This section should normally be preprinted by the supporting SSM. When appropriate, enter the module NSN and the menu number. Also, enter the name of any additional food items being requested by supported units and the issue factors per fifty for all additional entries. See notes 2 and 3.

U/I. The Class I should enter the appropriate units of request/issue.

TOTAL. The Class I should compute and enter on each line the total quantity of each item required, based upon the individual requests received from supported units and considering the on-hand stocks.

REQUESTED BY. The Class I officer or NCO in charge should sign this block.

REMARKS. Enter any remarks necessary to explain any entries on the form.

\*\*\*\*End of Legend\*\*\*\*

*Notes.*

<sup>1</sup> All completed examples of DA Form 3294 in chapter 4 are shown using a pull system. See paragraph 5–34, for a completed example of DA Form 3294 shown using a push system.

<sup>2</sup> Issue factors for supplement and enhancement items are in paragraph 4–15.

<sup>3</sup> When issuing items of multiple types or flavors, the issue factors given are for total quantity of the item, regardless of the type or flavor. For example, an issue factor for UHT milk of two cases per fifty means two cases of any one flavor or one case each of two different flavors.

**Figure 4–10. Sample of DA Form 3294 for supply point request to next level of supply support**

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c. Issuing personnel should ensure that the unit representative receiving the supplies signs DA Form 3161 (see paragraph 5–41).

d. Issues delivered by aircraft should be on the requesting unit's DA Form 3294. The shipping supply point representative should annotate the aircraft tail number and date and sign DA Form 3294 when supplies are issued to a member of the aircraft crew. A signed copy of DA Form 3294 should accompany the issue to the requesting unit.

e. Bulk issues delivered by truck should be on the requesting unit's DA Form 3294. The shipping supply point representative should annotate the vehicle number and date and sign DA Form 3294 when supplies are issued to the driver.

f. Preparation instructions for DA Form 3294 are at figures 4–10 and 4–11.

RATION REQUEST/ISSUE/TURN-IN SLIP												DATE (YYYYMMDD)				
TO: 1st FSC, Camp Somewhere												REQUEST	X	YYYYMMDD		
FROM: HHC, 236th BN												ISSUE				
CONSUMPTION DATE(s) DD MON YY												TURN-IN				
NUMBER OF MEAL(s) REQUESTED												ISSUE date				
ITEMS	UI	B	L	D	B	L	D	B	L	D	TOTAL	SUPPLY ACTION	UNIT PRICE	DOLLAR VALUE		
UGR-H&S Breakfast Menu #1	MO	10.00									10.00	10				
UGR-A Dinner Menu #1 8970-XXXX 1 MO/50	MO			10.00							10.00	10				
MRE 8070-XXXX 1BX/12	BX		42.00								42.00	42				
UHT Milk, White 1/2 pt. 8910-XXXX 27/case	CS	750.00		250.00							1,000.00	1,000				
UHT Milk, Chocolate 1/2 pt. 8910-XXXX 27/case	CS	250.00		250.00							500.00	500				
Cereal, Assorted Ind 8910-XXXX 96/CS	CS	500.00									500.00	500				
Apples 8910-XXX 18 LB/50	CS			250.00							250.00	250				
Oranges 8910-XXX 18 LB/50	CS			250.00							250.00	250				
Salad, mixed, 5-lb bag 8910-XXX 1BG/50	BG			10.00							10.00	10				
Tomatoes 8910-XXX 6 LB/50	CS			500.00							500.00	500				
Dressing, Italian 7/16 oz. 8910-XXX 200/BX	BX			4.00							4.00	4				
Dressing, Bleu Cheese 7/16oz 8910-XXX 200/BX	BX			4.00							4.00	4				
NOTHING FOLLOWS																
REQUESTED BY: First/Last Name Rank				ISSUED BY: First/Last Name Rank				ISSUED BY: First/Last Name Rank				TOTAL DOLLAR				
RECEIVED BY: First/Last Name Rank				RECEIVED BY: First/Last Name Rank				RECEIVED BY: First/Last Name Rank				CONTROL NO.				
PAGE NO.	NO. OF PAGES	REMARKS:														
1	1	UHT Milk, White 38 cs., UHT Milk, Chocolate 19 cs., Cereal Asst. 6 cs. Apples and Oranges 90lbs each. Tomatoes 60lbs.														

DA FORM 3294, JUL 2002 DA FORM 3294-R, JUN 1990, IS OBSOLETE. APD L/C v1.00

**Legend**

Completion instructions follow:

All completed examples of DA Form 3294 in chapter 4 are shown using a pull system. See paragraph 5-34, for a completed example of DA Form 3294 shown using a push system. Issues to field kitchens should be accomplished on the same document submitted by the requester. The Class I supply activity should complete the issue on copies of the DA Form 3294 submitted from the field kitchen as follows leaving boxes with no instructions blank.

ISSUE. Enter an X in the Issue block and enter the date issue is affected.

SUPPLY ACTION. Enter the quantity of supplies issued for each line item and new unit of issue, if different than the one requested in block UI.

ISSUED BY. The person making the issue should sign this block. Send a copy of the signed DA Form 3294 with the rations to the field kitchen.

RECEIVED BY. The individual receiving the supplies should sign in this block. If issue is to other than a representative of the receiving unit (for example, truck driver from a transportation company or crew chief for airlift), enter the truck bumper number or aircraft tail number as appropriate.

\*\*\*\*End of Legend\*\*\*\*

**Figure 4-11. Sample of DA Form 3294 for Class I issue to field kitchen**

**4-27. Inventories**

a. Inventories may be conducted under the following conditions:

(1) The Class I officer should determine whether inventories are required and, if required, the type of inventory to be conducted at each supply activity.

(2) Since the forward supply point does not maintain an inventory, a daily informal inventory may be prescribed as a management tool only. When the inventory is required, it should be on DA Form 3294, with items listed in the Item column and the quantity on hand being listed in the "Total" column.

b. Copies of the inventories should be maintained with training operation files.

**4-28. Accountability transfers**

a. When accountability is transferred from one Class I unit to another unit, use the following procedure:

- (1) The departing unit and the incoming unit should inventory all Class I supplies on hand after the last issue for the day.
- (2) Each unit should maintain a signed copy of the inventory with the field training files.
  - b. When the accountable Class I officer changes, use the following procedure:
    - (1) The incoming and outgoing officers should make a separate inventory. Each should post counted quantities to DA Form 3294. They should reconcile the quantities recorded when counts are completed and recount items that do not agree until both counts are the same.
    - (2) After inventories agree, each officer should date and sign the other's inventory.
    - (3) Both officers should retain a copy of the signed, dated inventory. Retain a copy in the management center files established for the training operation.

#### **4-29. Turn-in procedures**

- a. Inspection by VSP is required for all subsistence being turned in to the Class I point. When subsistence is found damaged or deteriorated, VSP should provide the Class I point with written documentation. Maintain this documentation with the Class I files and destroy the subsistence.
- b. Turn-ins by the field kitchen or supply point should be on DA Form 3294 per the established schedule and Class I procedures.
- c. List each ration module and MRE case by NSN and quantity being turned in. List each loose UGR-A-ration component separately by NSN, if available, or as a minimum by item container size and quantity.
- d. Each supply point should prepare DA Form 3294 for all turn-ins from the kitchens and Class I stock on hand to the supply activity or SSMO before leaving the training site. SSMO actions for turn-ins are found in paragraph 4-37.

#### **4-30. Reports**

At the end of the training operation, the Class I officer should submit to the SSMO the present-for-duty strength, DA Form 5913, from each individual supported unit before the Class I officers return to home station; however, if training is accomplished at the units home station, the consolidated data may be submitted not later than 5 workdays after the close of operations.

#### **4-31. Return shipment of semi perishable rations**

- a. Return shipment of semi perishable subsistence to an SSMO not providing direct support should be in accordance with the following procedures.
  - b. At the end of the field training operation, the accountable Class I officer should—
    - (1) Request the VSP (if available) to inspect all subsistence prior to shipment.
    - (2) Coordinate with the designated training transportation officer, unit, or activity to obtain transportation for the subsistence. Funding the cost of transportation is the responsibility of the training operation commander and should be budgeted for in advance.
    - (3) Ensure that the subsistence is properly configured (for example, palletized or boxed) for shipment to preclude damage and conform to shipment requirements.
    - (4) Prepare DD Form 1348-1A for items as required in DA Pam 710-2-1. The form may be handwritten. Retain one copy of DD Form 1348-1A for filing with field training files.
    - (5) Ensure that completed documentation (one copy) of each DD Form 1348-1A, any advance GBLs, and a complete inventory of all subsistence are sent to the supporting SSMO.
  - c. When the accountable Class I officer is an RC member, the senior logistics support unit commander should ensure that the officer's tour of duty either allows time to accomplish the above or is extended to allow such time.

#### **4-32. Class I accountability and DD Form 200**

- a. The Class I accountability objective is a zero balance between rations received and documentation of issue, turn-in, transfer, destruction, salvage, or condemnation.
- b. Prepare DD Form 200 in accordance with AR 735-5 when there is a difference between total receipts and total distribution.
- c. When subsistence is damaged or deteriorated, the VSP should provide the Class I section with written documentation to finalize the disposition of these items.
- d. Maintain documentation with the Class I training files.
- e. Forward DD Form 200 to the designated Class I officer for final disposition.

## Section III

### Subsistence Activity

#### 4-33. Subsistence Supply Management Office

*a.* All operational rations used at an RA installation should be ordered by the SSMO from DLA-TS, which has established timelines for both CONUS and OCONUS delivery for routine operations and unplanned contingencies. To ensure availability of desired rations, the SSMO must determine the proper priority for time sensitive subsistence delivery.

*b.* To ensure availability of desired rations, the subsistence supply system must be energized long before a training operation begins. Base forecasts on the ration mix, supporting SSMO stockage, and the SSMO order or ship time, one of the most critical elements, as shortages or excesses should result unless this phase is accurate.

*c.* When no Class I support is in place during a TFA or an FD, the SSMO should provide support directly to the participating units. When this occurs, the SSMO should be required to follow the procedures in this pamphlet.

*d.* To assist the field kitchens and forward supply point in the requisitioning of subsistence, the SSMO is delegated the requirement to preprint the copies of DA Form 3294 and to ensure that they are available to all subsistence support activities or personnel participating in the training operation. As a minimum, preprinting DA Form 3294 should consist of item nomenclature and the complete NSN for each item approved or authorized by the planning group for the training operation or the installation FSMB for LTA.

*e.* Inspection by VSP is required for all subsistence being turned in to the SSMO. When subsistence is found damaged or deteriorated, the VSP should provide the written documentation and is mandated to enter the data in the vet-condemnation process within the AFMIS. The SSM should maintain this documentation, and the subsistence should be destroyed.

#### 4-34. Requisitioning

*a.* The SSM should requisition subsistence (UGR-A, UGR-SO, UGR-H&S, individual operational rations) and ration supplements and enhancements, as required, from DLA-TS or vendors as required.

*b.* The SSM should—

(1) Requisition all subsistence based on stated requirements, prior training support experience, inventory on hand, duties, and projected present-for-duty strength data. If subsistence items are required at a site not supported directly from the SSMO, the requisition should specify the DOD activity codes' ship-to address.

(2) Requisition by NSN from DLA-TS. All items should be requisitioned on a cyclic basis as established by DLA-TS. Order bread, UHT milk, and authorized enhancement items based on standard issue or revised factors as appropriate. Authorized enhancements are found in paragraph 4-15 of this pamphlet.

(3) Order medical supplements (see para 4-45) when supporting medical units.

#### 4-35. Receiving

*a.* The SSM should—

(1) Receive shipment from DLA-TS or the supporting PV.

(2) Prepare and submit SF 364 for any shipment discrepancies.

(3) Receive signed and dated copies of all shipping or receiving documents, when not in direct support of training. Upon receipt, the SSM should prepare SF 364 for any discrepancies and forward it to ACES.

(4) Maintain a record of issue for UGR-A, individual operational rations (MRE, First Strike Ration, MCW, Modular Operational Ration Enhancement, and UGR-H&S rations).

*b.* Assign a movement control number (MCN) for any subsistence if DLA-TS has not assigned an NSN.

#### 4-36. Issue procedures

*a.* The supporting SSMO should—

(1) Publish a schedule of subsistence issues containing, as a minimum, request dates, issue dates, menu number, and turn-in dates.

(2) Use DA Form 3294, submitted by the supply point or ration-breakdown point, to issue quantities of rations required. The SSM should convert bread from pounds to loaves prior to issue, as requested on DA Form 3294.

(3) Issue unitized rations UGR-A, UGR-SO, UGR-H&S in exact module quantities requested by each supply point.

(4) Issue rations in the established menu sequence.

(5) Furnish copies of the requesting DA Form 3294 to the receiving supply activity.

(6) Ensure an authorized person from the receiving supply activity signs for subsistence on the DA Form 3294.

*b.* The SSM should price and extend the SSMO copy of DA Form 3294. Costing by any other issue activity is not required.

**4-37. Turn-in procedures**

The SSMO should—

- a. Accept turn-ins listed on the DA Form 3294, prepared by the supply point or support kitchen, when in direct support. The UGR ration modules and MRE cases should be listed by NSN.
- b. Credit the proper appropriation for the dollar value of turn-in after VSP have inspected the subsistence and determined that it is suitable for storage and reissue.
- c. Price and extend DA Form 3294 using the last official standard price.

**4-38. Subsistence Supply Management Office inventories**

The SSM should schedule inventories of unitized rations to ensure accountability, if needed.

**4-39. Accounting**

The SSM should—

- a. Maintain DA Form 4538 (Abstract of Issues/Sales) for the TFA/FD training operation. See figure 4-12 for instructions for DA Form 4538.

ABSTRACT OF ISSUES/SALES <small>For use of this form, see DA PAM 30-22, the proponent agency is DCS, G4.</small>					1. ACTIVITY 1ST INF BDE FORT NOWHERE		2. DODAAC/APC/FC WB499X		3. ACCOUNTING PERIOD YYYYMM		
a. DATE (YYYYMMDD)	b. CTR NO.	c. UGR-A RATIONS	d. UGR-H&S RATIONS	e. ENHANCEMENTS	f. SUPPLEMENTS	g. MRE	h. OPERATIONAL RATIONS BOX LUNCH	i. WARM/COOL BEVERAGE	j. OTHER	k. TOTAL	
20160201	102	3,998.00	2,354.00	278.00	569.00	4,575.00					11,774.00
20160215	103					8,875.00					8,875.00
20160216	104						4,212.00				4,212.00
20160219	105					2,500.00					2,500.00
20160229	106	2,000.00	1,250.00			800.00					4,050.00
TOTALS		5,998.00	3,604.00	278.00	569.00	16,750.00	4,212.00				31,411.00
4. PAGE TOTAL		5. GRAND TOTAL			6. VOUCHER NUMBER		Page 1 of 1				
		31,411.00			62,822.00		123				

DA FORM 4538, JUL 2002 DA FORM 4538-R, JUN 1990, IS OBSOLETE. APD LC v1.00

**Legend**

Completion instructions follow:

- 1. ACTIVITY. Enter the name of the unit/customer being supported.
- 2. DODAAC/APC/FC. Enter the DODAAC, account processing code, or fund code of the customer being supported.
- 3. ACCOUNTING PERIOD. Enter the current accounting month and year.
  - a. DATE. Enter the date that subsistence was issued.
  - b. CONTROL NUMBER. Enter the control number that was assigned to the issue document or leave blank.
  - c. UGR-A, UGR-SO RATIONS. Enter the dollar value from the issue document of UGR A rations issued.
  - d. UGR-H&S RATIONS. Enter the dollar value from the issue document of UGR H&S issued.

- e. ENHANCEMENTS. Enter the dollar value of enhancements issued.
- g. MRE Enter the dollar value of MREs issued.
- f. SUPPLEMENTS. Enter the dollar value of supplements issued.
- h. OPERATIONAL RATION BOX LUNCH. Enter the dollar value of box lunches issued.
- i. WARMING/COOLING BEVERAGES. Enter the dollar value of warming or cooling beverages issued.
- j. OTHER. Leave blank unless an additional column is needed.
- k. TOTAL. (across) Add the entry in each column across the page and enter the results in the first total line. Add the next line and subsequent entries to the previous entry for a cumulative total.
- TOTALS (down). Add the entries together for a total dollar value of each type ration.
- 4. PAGE TOTAL. Add the column totals and enter in this space.
- 5. GRAND TOTAL. If more than one page is used, add the page totals together and enter here. Otherwise, leave blank.
- 6. VOUCHER NUMBER. Enter the VRGC number assigned in this block.
- PAGE \_\_\_ of \_\_\_. Enter the pages number and total number of pages.
- \*\*\*\*End of Legend\*\*\*\*

Note. Post turn-ins to the proper column. Circle the entry and subtract the dollar value of the turn-in.

**Figure 4–12. DA Form 4538**

- b. Post to DA Form 4538 the dollar value of issues by ration type indicated on DA Form 3161 (see paragraph 5–41).
- c. Post the dollar value of turn-ins by ration type on DA Form 4538 and subtract that amount from column totals.
- d. Post the grand totals from the abstracts to the DA Form 3295 and general control (VRGC) at the end of the training.

#### **4–40. Return of rations**

For return of rations from other than the LTA, the SSM should—

- a. Accept shipment of excess rations. However, before stock is moved into storage, it must be inspected by VSP.
- b. Identify reusable rations with a placard containing the date of receipt and the words “use first.”
- c. Credit dollar value of returned rations, and post the total to the VRGC as a receipt. Charge the appropriate fund when items are reissued.

### **Section IV**

#### **Medical Units**

##### **4–41. Medical staffing**

Medical field hospitals are staffed with hospital dietitians (MOS 65C) and with nutrition care specialists (68M) to provide patient feeding, nutritional care, and force health protection for the Army.

##### **4–42. Medical feeding standards**

- a. All hospital personnel participating in training should comply with the policies in this pamphlet and reimbursement actions for rations provided in DOD 7000.14–R.
- b. The medical Army field feeding standard for hospitalized patients is three hot meals daily. To meet this standard, the following apply:
  - (1) The meals should consist of a combination of UGR–H&S and UGR–A-rations supplemented by the medical diet supplement.
  - (2) The medical diet supplement is not a stand-alone ration as it must be used in combination with the UGR. It provides medically unique components required to prepare therapeutic diets for patients in medical treatment facilities.
  - (3) MREs are not authorized for patient feeding except in emergencies when no other rations are available.
- c. The medical field feeding operation has a dual mission during training: feeding inpatients (simulated or actual) and feeding staff. Follow the policies stated below during training.
- d. When medical units are engaged in training without the requirement for actual inpatient feeding, they should request UGRs and medical diet supplements for simulated patient feeding to maintain MOS 68M proficiency.
  - (1) When medical units are engaged in training with the requirement for inpatient feeding, they should request UGRs and medical diet supplements for actual inpatient requirements.
  - (2) When personnel and supply resources permit, hospital staff should be fed using the patient standard of three hot meals per day.

##### **4–43. Inpatient census**

Inpatient census is obtained from the Recapitulation Table of the Admissions and Disposition Report, prepared daily by the patient administration section of the medical unit. Inpatient figures reflect the number of hospital beds occupied as of 2400 hours the previous day.

#### **4–44. Inpatient accounting**

Record actual inpatient strength daily for information purposes. Do not include patient strength in the present-for-duty section of DA Form 5913. Preparation instructions for DA Form 5913 are at figure 4–1.

#### **4–45. Medical diet supplements**

*a.* The medical supplements consist of off-the-shelf commercial components—such as broths, gelatin, tube feedings, decaffeinated coffee, low sodium products, sugar substitutes, additional fluids, soups, and instant breakfast—which are used to promote acceptability and nutritional adequacy of the hospital diet. It also contains patient-unique feeding supplies, such as straws and sandwich bags.

*b.* The medical supplements are considered part of the basic load of the hospital’s nutrition care division and requisitioned through SSMO procedures prior to any training or training operations. The medical supplements may be reordered using Class I subsistence resupply procedures for replenishment during a training or training operations.

### **Section V**

#### **Contingency Operations**

#### **4–46. Bottled water purchases for contingency operations**

*a.* DCS, G–4, provides policy and procedural guidance on using MPA subsistence funds for the procurement of individual bottles of water for current CONOPS in the U.S. Central Command and Special Operations Command areas of responsibility (example: Operation Enduring Freedom and Operation Iraqi Freedom).

*b.* Units deploying away from home station or mobilization for CONOPS are entitled to purchase bottled water as part of their UBL using the designated CONOPS project code. Commanders should not use MPA subsistence funds to buy bottled water for LTAs at home station or mobilization station.

*c.* Commanders of units deploying for CONOPS missions with operations orders can obtain individual bottles of water using MPA subsistence funds from a supporting SSMO or FPM as appropriate. Issue deploying units individual bottles of water as part of their operations orders Class I requirements for en route consumption only. Do not obtain individual bottles of water as support for or awaiting deployment.

*d.* Requests for individual bottles of water for current CONOPS using MPA subsistence funds should follow the below procedures.

(1) To verify the Class I requirement, the commander should provide a notification of deployment and the total number of individuals being transported to the contingency area to the supporting SSMO or FPM as appropriate.

(2) The ordering activity should obtain sufficient individual bottles of water (in whole case quantities) to provide each individual with water en route to the area of operation.

(3) Obtain water procured for CONOPS from only DOD-approved sources.

(4) Maintain and track individual bottled-water requisition using MPA funds to support CONOPS by individual project code, the amount issued, and the total dollar value.

(5) Maintain a file copy of all requisitions, issues, and dollar value totals. Submit a consolidated report by accounting period within 7 days of completion of the account period to: U.S. Army Quartermaster School, JCCoE, ACES OD, CSPD, 1831 Adams Avenue, Fort Lee, VA 23801–1601.

#### **4–47. Class I support for contingency operations**

*a.* Class I support plans for CONOPS are different, depending on the mission and location of each operation. Units may be alerted to deploy directly into combat, humanitarian, or peacekeeping missions. Units may deploy into a developed location with an existing logistical infrastructure or an undeveloped location with limited or no host nation logistical support capabilities. Additionally, U.S. Services may use developed or undeveloped locations in adjacent countries as staging areas for further deployment into the contingency operational area.

*b.* During initial deployment (to an undeveloped area), ration support should be on a push system. Use operational rations (for example, MRE, First Strike Ration, MCW, Modular Operational Ration Enhancement) for all meals. In accordance with paragraph 4–2 and the surgeon general’s policy, do not use MREs as the sole ration for more than 21 days. After 21 days, enhance them with authorized supplement or serve alternate rations.

*c.* When sufficient food service personnel and equipment are in theater, implement use of the UGR family of rations (UGR–H&S, UGR–A, and UGR–SO), upon the approval of the theater commander.

*d.* The designated theater logistical planners are responsible for developing the CONOPS Class I support plan. They should develop this plan based on the operational commander’s guidance, the METT–TC, and the logistical capabilities

available within the theater. This Class I support plan should allow maximum flexibility to the supported units to meet the operational commander's priorities for Class I support during all phases of the contingency operation.

*e.* Commanders and logistical planners of deploying units should begin immediate coordination with their respective theater logistical planners and review the CONOPS feeding plan timeline shown in figure 4–12. This timeline has been derived from years of Class I “lessons learned” in the field, including operations in Afghanistan and Iraq. It provides logistical planners with baseline standards to develop Class I support plans and commanders with consistent expectations of receiving Class I support during CONOPS. This timeline is not intended for medical units. Medical feeding standards are in this pamphlet.

*f.* The CONOPS feeding plan timeline has the following three standards of support: expeditionary (less than 6 months), temporary (less than 24 months), and long-term (more than 24 months). Units deploying into developed areas may move directly into the temporary or long-term standards, depending upon their mission and the theater logistical capabilities at that location. Logistical planners and commanders should strive to meet these progressive standards of Class I support.

(1) Expeditionary standard. The expeditionary standard is for mission duration of 1 to 180 days in undeveloped or austere areas with limited logistical and distribution capabilities. Units may be moving quite frequently, the theater distribution capabilities should be immature, and logistical supply routes and bases may not be established. These capabilities (ration availability, transportation, refrigeration, and security), along with the unit's capability to store and prepare the rations, should ultimately determine the unit's ability to effectively transition from one ration cycle to another.

*(a)* Units should be using organic MTOE field kitchen equipment (MKT, containerized kitchen).

*(b)* Initially, the primary ration cycle should consist of MREs and UGR–H&Ss. Include authorized supplements (such as UHT milk) and enhancements (such as cereal, fresh fruits and vegetables, and bread) in the ration cycle as distribution capabilities increase. The theater priority should be to ensure that all authorized supplements and enhancements are being issued with the MREs and UGR–H&Ss prior to transitioning to the next ration cycle.

*(c)* Introduce UGR–As into the ration cycle when adequate refrigerated distribution and storage capabilities have been established down to the unit field kitchen level without causing undue food-borne illness risk to the Soldier. Unit logistical planners must ensure that they coordinate refrigeration requirements with the theater logistical planners prior to deployment.

*(d)* Once refrigeration and distribution capabilities are adequate, the primary ration should be the UGR–A with a theater goal of providing two per day. Supplement the UGR–A with the UGR–SO supplemental menus for menu variety and troop morale. Even though the theater ration cycle should mature over time, once increased logistical capabilities are established, units and elements of units may still be consuming different ration cycles at different periods than those indicated on the guideline because of their mission and location within the Theater of Operations.

(2) Temporary standard. Use the temporary standard up to 24 months. During this standard, Class I operations should be improved for sustained use. The temporary standard may be used initially if so directed by the combatant commander if the operational situation so dictates.

*(a)* Military food service personnel may still be using organic MTOE field kitchen equipment or force providers, depending on the location and mission of their units. Theater logistical planners may seek to transition to Logistics Civil Augmentation Program (LOGCAP) or direct contracts using capable host nation contractors for feeding. These contractors may use force provider facilities, or they may construct modular buildings or spring tent structure cooking and feeding facilities.

*(b)* Units seeking to transition to the LOGCAP should ensure that all supporting requirements, such as personnel, equipment, automation system connectivity, refrigeration, storage, and transportation, are in place or contracted for as part of the LOGCAP.

*(c)* Coordinate with the LOGCAP planners and DLA, and adhere to AR 700–137 and AR 715–9. Use the Army subsistence automation system to support all DFAC operations within the area of operations.

*(d)* Specify provisions for standard levels of food service—including remote site feeding, water, and ice support—in either the task order or the PWS, as appropriate.

*(e)* Using the DA CONOPS menu is mandatory. Coordinate all deviations from this menu with the theater food advisor.

*(f)* Furnish subsistence items used for the DA CONOPS menu through an SPV contract. This subsistence is considered Government-furnished property until consumed and is, therefore, accountable in accordance with the terms of the contract. The Government should provide LOGCAP contractors an SPV delivery schedule.

*(g)* The ACOM to the DCS, G–4, under other special situations, should submit for approval a request for funding authority.

*(h)* Requests to purchase catered meals (including host nation support meals) should be approved in writing by the DCS, G–4, prior to obligating funds. Subsistence purchased from commercial sources must originate from sanitary, approved food establishments, according to AR 40–657.

(i) Units in support of CONOPS, with the exception of those supported under the defense cooperation agreement are entitled to purchase subsistence with MPA subsistence account funds for operational rations. Units that are supported under the defense cooperation agreement should abide by the procedures established by the theater or exercise commander for reimbursement of the MPA account for rations provided to the United States by a foreign government in the form of burden-sharing reimbursement supplemental and operational rations.

(j) Ration distribution to the unit field kitchens should transition to a pull system. The primary ration cycle for the unit field kitchens should still be the UGR–A supplemented one with the UGR–SO supplemental menus.

(k) Ration support and distribution for contract feeding may come from an SPV (if available in the theater), the contractor, or from a combination of both. Rations provided by the contractor must come from DOD-approved sources. Contracted feeding operations should use the DA CONOPS menu to standardize food item ordering, receiving, storage, and distribution functions.

(3) Long-term standard. The long-term standard is for 2 or more years of occupation. This standard is for sustaining a mobilization site (reception, staging, or redeployment areas) within a theater or when enduring presence base camps have been designated.

(a) Feeding support should be contracted or military. The LOGCAP contracts should transition to sustainment base contracts. The type of DFAC construction used should be determined between the United States and the host nation and should include semi-permanent to permanent buildings.

(b) Contractors should use the DA CONOPs menu for troop feeding. The contractor or an SPV should provide the subsistence and should deliver it to each DFAC.

(c) Units deployed in support of CONOPS may use DFAC assets to support certain special events and morale-sustaining activities where no other appropriate facilities exist and when in accordance with the procedures below.

g. Units should prepare the request and forward it to the appropriate command food advisor, who should forward it to the administrative KO, who should forward it to the supporting DFAC. The minimum required information is as follows:

- (1) Nature of requirement.
- (2) Date and time of requirement.
- (3) Estimated number of personnel to be supported.
- (4) Unit point of contact and contact information.
- (5) Supporting DFAC.
- (6) Time of pickup (if required).

h. Units deployed in support of CONOPS may use DFAC assets to support certain special events and morale-sustaining activities where no other appropriate facilities exist.

i. Authorized support for authorized special events and morale-sustaining activities is as follows:

(1) Very important person or distinguished visitor events (conference, working lunch, meeting, or diplomatic visit or function) at the flag (general) officer or civilian equivalent. Support for meals should be in accordance with the daily DFAC menu rotation. Additionally, if the nature of the event includes a break, a refreshment menu consisting of pastries, fresh fruit, and a beverage service (coffee, tea, soda, water, and assorted juices) is authorized.

(2) For semiannual unit morale-sustaining events, support consists of a menu containing short-order items as authorized by the command food advisor.

(3) For monthly promotion and birthday events at the brigade level, support consists of a non-personalized decorated cake and beverage service (coffee, tea, soda, water, and assorted juices).

(4) For transfer of authority events at the division or ACOM-level or higher, support consists of decorated cake, beverage service (coffee, tea, soda, water, and assorted juices), and light snacks, such as finger sandwiches, meatballs, fresh fruit or vegetable tray, and chicken wings.

## **Chapter 5**

### **Subsistence Supply Management Operations**

#### **Section I**

#### **Reporting standards and approval authority**

##### **5–1. Purpose**

This chapter provides procedures for the operation of Army SSMOs. Procedures for requisitioning, receiving, accounting for, issuing, transferring, salvaging, disposing, turning in, and reporting subsistence are included.

## 5-2. Approving authority

ASC, in conjunction with DCS, G-4, JCCoE, ACES OD, for the approving or disapproving (in coordination with ACOM(s) and supporting units) the establishment and disestablishment of SSMOs and branches within the AFSB region support area. Requests to establish or disestablish an SSMO should be sent to ASC for coordination and should contain the required information given in this pamphlet. An activity located on a sub installation may be established as a branch under an SSMO located at a parent installation or as a separate stand-alone SSMO. Once approved, the ASC must notify affected units and JCCoE of the date of establishment or disestablishment of an SSMO.

a. The ASC should designate subordinate installation or overseas commands to perform functions of the senior commander for SSMO operations.

b. The ASC should submit to their AFSB region requests to establish or disestablish SSMOs.

c. The SSM is responsible for operating the SSMO and is normally the accountable officer for subsistence on the installation. If the position of SSM is contracted, the accountable officer must be a Government employee (military or civilian). When applicable to the specific operation of the local SSMO, the SSM should—

(1) Supervise and manage all functions of the SSMO to include accounting for subsistence from receipt to disposition.

(2) Consolidate customer requirements and initiate requisitions for all subsistence.

(3) Receive, inspect, store, safeguard, inventory, and issue operational rations and special orders to customers not receiving PV deliveries, such as RC units performing AT or active duty units operating in a field environment.

(4) Publish, update, and maintain SOPs for storage operations. Maintain required subsistence operating levels.

(5) Develop a contingency and mobilization plan. This pamphlet contains planning factors and a checklist for SSMO mobilization plans.

(6) Prepare and maintain required accounting records and process all subsistence receipts.

(7) Coordinate with VSP.

(8) Prepare and submit receiving documentation to DLA-TS for subsistence items procured by DLA-TS and delivered directly to the SSMO.

(9) Maintain sanitary standards prescribed in TB MED 530 and MIL-STD-3006C.

(10) Prepare activity schedules to budget for operating supplies, equipment, and other expenses.

(11) Provide input to the FPM on annual operational ration forecast.

(12) Coordinate actions to ensure the supply of subsistence to authorized customers is uninterrupted.

(13) Serve as a voting member of the installation or applicable RC FSMB, in accordance with paragraph 3-73.

(14) Develop and maintain an equipment and facility replacement and upgrade program.

(15) Coordinate crime-prevention, physical-security, safety, and fire-prevention measures, programs, and inspections.

(16) Designate a person to be responsible for subsistence issue functions at a branch SSMO when established. The duties and responsibilities of branch SSMO personnel must be clearly defined in writing.

(17) Participate in command supply discipline programs for the economy, safeguarding, and care of SSMO resources.

(18) Procure and issue—

(a) Operational rations.

(b) Non-PV special orders.

(c) Dairy and bakery items.

(d) Carbonated beverages and carbon dioxide.

(e) Ice.

(19) Establish lead times for special order subsistence.

d. Before approving the establishment of an SSMO or a branch, AFSB region directors must determine that such action is the most practical, economical, and efficient method of providing subsistence support. Installations submit requests to establish SSMOs or branches to the AFSB region. Include the following information in the request:

(1) The number of DFACs and RC units to be supported.

(2) The distance in miles and road conditions between the proposed SSMO or branch and the accounts to be supported.

(3) The distance in miles between the nearest existing SSMO or branch (including commissaries or subsistence activities of other Services) and units to be supported.

(4) The impact on the SSMO or branch currently providing subsistence support to the units to be serviced by the proposed SSMO.

(5) The availability and adequacy of buildings, refrigeration, and equipment for the proposed SSMO or branch.

(6) A scale drawing of the proposed SSMO building. The drawing must indicate the proposed location of the SSMO or branch warehouse and office. Any required alteration, modification, or new construction must be identified. A preliminary cost estimate must be furnished for any required modification, alteration, construction, or new equipment. AFSB region directors may request technical assistance and review of proposed construction plans by JCCoE, ACES OD.

(7) Any increase in personnel requirements, by grade and position title.

e. Submit requests to disestablish SSMOs or branches to the AFSB region for approval and to the ACOM of any affected units for coordination. Installations must submit requests not less than 90 days before the desired date of disestablishment. The request should include the following information:

- (1) The current dollar value of issues or charge sales and number of DFACs and other customers supported by the SSMO or branch.
- (2) The location and road distances between units currently supported by the SSMO or branch to be closed and the nearest SSMO available after disestablishment.
- (3) The capability of the gaining SSMO to absorb the added workload within current resources or proposed method of support.
- (4) The estimated dollar savings, to include personnel costs.
- (5) The proposed disposition of current assets (for example, equipment and stocks).

### 5-3. Subsistence supply management report (DA Form 7169 (Troop Issue Subsistence Management Report))

a. Each operating SSMO should submit DA Form 7169 (Troop Issue Subsistence Management Report)(see fig 5-1) to its supporting AFSB region quarterly when automated systems are not available. Instructions for completing the form are at figure 5-1.

TROOP ISSUE SUBSISTENCE MANAGEMENT REPORT <small>For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4</small>				1. PERIOD COVERED (QTR & FY) 3RD 2016		2. LOCATION FORT ANYWHERE	
3. TO AFSB XXXX		4. FROM CDR XXXXX ATTN: XXXXX, FORT ANYWHERE			5. TISA DODAAC AND OFFICE SYMBOL		
SECTION A - CLOSING BOOK INVENTORY							
DESCRIPTION	PARENT ACTIVITY			BRANCH ACTIVITY			TOTAL PARENT/BRANCH ACTIVITY h
	a	b	c	d	e	f	
6. TOTAL (INC. OP RATS)	2,264,421.00						2,264,421.00
7. UGR \$ VALUE	1,002,575.00						1,002,575.00
8. MRE's VALUE	299,176.00						299,176.00
SECTION B - ISSUE/SALES DATA							
9. TOTAL (INC. OP RATS)	1,465,464.00	1,255,411.00	1,360,437.00				4,081,312.00
10. UGR \$ VALUE	100,722.00	113,485.00	126,250.00				340,457.00
11. MRE's \$ VALUE	125,499.00	207,761.00	166,629.00				499,889.00
SECTION C - INVENTORY DATA							
12. ACCOUNT INVENTORY	1,677,411.00						1,677,411.00
13. AUTH TOLERANCE	14,512.00						14,512.00
14. ACTUAL G OR L	-8,276.00						(8,276.00)
15. REMARKS As applicable							
16. PREPARED BY DAVID DOE, SUBSISTENCE SUPPLY TECHNICIAN						17. DSN NO 687-1234	
18. REVIEWED AND APPROVED BY First/Last Name Rank			19. SIGNATURE DIGITAL SIGNATURE 123456789			20. DATE DISPATCHED (YYYYMMDD) YYYYMMDD	

DA FORM 7169, JUL 2002 DA FORM 7169-R, NOV 1992, IS OBSOLETE. APD/LC v1.01ES

**Legend**

Completion instructions follow:

1. PERIOD COVERED (QTR [quarter] & FY). Enter the period and FY covered by the report.
  2. LOCATION. Enter name and location of the preparing activity.
  3. TO. Enter the address of the requiring ACOM/ASCC/DRU.
  4. FROM. Enter the address of the preparing activity.
  5. SSMO DODAAC AND OFFICE SYMBOL. Enter the DOD Activity Address Code (DODAAC) and the office symbol of the preparing activity.
- SECTION A-CLOSING BOOK INVENTORY
6. Column a. Enter the closing book total dollar value of inventory for the quarter.
  - Column d. Enter the branch activity closing book total dollar value of inventory for the quarter.

Column h. Add line 6A and 6D and enter the total.  
7. Column A. Enter the total dollar amount of UGRs.  
Column D. Enter the branch activity total dollar amount of UGRs.  
Column H. Add line 7A and 7D and enter the total.  
8. Column a. Enter the total dollar value of MREs.  
Column d. Enter the branch activity total dollar value of MREs.  
Column h. Add line 8A and 8D and enter the total.  
SECTION B—ISSUES/SALES DATA  
9. Columns A, B, and C. Enter the total dollar amount of all issues, transfers, and charge sales for each month of the reporting period (for example, reporting period is January, February, and March FYXX. January would be entered in line 9A, February in Line 9B, and March in line 9C).  
Columns E, F and G. Enter the branch activity total amount of all issues, transfers and charge sales for each month of the reporting period as shown above.  
Column h. Add line 9A, 9B, 9C, 9E, 9F, and 9G and enter the total.  
10. Columns A, B, and C. Enter the total dollar amount of UGR modules issued or sold for each month of the report.  
Columns E, F and G. Enter the branch activity total dollar amount of UGR modules issued or sold for each month of the report.  
Column H. Add line 10A, 10B, 10C, 10E, 10F, and 10G and enter the total.  
11. Columns A, B, and C. Enter the total dollar amount of MREs issued or sold for each month of the report.  
Columns E, F, and G. Enter the branch activity total dollar amount of MREs issued or sold for each month of the report.  
Column h. Add line 11A, 11B, 11C, 11E, 11F, and 11G and enter the total.  
SECTION C—INVENTORY DATA  
12. Column A. Enter the total dollar value of the accountability inventory.  
Column D. Enter the total dollar value of the branch activity accountability inventory.  
Column H. Add line 12A and 12D and enter the total.  
13. Column A. Enter the authorized tolerance from column D, DA Form 4170 (Statement of Gains and Losses).  
Column D. Enter the authorized tolerance of the branch activity.  
Column H. Add line 13A and 13D and enter the total.  
14. Columns A and D. Enter the actual gain or loss from column E, DA Form 4170. Indicate if the amount is a gain or loss by placing a "G" for a gain or an "L" for a loss.  
Column H. Add or subtract line 14A and 14D as required to determine the net gain or loss. Enter the net gain or loss in line 14H.  
15. REMARKS. Enter other information as requested or required by the ACOM/ASCC/DRU. If more room is required, enter the information on reverse side of the form.  
16. PREPARED BY. Enter the name and title of the individual preparing the report.  
17. DSN NO. Enter the DSN number of the preparing activity.  
18. REVIEWED AND APPROVED BY. Enter the name and grade of the SSM.  
19. SIGNATURE. The SSM should sign the report in the signature block.  
20. DATE DISPATCHED (YYYYMMDD). Enter the date the report is to be dispatched to higher headquarters.  
(1) Quarterly data submitted by SSMs should cover transactions occurring during the period ending 31 December, 31 March, 30 June, and 30 September of each FY.  
(2) The parent activity is responsible for completing data for branches in the Branch Activity column.  
(3) Round all monetary values to the nearest whole dollar using the 5-mil rule.  
(4) Provide corrections to the report by means of a report tabbed "Corrected Report."  
\*\*\*\*End of Legend\*\*\*\*

**Figure 5–1. Sample DA Form 7169**

*b.* The LRC should consolidate the data received and submit an annual report to JCCoE. Annual reports should be prepared on a FY basis and should cover data received from 1 October to 30 September of each year. Forward LRC reports to JCCoE no later than 15 November each year. Additional information may be entered in the remarks section.

#### **5–4. DA Form 3988**

*a.* Regarding equipment, the SSM should use DA Form 3988 (see fig 5–2) or the automated system equivalent to identify SSMO equipment items requiring engineer maintenance support in both SSMOs and DFACs. It lists all equipment (material handling equipment (MHE), electrical, mechanical, and non-mechanical) by make, model, and age. Use this form to develop the equipment budget estimates for annual OMA, OPA, and OMARNG budget requests. This paragraph explains the use of the form for SSMO equipment. Figure 5–2 contains detailed instructions for preparing the DA Form 3988. Chapter 3 explains use of the form for DFAC equipment.

EQUIPMENT REPLACEMENT RECORD For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.		1. UNIT DESIGNATION 4200 GARRISON OPERATIONS	2. ADDRESS ATTN: ABCD-CYZ-T 1400 A AVE. FORT ANYWHERE, VA 23000	3. BLDG. NO. P3206	4. Page <u>1</u> of <u>1</u>	
5. ITEM DESCRIPTION	6. ACQUISITION DATE FROM DATA PLATE (YYYYMMDD)	7. LIFE EXPECTANCY YEARS	8. APPROPRIATE AUTHORITY TB-43-0002	9. PROGRAMMED REPLACEMENT COST	10. PROGRAMMED REPLACEMENT YEAR	11. REMARKS
NOUN: DISHWASHING MACHINE, COMM STEAM CONV SING/ MULTI TANK 165 RK/HR NSN: MANUFACTURER: INSINGER MODEL: SPEEDER863 SERIAL NO(s) 020369	20010102	15	-33	\$10,000.00		VERY GOOD
NOUN: VEGETABLE PEELING MACHINE: ELEC 50LB CAP W/ WASTE DISPOSER NSN: MANUFACTURER: GLOBE MODEL: GFP550 SERIAL NO(s) 63473	20020105	15		\$16,000.00		VERY GOOD
NOUN: URN COFFEE TWIN: AUTO ELEC HEAT STAND MTD W OR W/O SUPPORT STAND NSN: MANUFACTURER: AMERICAN MODEL: 7443EX-NSF SERIAL NO(s) 15287	20100101	10		\$1,700.00	2020	GOOD
NOUN: CABINET FOOD WARMING: ELECTRIC/STEAM HEATED REACH-IN/PASS-THRU NSN: MANUFACTURER: SUPER SYSTEMS INC. MODEL: RP-30-H SERIAL NO(s) 513	20000105	10		\$5,000.00		GOOD
NOUN: NSN: MANUFACTURER: MODEL: SERIAL NO(s)						
NOUN: NSN: MANUFACTURER: MODEL: SERIAL NO(s)						
12a. NAME/RANK OF PREPARER First/Last Name Rank	12b. SIGNATURE DIGITAL SIGNATURE 123456789			12c. DATE (YYYYMMDD) YYYYMMDD		
13a. VERIFIED FOR ACCURACY BY First/Last Name Rank	13b. SIGNATURE DIGITAL SIGNATURE 123456789			13c. DATE (YYYYMMDD) YYYYMMDD		

DA FORM 3988, JUL 2002 REPLACES DA FORM 3988-R, AUG 1985, AND DA FORM 7170-R, NOV 92. APD LC v1.01ES

**Legend**

Completion instructions follow:

1. UNIT DESIGNATION. Enter SSMO.
2. ADDRESS. Enter the address of activity where the SSMO is located, including installation name, office symbol, and zip code.
3. BLDG NO. Enter the building number where the SSMO equipment is installed.
4. PAGE \_\_\_ OF \_\_\_. Enter the page number followed by the total number of pages.
5. ITEM DESCRIPTION. List equipment in alphabetical sequence. Complete description as listed on equipment identification or data plate, from TM provided by the manufacturer, or from the SSMO hand receipt. Enter the description as shown in figure 5-2; include the capacity of the equipment when appropriate. NOUN. Enter the nomenclature of the piece of equipment. NSN. Enter NSN from equipment data plate or the Federal Item Logistics Data Record located on microfiche. MANUFACTURER. Enter name of manufacturer from equipment data plate, TM, or hand receipt. MODEL. Enter model number from equipment data plate. SERIAL NO(s). Enter serial number from the equipment data plate.
6. ACQUISITION DATE FROM DATA PLATE. Enter the date the equipment was acquired. For used equipment, enter the total service from the date it was placed in operation. Acquisition date may be obtained from the equipment data plate. If the data plate is missing, obtain it from the supporting PBO.
7. LIFE EXPECTANCY YEARS. Enter the life expectancy (in years) of each piece of equipment as listed in TB 43-0002 series. Complete columns 9 and 10 when the replacement cost has been included in the installation budget.
8. APPROPRIATE AUTHORITY TB 43-0002. Enter the TB used to determine the life expectancy.
9. PROGRAMMED REPLACEMENT COST. Enter the estimated unit price (plus 8 percent per year for each additional 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 or the DLA catalog.
10. PROGRAMMED REPLACEMENT YEAR. Enter the FY that the equipment is to be budgeted for replacement.
11. REMARKS. Any comments that should explain why a piece of equipment is not being programmed for replacement at the end of its normal life expectancy or why it is to be replaced early. Early replacement should be supported by a properly maintained DA Form 2405. Identify condition of equipment.
- 12a. NAME/RANK OF PREPARER. Enter full name of the person preparing the form.
- 12b. SIGNATURE. The preparer should sign the form when completed.
- 12c. DATE (YYYYMMDD). Enter the date that the form is signed.
- 13a. VERIFIED FOR ACCURACY BY. Enter name and grade of verifying official.
- 13b. SIGNATURE. The verifying official should sign the form after verifying that the information is correct.
- 13c. DATE (YYYYMMDD). Enter the date that the information is correct.

\*\*\*\*End of Legend\*\*\*\*

*Note.* When an item has been replaced, draw a single line through the description of the item being replaced; write "delete" in the left margin, and add the replacement item beneath the last item on the form. When new forms are prepared (minimum of annually) replacement items are placed in their alphabetic sequence.

**Figure 5–2. Sample DA Form 3988 for DD Form 200 equipment**

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*b.* Regarding definitive designs, the Army has developed three SSMO definitive functional layouts and equipment lists. Design and construction agencies use these documents to develop SSMO facilities. Request copies of the designs through command channels from JCCoE.

*c.* The SSM (or contractor) updates DA Form 3988 annually or whenever a piece of equipment is replaced, turned in, or deleted from use. Make a single entry on DA Form 3988 for each piece of MHE, electrical, and mechanical equipment.

*d.* Nonelectrical or non-mechanical equipment (with the same NSN) and no serial numbered equipment with the same acquisition date may be listed on the same line. For examples, see below:

(1) Truck, hand, platform, aluminum, four wheel, non-tilt, 2,500-pound capacity, 10 each (trucks should be numbered 1 through 10).

(2) Table, food preparation, stainless steel, 48 by 30 by 36, three each (tables should be numbered one through three).

*e.* The SSM—

(1) Establishes a DA Form 3988 for each operating SSMO or branch.

(2) Retains one copy of DA Form 3988 and forwards one copy to the maintenance support activity or contracting services responsible for maintenance and repair of SSMO equipment.

(3) Submits separate annual budgets to proper staff elements for proper funding for equipment costing less than \$100,000 (OMA) and for single pieces of equipment costing \$100,000 or more (OPA).

(4) Programs equipment replacement far enough in advance to be available when required. For example, a truck pallet, with an acquisition date of 1997 and a life expectancy of 15 years, would be programmed for replacement in 2012. Forward the request for replacement to the proper staff budgeting activity for funding in the last part of FY 2010 for inclusion in the 2012 budget. Walk-in refrigerators that have NSNs require 9 to 12 months delivery time. In this case, submit the request for replacement of the walk-in refrigerator to the responsible supply officer in the last part of FY 2010 for inclusion in the 2013 budget. After equipment replacement funds have been approved, requisitions should be prepared and submitted to the source.

(5) Ensures replacement equipment is the latest state of the art currently authorized by CTA 50–909 or other authorization documents. This equipment is requested according to building design capacity. Specific NSNs are obtained from SB 700–20.

(6) Ensures requisitions include a statement by the maintenance support activity or Services contractor 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 operate the equipment.

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

(7) Follow-up on requisitions has been performed every 90 days until the equipment is received (the contractor may be responsible for this).

## **Section II**

### **Operations**

#### **5–5. Subsistence Supply Management Office accounting**

SSMO accounts are sales accounts, not stock record accounts. Prepared on a monetary value basis, the SSMO sales account is maintained on DA Form 3295.

*a.* The SSM is the accountable sales officer for all troop issue subsistence and maintains records of monetary values showing authorized debits (increases), credits (decreases), and inventory balance on hand in the SSMO account.

*b.* After 30 days absence of the SSM, the senior commander may appoint a new SSM.

*c.* The SSM or SSMO personnel should not—

(1) Maintain subsistence inventory for the operation of minimarts or maxi-marts.

(2) Provide charge sales to commissaries or NAF activities served by a NAF PV contract.

(3) Serve as witness for destruction of SSMO-owned stocks.

(4) Serve in any capacity showing involvement in receipt or use of subsistence outside the SSMO (for example, club officer).

(5) Perform the functions of PBO, stock control officer, or transportation officer.

- (6) Acquire, purchase, stock, provide, or issue the following using subsistence funds:
- (a) FSC 8810 (live animals) or FSC 8965 (alcoholic beverages).
  - (b) Religious dietary items (except prepackaged operational rations).
  - (c) Paper bags, boxes, or eating utensils for takeout, motor convoy, and flight feeding, other than those in unitized operational rations.
  - (d) Other non-subsistence items, such as sentry dog food, sacramental wines, charcoal, and charcoal activators.
  - (e) Bottled water (see para 4–45).
  - d. Maintain DA Form 3295 in accordance with this chapter and figures 5–3 through 5–6.



*Legend*

Completion instructions follow:

1. ACCOUNTABLE PERIOD. Enter the accounting month and year to which VRGC applies.
  2. PAGE \_\_\_ OF \_\_\_. Enter page number and total number of pages required for that month. Number each sheet consecutively. Begin with page 41 each month.
  3. NAME AND LOCATION. Enter name and location of SSMO.
  4. ACCOUNTABLE OFFICER. Enter the name of the accountable officer.
  5. DATE (YYYYMMDD). Enter the date of each receipt from the voucher.
  - VOU NO. Enter the voucher number of each document. Begin with 1 each month.
  6. DESCRIPTION. Enter a brief identifying description of the voucher.
  - REF NO. Enter purchase order number, requisition number, or other identifying numbers to assist in reconciling with financial records. Enter a checkmark when the transaction has been verified as processed through the financial system.
  7. DEBIT. Enter the total dollar value of debit entries (see para 5–7) for types of debit transactions.
  8. CREDIT. Enter the total dollar value of credit entries (see para 5–7) for types of credit transactions.
  9. BALANCE. Enter the dollar value of debit entries minus credit entries. This may be done on a daily basis but not less frequently than every 10th line.
- Closing instructions (with a book inventory):  
On the next available line after Subtotal (under description), enter Inv (book). Then subtract subtotal credits from subtotal debits. Enter the difference in the credit column. This is the book inventory and should be the same dollar value as the last. Balance line entry: this total should be the first entry on next month's DA Form 3295. Draw a single line under the Inv (book) line.  
\*\*\*\*End of Legend\*\*\*\*

*Note.* After the last entry in each column draw a single line under the last voucher posted. Enter "subtotal" in the description column. Total the debit and credit columns. The debit total minus the credit total should equal the last entry in the balance column.

**Figure 5–3. Sample of DA Form 3295 for preparing and closing with a book inventory**

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VOUCHER REGISTER AND GENERAL CONTROL				1. ACCOUNTABLE PERIOD		2. PAGE OF	
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.				MON YYYY		1 6	
3. NAME AND LOCATION				4. ACCOUNTABLE OFFICER			
FORT ANYWHERE				First/Last Name			
5. DATE (YYMMDD)	VOU NO.	6. DESCRIPTION	REF NO.	7. DEBIT		8. CREDIT	
9. BALANCE							
yyymmdd	1	INVENTORY (BOOK)		733,946.00			
	2	IAMA		279.00			
yyymmdd	3	DSO, CHEATHAM	AV 004	2,798.00			
yyymmdd	139	GOLD DAIRY	CV 218	12,972.00			
	140	SUN BAKERIES	CV 219	9,287.00			
	141	SUGAR SHACK	CV 220	2,000.00			
	142	CHILD CARE CENTER				4,800.00	
	143	ARNG-VA	IDT			9,478.00	
	144	USAR	IDT			20,111.00	
	145	ACTIVE ARMY				22,972.00	
		SUBTOTAL					
		INV (BOOK)					
		TOTAL					
		IDENTIFIABLE LOSS		272.00		22,219.00	
		ISSUES TO ACTIVE ARMY		25,741.00			
		ISSUES TO CHARGE SALES		37,111.00			
		TOTAL		62,853.00			

DA FORM 3295, JUL 2002

DA FORM 3295-R, NOV 1992, IS OBSOLETE.

APD LC v1.00

*Legend*

Completion instructions follow:

1. ACCOUNTABLE PERIOD. Enter the accounting month and year to which VRGC applies.
2. PAGE \_\_\_ OF \_\_\_. Enter page number and total number of pages required for that month. Number each sheet consecutively. Begin with page 41 each month.
3. NAME AND LOCATION. Enter name and location of SSMO.
4. ACCOUNTABLE OFFICER. Enter the name of the accountable officer.
5. Date Enter the date of each receipt from the voucher.
- VOU NO. Enter the voucher number of each document. Begin with 1 each month.
6. DESCRIPTION. Enter a brief identifying description of the voucher.
- REF NO. Enter purchase order number, requisition number, or other identifying numbers to assist in reconciling with financial records. Enter a checkmark when the transaction has been verified as processed through the financial system.
7. DEBIT. Enter the total dollar value of debit entries (see para 5–7) for types of debit transactions.
8. CREDIT. Enter the total dollar value of credit entries (see para 5–7) for types of credit transactions.
9. BALANCE. Enter the dollar value of debit entries minus credit entries. This may be done on a daily basis but not less frequently than every 10th line.

Closing instructions (with an accountability inventory).

Step 1. Draw a single line under the last voucher posted.

Step 2. On the next line under the description, enter "subtotal." Follow the same instructions for subtotal as for closing with a hook inventory (fig 5–3).

Step 3. On the next line under the description. Enter "book inventory." Subtract subtotal credits from subtotal debits. Enter the difference in the credit column. The value of the book inventory should be the same as the balance line subtotal.

Step 4. On the next line under the voucher number, enter the next voucher number.

Step 5. On the next line under the dollar description, enter "Inv (acct)." Enter the value of the accountability inventory in the credit column. This total should be the first entry on the next month's DA Form 3295.

Step 6. On the next line under the voucher number, enter the next voucher number.

Step 7. On the next line under the description, if the accountability inventory is higher than the book inventory, enter the results in the debit column; this is a gain. If the accountability inventory is less than the book inventory, enter the results in the credit column; this is a loss. Enter the words "Statement of Gains and Losses" if the amount is either a gain or a loss that is within tolerance. Figure 5–6 contains instructions for closing DA Form 3295 with DD Form 200 if the loss is out of tolerance. The figure in the debit or credit column must agree with the total gain or loss of DA Form 4170, column E.

Step 8. On the next line, draw a single line under statement of gains and losses.

Step 9. On the next line under the description, enter "total." Add the DA Form 4170, the accountability inventory, and subtotal figures. (Do not include the book inventory in these totals.) The total debit column should equal the total credit column.

\*\*\*\*End of Legend\*\*\*\*

*Note.* After the last entry in each column draw a single line under the last voucher posted, enter "subtotal" in the description column. Total the debit and credit columns. The debit total minus the credit total should equal the last entry in the balance column.

**Figure 5–4. Sample of DA Form 3295 with an accountability inventory**

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*Legend*

Completion instructions follow:

1. ACCOUNTABLE PERIOD. Enter the accounting month and year to which VRGC applies.  
2. PAGE \_\_\_ OF \_\_\_. Enter page number and total number of pages required for that month. Number each sheet consecutively. Begin with page 1 each month.

3. NAME AND LOCATION. Enter name and location of SSMO.

4. ACCOUNTABLE OFFICER. Enter the name of the accountable officer.

5. DATE. Enter the date of each receipt from the voucher.

VOUCHER NUMBER. Enter the voucher number of each document. Begin with 1 each month.

6. DESCRIPTION. Enter a brief identifying description of the voucher.

REF NO. Enter purchase order number, requisition number, or other identifying numbers to assist in reconciling with financial records. Enter a checkmark when the transaction has been verified as processed through the financial system.

7. DEBIT. Enter the total dollar value of debit entries (see para 5–7) for types of debit transactions.

8. CREDIT. Enter the total dollar value of credit entries (see para 5–7) for types of credit transactions.

9. BALANCE. Enter the dollar value of debit entries minus credit entries. This may be done on a daily basis but not less frequently than every 10th line.

Closing instructions (with an accountability inventory within the month (changing accountable officer)):

Step 1. Draw a single line under the last entry. Enter "totals for period." Total each column and enter totals on this line. Draw a single line under these entries.

Step 2. On the next line under the date, enter the date of posting.

Step 3. On the next line under the description, list vendors or companies for which cumulative receipts are maintained, for example, bakery or dairy. Total all cumulative type receipt documents from each company or vendor from the first of the month to close of business before the inventory. Enter totals for each company or vendor in the debit column or separate lines.

Step 4. On the next line after the last debit posting, enter headings for "charge sales" and "RA." Total all cumulative type credit vouchers or abstracts by each customer from the first of the month to close of business before the inventory. Enter totals for each customer in the credit column on separate line. Draw a single line under the last credit posting.

Step 5. On the next line under the description, enter "subtotal." Add each column and enter the result.

Step 6. On the next line under the description, enter "Inv (book)." Subtract the credit subtotal from the debit subtotal. Enter the result in the credit column.

This is your book inventory value.

Step 7. On the next line under the description, enter the date of the accountability inventory. Enter the next voucher number. Enter "Inv acct." Enter the dollar value of the accountability inventory in the credit column. Draw a single line under the Inv acct line.

Step 8. On the next available line, enter the statement by new SSM assuming accountability and date. This statement should be hand written on the DA Form 3295.

Step 9. On the next line under description, enter the next voucher number. See the instructions for DA Form 4170 under accountability inventories and make entries the same as ending with an accountability inventory.

Step 10. On the next line, enter "Total."

Step 11. On the next line under the date, enter date of posting, "reopening inv." and bring down the totals from the Totals for Period line above.

Step 12. On the next line under the voucher no, enter the voucher number assigned to the DA Form 4170. Enter the same figures as are on the DA Form 4170.

Step 13. Next line under date, enter date. Enter the next voucher number. Continue posting under instructions shown in A.

\*\*\*\*End of Legend\*\*\*\*

*Note.* After the last entry in each column draw a single line under the last voucher posted. Enter "subtotal" in the description column. Total the debit and credit columns. The debit total minus the credit total should equal the last entry in the balance column.

**Figure 5–5. Sample of DA Form 3295 with an accountability inventory within the month (changing accountable officer)**

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VOUCHER REGISTER AND GENERAL CONTROL				1. ACCOUNTABLE PERIOD		2. PAGE OF		
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.				Month Year		1 3		
3. NAME AND LOCATION				4. ACCOUNTABLE OFFICER				
FORT ANYWHERE				First/Last Name				
5. DATE (YYMMDD)	VOU NO.	6. DESCRIPTION	REF NO.	7. DEBIT		8. CREDIT		9. BALANCE
YYYYMD	1	INVENTORY (BOOK)		836,247.25				836,247.25
	2	IAMA		14,809.12				850,336.37
YYYYMD	3	SYSCO	AV 004	49,766.30				900,102.67
YYYYMD	4	DSO, CHICAGO	B 012	8,822.09				908,924.76
	A 35	ADJUSTMENT MARCH	A 082			360.00		908,564.76
YYYYMD	5	DOLLAR EGGS	A 129	9,278.88				917,843.64
YYYYMD	6	HOLLAND HOUSE FOODS	A 135	6,598.56				924,442.20
YYYYMD	115	GOLD DIARY	C 318	14,980.21				1,001,391.81
	116	SUN BAKERIES	C 319	9,287.11				1,010,678.92
	117	HOSPITAL				10,188.72		1,000,490.20
	118	DAY CARE CENTER				5,279.99		995,210.21
	119	OFFICERS CLUB				8,344.33		986,865.88
	120	USAR				21,940.55		964,925.33
	121	ARNG - WV				33,721.44		931,203.89
	122	RA				82,936.28		848,267.61
		SUBTOTAL		1,011,127.04		162,859.43		848,267.61
		INVENTORY (BOOK)				848,267.61		
		INVENTORY (ACCOUNTABLE)				839,371.88		
		FINANCIAL LIABILITY INVESTIGATION				8,895.73		
		TOTAL		1,011,127.04		1,011,127.04		

DA FORM 3295, JUL 2002

DA FORM 3295-R, NOV 1992, IS OBSOLETE.

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#### Legend

Completion instructions follow:

1. ACCOUNTABLE PERIOD. Enter the accounting month and year to which VRGC applies.
  2. PAGE \_\_\_ OF \_\_\_. Enter page number and total number of pages required for that month. Number each sheet consecutively. Begin with page 1 each month.
  3. NAME AND LOCATION. Enter name and location of SSMO.
  4. ACCOUNTABLE OFFICER. Enter the name of the accountable officer.
  5. Date Enter the date of each receipt from the voucher.
  - VOU NO. Enter the voucher number of each document. Begin with 1 each month.
  6. DESCRIPTION Enter a brief identifying description of the voucher.
  - REFERENCE NUMBER. Enter purchase order number, requisition number, or other identifying numbers to assist in reconciling financial records. Enter a checkmark when the transaction has been verified as processed through the financial system.
  7. DEBIT. Enter the total dollar value of debit entries (see para 5–7) for types of debit transactions.
  8. CREDIT. Enter the total dollar value of credit entries (see Para 5–7) for types of credit transactions.
  9. BALANCE. Enter the dollar value of debit entries minus credit entries. This may be done on a daily basis but not less frequently than every tenth line.
- Closing instructions (with an accountability inventory using a Financial Liability Investigation)

Step 1. Draw a single line under the last voucher posted.

Step 2. On the next line under the description, enter "subtotal." Follow instructions for subtotal as for closing with a book inventory (see fig 5–3).

Step 3. On the next line under the description, enter "book inventory." Subtract subtotal credits from subtotal debits. Enter the difference in the credit column. The value of the book inventory should be the same as the balance line subtotal.

Step 4. On the next line under the voucher no., enter the next voucher number.

Step 5. On the next line under the dollar description, enter "inventory accountable". Enter the value of the accountability inventory in the credit column. This total should be the first entry on the next month's DA Form 3295.

Step 6. On the next line under the voucher no., enter the next voucher number.

Step 7. On the next line under the description. If the accountability inventory is higher than the book inventory, enter the results in the debit column; this is a gain. If the accountability inventory is less than the book inventory, enter the results in the credit column; this is a loss. If the gain or loss is within tolerance, see figure 5–8 for an example of closing a DA Form 4170. If the loss is out of tolerance, enter "Financial Liability Investigation." The figure in the debit or credit column must agree with the total gain or loss of DA Form 4170, column e and the total cost in block 8 of DD Form 200.

Step 8. On the next line, draw a single line under Financial Liability Investigation.

Step 9. On the next line under the description. Enter "total." Add the Financial Liability Investigation, the accountability inventory, and subtotal figures. (Do not include the book inventory in these totals.) The total debit column should equal the total credit column.

\*\*\*\*End of Legend\*\*\*\*

*Note.* After the last entry in each column draw a single line under the last voucher posted. Enter "subtotal" in the description column. Total the debit and credit columns. The debit total minus the credit total should equal the last entry in the balance column.

**Figure 5–6. Sample of DA Form 3295 with an accountability inventory using a financial liability investigation**

### 5–6. Maintenance of DA Form 3295

When preparing DA Form 3295, apply the following—

- a. Use a single copy as a permanent record of original entry. Do not erase, white out, cover with correction tape, or recopy original entries. Correct entries according to paragraph 5–9.
- b. Use current prices to establish accountability.
- c. Post vouchers within 2 workdays after completion of the transaction.
- d. Post DA Form 4538 to DA Form 3295 when all applicable entries have been made to the abstract.
- e. Enter vouchers dated within the accounting period that are posted after the last workday of the month as if they occurred on the last workday of the period. For example, a voucher dated 31 July that is not posted until 3 August would be posted as 31 July.

### 5–7. Debit and credit entries

a. Debit entries increase the inventory accountability. Types of vouchers or transactions that result as debit entries are—

- (1) Opening inventory.
- (2) Receipts.
- (3) Price changes when the difference increases the accountability.
- (4) DA Form 4170 (Statement of Gains and Losses) when there is a gain.
- (5) Transfers from a branch SSMO.

b. Credit entries decrease the inventory accountability. Types of transactions that result in credit entries are:

- (1) DA Form 4538.
- (2) Price changes when the difference decreases the accountability.
- (3) Transfers to another DD Form 200.
- (4) Salvage or disposal transactions.
- (5) Veterinary samples.
- (6) Forced issues.
- (7) Ice issues or sales.
- (8) Closing inventory.
- (9) DA Form 4170 when loss is within tolerance.

- (10) DD Form 200 for losses.
- (11) DD Form 1131 when pecuniary liability is admitted (see AR 735–5).
- (12) DD Form 362 (Statement of Charges/Cash Collection Voucher) when fault or neglect is determined by appropriate authority (see AR 735–5).

**5–8. DA Form 3295 subtotals and page totals**

The SSM ensures accuracy of all postings to DA Form 3295, verifies that the columns balance, and enters the cumulative totals of each page on the bottom line. Then, carry totals forward to the next page.

**5–9. Correcting erroneous entries to the DA Form 3295**

- a.* To correct erroneous entries—
  - (1) Draw a narrow line through the incorrect entry on DA Form 3295.
  - (2) Enter the correct data in available space directly above the error.
  - (3) Initial the corrections.
- b.* If an erroneous entry affects financial accounts, the SSM should process corrections as follows:
  - (1) Prepare DA Form 3295–1 (Adjustment Voucher)(fig 5–7). Cross-reference DA Form 3295–1 to the voucher containing the error, as shown in figure 5–7. This adjustment should set forth the correct amount, the erroneous amount previously entered, and the difference between the two.



Figure 5–7. Sample of DA Form 3295–1

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(2) Enter the adjustment on the next available line of DA Form 3295. Assign the same voucher number as the original voucher with prefix letter A to indicate adjustment. Enter the amount of the adjustment to the proper column of the DA Form 3295.

(3) Fully explain the reason for the adjustment voucher in the Remarks block of DA Form 3295–1.

(4) Do not reopen a closed account to correct an erroneous entry. Post the adjustment to the current account of DA Form 3295. DA Form 3295–1 should become an integral part of the current DA Form 3295.

(5) Ensure that the correction is input into the financial system.

#### **5–10. Gains and losses**

*a.* The terms “gain” and “loss” mean an unidentifiable accounting gain or loss as reflected on DA Form 3295.

*b.* Gain or loss tolerances are management indicators of the effectiveness of SSMO accounting. A gain or loss tolerance minimizes the need for management surveys, internal reviews, investigations, or DD Form 200.

*c.* The gain or loss tolerance is computed based on the amount of issues, sales, and transfers of subsistence items between accountability inventories or change of accountable officers.

*d.* The authorized gain or loss tolerance is 1/2 of 1 percent, expressed as 0.5 percent. The tolerance is computed by multiplying 0.005 (0.5 percent) by the amount for which the tolerance is applied. For example, 0.005 multiplied by dollars (issues, sales, and transfers) equals gain or loss tolerance. See below:

(1) The difference between the accountability inventory and the book inventory equals the total of the DA Form 4170.

(2) If the book inventory is higher than the accountability inventory, the difference is a loss.

(3) If the book inventory is less than the accountability inventory, the difference is a gain.

#### **5–11. Processing gains and authorized losses**

*a.* The SSM adjusts gains or authorized losses by use of DA Form 4170. See figure 5–8 for instructions for completing DA Form 4170. Form requirements are—

(1) Prepare three copies of DA Form 4170 showing the value of issues, sales, and transfers since the last accountability inventory.

(2) Compute and enter the authorized tolerance.

(3) Enter the actual gain or loss.

(4) Input the actual gain or loss into the financial system.



#### Legend

Completion instructions follow:

1. INSTALLATION. Enter the name of the installation.
2. FROM. Enter period starting date.
3. TO. Enter period closing date.
  - a. ACCOUNTING SECTION. Enter the word "subsistence."
  - b. VALUE OF TRANSACTIONS. Enter the total dollar value of all issues, sales, and transfers for the applicable quarter. See note.
  - c.  $c \times b = d$  percent OF ALLOWANCE. Enter 0.005.
  - d. AUTHORIZED ALLOWANCE. Multiply the dollar value of transactions (column B) times the percentage of allowance (column C) for the authorized allowance figure.
  - e. DIFF IN BOOK & ACCT INV ACTUAL GAIN OR LOSS. Enter the actual gain or loss.
4. REMARKS. Show gains or losses for two preceding quarters. Enter the date that the SSM's account was last reconciled with the finance and accounting office.
5. ACCOUNTING OFFICER (Signature). The SSM should sign this block.
6. EXAMINED AND APPROVED. This block should be signed by the senior commander or an authorized representative.
7. DATE (YYYYMMDD). Enter the date the accountable officer signs the form.
8. VOUCHER NUMBER. Enter the assigned voucher number.

\*\*\*\*End of Legend\*\*\*\*

Note. Do not include identifiable losses.

**Figure 5–8. Sample of DA Form 4170**

*b.* There should be no unidentifiable gains in the SSMO. Gains are normally the result of faulty inventories, erroneous prices, receiving and issuing errors, and other discrepancies. In the event of an unidentifiable gain, the SSM—

- (1) Attempts to determine the reason for the variance.
- (2) Explains any corrective action taken in the remarks section of DA Form 4170, when a gain exceeds the authorized tolerance.
- (3) Requests an internal review, audit, or management survey under when unidentifiable gains exceed authorized tolerance.

*c.* The SSM prepares DD Form 200 for the entire amount of the unidentifiable loss when the loss exceeds the authorized tolerance. For processing unidentifiable losses, the SSM—

- (1) Initiates DD Form 200 within 5 calendar days after the loss is discovered. The maximum delay time allowed is 15 calendar days.
- (2) Posts DD Form 200 as a credit to DA Form 3295 when the voucher number is assigned. File DA Form 4170 as supporting documentation to DD Form 200. Figure 5–6 shows closing of the DA Form 3295 with an accountability inventory posting a DD Form 200 for losses.
- (3) Files a copy of DD Form 200 until final action has been taken by the approving authority as prescribed in AR 735–5.
- (4) Replaces the file copy with the copy indicating final action.

#### **5–12. Identifiable losses**

*a.* Identifiable losses are those physically identifiable or immediately apparent without balancing DA Form 3295 to determine the difference between the debit and credit columns. Identifiable losses include, but are not limited to—

- (1) Losses due to spoilage (not caused by equipment failure).
- (2) Breakage.
- (3) Infestation.
- (4) Climatic conditions.
- (5) Failure of equipment.
- (6) Forced issues.
- (7) Veterinary samples.
- (8) Price changes.
- (9) Natural disasters.

*b.* These losses are recorded on DA Form 3161 (see paragraph 5–41) listing the items posted to the DA Form 3295.

#### **5–13. Closing DA Form 3295**

*a.* Prior to closing DA Form 3295, the SSM ensures that all cumulative-type abstracts have been closed, assigned voucher numbers, and posted.

*b.* Comply with instructions for closing DA Form 3295 in figure 5–3. The three types of closings are:

- (1) Book inventory (see fig 5–3).
- (2) Accountability inventory (see figs 5–4 and 5–6).
- (3) Within the month accountable inventory (see fig 5–5).

c. The SSM may summarize DA Form 3295 monthly and quarterly. The summary of transactions (see fig 5-3) is optional. It is done to provide information for preparing reports. Instructions for completing a summary are in figure 5-3.

#### **5-14. Vouchers**

a. A voucher is an authorized property accounting document that must be filed to show the receipt, transfer, or disposition of property. Each voucher must contain information to validate transactions shown.

b. Voucher numbers are used to control, reference, and file vouchers. Voucher numbers are assigned in numerical sequence. All receipt documents should be assigned a voucher number at the time of receipt at the warehouse. Vouchers are posted to the DA Form 3295 as one line entries.

c. Maintain voucher sequence on a calendar month basis as follows:

(1) The first voucher number assigned each month should always be the opening inventory. The opening inventory should always be the value of the previous month's closing inventory. If a new SSMO is established, the opening inventory should be the dollar value of any subsistence on hand.

(2) The second voucher number assigned each month should always be DD Form 708 (Inventory Adjustment Monetary Account). This form reflects the monthly price change (see fig 5-9).



#### Legend

Completion instructions follow:

1. DATE. Enter month and year.
2. COMMISSARY/SSMO. Enter name and address of the SSMO.
3. NAME OF ACCOUNTABLE OFFICER. Enter the name of the SSM or accountable officer.
4. DEPARTMENT. Enter "subsistence."
5. ARTICLE. Enter item description of the item subject to price change.
6. UNIT. Enter unit of issue.
7. OLD PRICE. Enter current price.
8. NEW PRICE. Enter new price.
9. PRICE CHANGE. Enter the difference between the current and new prices. If the new price is more than the current price, put a plus (+) sign in front of the difference. If the new price is less than the current price put a minus (-) sign in front of the difference. See note 1.
10. QUANTITY. Enter the quantity on hand as reflected on the price change inventory.
11. DEBIT. Multiply the quantity on hand by the price change difference. Enter total in this column if there was an increase (plus) in price.
12. CREDIT. Multiply the quantity on hand by the price change difference. Enter the total in this column if there was a decrease (minus) in price.
13. TOTAL. Enter total of debit column. Enter total of credit column.
14. SIGNATURE OF ACCOUNTABLE OFFICER. The SSM or accountable officer should sign the DD Form 708.
15. VOUCHER NO. Calculate the net the difference in the total debit and credit columns from line 13 and enter it here. See note 2. Next, enter voucher number.

\*\*\*\*End of Legend\*\*\*\*

#### Notes.

<sup>1</sup> When completing this form using automated form filling software, the program should automatically calculate this for you. Negative numbers (decreasing price changes or credits) should be shown in parenthesis instead of a minus sign (-). Positive numbers (increasing price changes or debits) should be shown as standard numbers instead of a plus sign (+).

<sup>2</sup> Post this dollar amount to the VRGC as an appropriate debit or credit.

**Figure 5–9. Sample of DD Form 708**

### 5–15. Lost or missing vouchers

- a. The SSM must establish procedures to protect and control vouchers during processing and until filed.
- b. When a voucher becomes lost, add the word "Lost" to the identification of the voucher in the description column of DA Form 3295.
- c. Prepare and sign a statement for entry in the voucher file, if a voucher is missing or lost. The statement should include the following:
  - (1) Voucher number.
  - (2) Name of the consignee or consignor, if known.
  - (3) Description of the first item.
  - (4) Date the number was assigned.
  - (5) Action taken to locate the voucher.
  - (6) Any other identification available.

### 5–16. Incomplete vouchers

- a. Vouchers are considered incomplete when—
  - (1) The voucher contains the wrong signatures or is missing signatures.
  - (2) DA Form 4170 and DD Form 200 have not been approved.
  - (3) Required statements have not been received (such as, veterinary destruction or witness statements).
- b. The SSM initiates required action to complete vouchers that are incomplete for any reason.

### 5–17. Filing and arrangement of completed vouchers

- a. The SSM checks vouchers to ensure that no posting or input to financial systems has been overlooked before filing vouchers. The voucher file must—
  - (1) Support all postings to DA Form 3295.
  - (2) Be in the numerical sequence in which the vouchers were received and posted.
  - (3) Be in folders and labeled, in accordance with AR 25–400–2.
  - (4) Have supporting documents in sequence within organizational headings or unit identification codes. Cross reference cumulative type vouchers to files of supporting documents.
- b. Vouchers should not be removed from the voucher files without approval of the SSM.

### 5–18. Branch Subsistence Supply Management Office accounting procedures

- a. The SSM documents transactions pertaining to a branch SSMO in the same manner as for the parent SSMO.
- b. Complete documentation as follows:
  - (1) Keep a separate DA Form 3295 for each branch SSMO.

- (2) Post document transfers between the parent and branch SSMOs to DA Form 3295.
- (3) Retain accountable documents for posting to DA Form 3295 at the parent SSMO. Copies of documents may be maintained at the branch SSMO.
- (4) Maintain additional records necessary to ensure proper document and fund control.
- (5) Prepare DA Form 4170 in accordance with paragraph 5–11. Make separate entries on DA Form 4170 for the parent SSMO and branch. Compute gains or authorized loss tolerances separately for the parent and branch SSMO.

### **5–19. Movement control numbers**

Assign MCNs to any items locally purchased that are not listed in the DLA–TS PV catalogs. The SSM maintains a register of all MCNs.

## **Section III**

### **Receiving Procedures**

#### **5–20. Receiving subsistence**

- a.* The SSM establishes the optimum frequency of receipts for direct SSMO delivery and should also conduct unannounced spot checks of receiving operations at each receiving point at least once a week. The person in charge of a branch SSMO performs the spot checks when distance precludes the SSM from performing the check.
- b.* Subsistence received at any location should be officially receipted with documents that clearly state the quantity accepted and the price that is obligated to the Government.
- c.* An approved signature card should authorize personnel receipting for subsistence.
- d.* The warehouse supervisor ensures that—
  - (1) Receiving personnel do not place orders with vendors.
  - (2) Warehouse personnel are properly trained in receiving procedures.
  - (3) Personnel receiving supplies sign (full signature) and date all receiving documents.
  - (4) Receiving personnel identify one or more cases on the bottom layer of each pallet by entering the date of receipt or a local SSMO color code. Marking the date of receipt assists in proper rotation, in preparing discrepancy reports, and in the conduct of cyclic inspections by food inspectors. When using a color code system instead of dates, mark as follows:
    - (a)* Place color identification on the bottom of each pallet load. The color is coded to month of receipt (for example, black (January), orange (February), and red (March)).
    - (b)* Use pallet tags (pressure sensitive, monthly color coded cards), colored tape, stick-on labels, labeling guns, or felt tip markers to color code cases.
    - (c)* Post a chart depicting the color code for each month near each warehouse receiving point.
  - e.* A stick-on label (fluorescent red) with the words “Use First” and the date of receipt is placed on several cases of each pallet when—
    - (1) A shipment of the same item is received with an older date of pack than that of the item already on hand.
    - (2) A newer date of pack is received that shows evidence of possible damage.
    - (3) Stock has a use- or sell-by date on cases that are older than stock on hand.

#### **5–21. Rejecting subsistence**

The receiving individual should decide whether to receive or reject any item delivered by the PV. Items that are damaged, decayed, or not of proper condition should be rejected (see TM 4–41.11 for inspection guidance).

#### **5–22. Control of receipt documents**

The vendor should provide a copy of all delivery tickets to the SSMO and the receiving individual. The SSM consolidates receiving documents and processes receipts to DLA–TS as required. One copy of SSMO receipts is used as a voucher for the SSMO account. Control of receipt documents is critical. Retain these documents for 2 years after contract expiration unless otherwise instructed. Warehouse personnel should hand carry receiving documents to the administrative office by close of business daily. The person in charge of a branch should send receiving documents to the parent activity in the most expeditious manner possible. As a minimum, send the documents no later than 2 workdays after receipt.

#### **5–23. Recording receipts**

The SSM uses DA Form 272 (Register of Vouchers to a Stock Record Account) to record all receipts. Preparation instructions are at figure 5–10.



*e.* Receiving personnel verify that the quantity shipped from the supplier is the same as received. Annotate discrepancies on the receiving documents with the actual quantity received. Each change to the delivery document must be initialed by the person making the change.

(1) When DD Form 1348–1A for Government deliveries is not available, list all items received by nomenclature, unit pack, quantity, and price on a handwritten DD Form 1348–1A or DD Form 250 (Material Inspection and Receiving Report).

(2) All PV deliveries must have proper vendor receipt documents completed at time of receipt.

(3) Date and sign (full signature) the receiving document.

(4) Record receipts to DA Form 272 as follows:

*a.* Enter the voucher or tally number on DA Form 272. Also enter the voucher or tally number on the shipping document or delivery ticket.

*b.* Enter the voucher or tally number on each document if there is more than one shipping document. Enter sequence number of each succeeding document next to the voucher or tally number.

(5) Receiving personnel must notify the SSM anytime a subsistence item appears to be suspect in quality or condition.

*f.* The SSM must ensure that all receipts are signed, dated, and posted to DA Form 272. The SSM must also ensure that all receipt documents are hand carried to the administrative office daily and takes DA Form 272 to the administrative office weekly for verification. At the close of each accounting month the SSM returns the completed DA Form 272 to the administrative section for filing.

#### **5–24. Sources of supply**

*a.* The primary source of supply for subsistence should be PV or prime assembler contractors or JCCoE contractors for DFAC support and subsistence. Established automated procedures should dictate the processes associated with requisitioning and receiving subsistence. Exceptions should be in accordance with the procedures established by DLA–TS for their automated system.

*b.* Items available for supply should be listed on the PV's or contractors catalog for garrison subsistence and in DLA catalogs for operational rations. Guidance for requesting new items to be added to the PV's or contractors catalog is in appendix I.

*c.* Local purchase authority (government purchase card with an MPA line of accounting) may be used to buy commercially available items from sanitarily DOD-approved sources, in accordance with AR 40–657. When using local purchase authority, the following apply:

(1) The SSM should not use local purchase authority to meet normal demands. Local purchase authority should be retained for use during emergencies, contingencies, special requirements, and culinary arts training no earlier than 3 months prior to the culinary training competition at Fort Lee, VA.

*Note.* Do not use the government purchase card to support culinary training established for year-round training; use the DFAC in accordance with paragraph 3–63c of this pamphlet, watercraft (underway), and vendor failure or when such purchases are determined by the designated approving authority (installation FPM) to be in the best interest of the Government.

(2) When the cost of subsistence exceeds the current purchase limit established by the local contracting office, a contracting instrument must be established to use the government purchase card as a payment vehicle. A contracting agency should complete this requirement by using either a requirements contract or a blanket purchase agreement.

(3) The SSM should assign an MCN to any item that is purchased locally and is not part of the PV program.

*d.* The SSM should maintain accurate supply transaction data for each item stocked.

#### **5–25. Receiving locally purchased supplies**

*a.* The SSM completes the receiving portion of DD Form 1155, or the SSM prepares DD Form 250 or other forms as designated by the DOC.

*b.* Receiving personnel—

(1) Compare purchase orders with vendor delivery documents. If quantities ordered differ from those received, notify the SSM and DOC for instructions.

(2) Note any overages or shortages on the delivery document. Damaged items should not be received. The receiving person and the vendor representative must sign the document.

(3) Forward the vendor's delivery document to the administrative office to complete a receiving report.

### **5-26. Reporting discrepant shipments and unsatisfactory subsistence**

*a.* Discrepancies incident to shipment are the difference between the condition and count of the items shipped from those listed on the shipping document. Report discrepant or unsatisfactory shipments of subsistence and account for them as follows:

- (1) The receiving personnel should have the delivery document corrected to reflect the actual receipts.
- (2) The carrier's representative and the receiving warehouse personnel should sign all copies of the delivery document where such corrections are made.
- (3) The SSM should file the original copy with the SSMO voucher.

*b.* When noted during PV deliveries, any discrepancy must be corrected in accordance with the PV contract. The SSM should—

- (1) Notify the vendor's customer representative for immediate resolution (within 24 hours).
- (2) Immediately notify the DLA-TS contract account manager of any problem not resolved with the vendor.
- (3) Reproduce documents incident to the discrepancy and distribute them as follows:
  - (a)* Fax a copy to the DLA-TS contract account manager.
  - (b)* File original copy of receipt documents with the SSMO copy of the receiving document.

### **5-27. Processing no cost receipts**

The SSM may receive subsistence at no cost. To maintain accountability for and provide an audit trail for no cost receipts, the SSM—

- a.* Assigns a voucher number to the receipt document.
- b.* Enters such receipts into DA Form 3295 at zero dollar value. Do not process these receipts into the financial system.
- c.* Keeps the stock segregated from other stock. Mark the cases or items to identify them from other stock.
- d.* Issues to DFACs without charge to their account and enter "free issue" on all copies of the issue documents.
- e.* Does not post these items to DA Form 4538.

### **5-28. Turn-in of subsistence**

*a.* The SSM should not accept a turn-in of any item purchased for garrison DFACs.  
*b.* Returned subsistence from field training or operations (TFA or FD) that is to be turned in should be inspected at the SSMO by the VSP prior to being accepted into inventory. Subsistence not suitable for storage and reissue should not be accepted or receipted. Subsistence returned from field training operations should be handled as follows:

(1) Return unopened modules of unitized rations through the issuing supply point to the SSMO. The SSM should use these items to support future field operations.

(2) Do not return opened modules and individual items to the SSMO.

(3) Do not turn in UGR-MRE rations ordered for and issued to USMC units to the SSMO.

*c.* When a DFAC is closed or when operational changes necessitate, the responsible food advisor should determine which units are to receive a transfer of excess stocks. Record and account for transfer of subsistence between DFAC accounts. The SSM should credit and debit the appropriate DFAC account.

## **Section IV**

### **Prices, Allowances, and Handling Defects**

#### **5-29. Establishing prices**

The DLA-TS should establish and distribute prices for all items listed in the PV catalogs and all Defense Subsistence Office furnished items. All prices should be distributed through the Subsistence Total Order and Receipt Electronic System (STORES) catalog and should remain in effect until changed by DLA-TS. The SSM should provide copies of PV price lists and price lists for any items purchased under separate contract to all authorized customers.

*a.* The SSM should use the invoice (receipt) price for listed items when local purchase has been used due to non-receipt of items from the vendor.

*b.* Standard prices for subsistence purchased under contract from other than the PV should be established using the contract item price.

*c.* Operational rations should be priced in DLA-TS catalogs.

#### **5-30. Basic daily food allowance and other allowances**

*a.* Meal conversion percentages. The BDFA has the choice of two meal conversion percentages which consists of the following:

- (1) Breakfast, 20 percent.
- (2) Lunch, 40 percent.
- (3) Dinner, 40 percent.
- (4) Brunch, 45 percent.
- (5) Supper, 55 percent or;
- (6) Breakfast, 30 percent.
- (7) Lunch, 40 percent.
- (8) Dinner, 30 percent.

*b.* Computing meal values.

(1) To determine individual meal values, multiply the monetary value of the BDFA by the appropriate meal conversion percentage. Meal values are expressed in dollars and cents. Use the 5-mil rule to round meal values to dollars and cents.

(2) Application of the 5-mil rule may cause the breakfast, lunch, and dinner allowance to exceed or not meet the value of the BDFA. When this occurs, add or subtract one cent from the dinner meal value to ensure that the total value of the three meals equals the computed value of the BDFA.

*c.* Special food allowance. A special food allowance may be authorized, as shown below, by the ACOM, NGB, or USARC to provide warming or cooling beverages to participants in field training operations. Special food allowances are not to be construed as supplemental food allowances.

(1) A special food allowance of 25 percent is authorized for harbor craft when subsistence is purchased from commercial sources.

(2) A special food allowance of 20 percent may be authorized to purchase additional beverages and fresh fruit when MREs are used for flight feeding.

(3) The special food allowance for warming or cooling beverages should be limited to the dollar amount specified in the approved request for such beverages (see AR 30–22).

(4) Requesting units must provide the SSM a copy of an approved authorization document with their request.

*d.* Holiday allowance. The value of the BDFA is increased by 25 percent for the traditional Thanksgiving, Christmas, and Army birthday meals. The allowance should be applied to the holiday lunch meal regardless of when served and is based on the BDFA for that month. An example for computing the holiday allowances is as follows: BDFA (\$6.20) multiplied by 25 percent ( $\$6.20 \times 0.25$ ) equals holiday allowance (\$1.55). The holiday allowance plus the normal lunch meal value ( $\$1.55 + \$2.48$ ) equals the adjusted meal value (\$4.03). RC units on IDT are authorized the holiday allowance for either the Thanksgiving or Christmas holiday meal, but not both. Serving the holiday meal during a time other than the stated month must be approved in advance by HQDA.

### **5–31. Storage of subsistence**

*a.* The SSM publishes, updates, and maintains SOPs for storage operations. These SOPs should be based on the procedures in this pamphlet and ATP 4–41.

*b.* Segregate and mark all shipments (receipts) to ensure that the oldest dates of pack are issued first (first-in, first-out rule). Exceptions may be made when it is necessary to issue items quickly to avoid loss when an identical item is in better condition for continued storage.

*c.* When suspected latent or hidden defects are discovered in stored subsistence, the SSM should—

(1) Request inspection by VSP.

(2) Follow the procedures in this pamphlet to ensure proper reporting, replacement, or crediting for the item if it is determined by VSP to be a defective product.

### **5–32. Previously undetected defects**

*a.* When previously undetected defects are discovered during storage or preparation of an item, the SSM or the culinary management NCO or manager must request inspection by Army VSP. When supporting VSP substantiate the existence of defects, they may also determine whether or not the items are fit for consumption. Supporting VSP prepare reports as required by U.S. Army Public Health Command (USAPHC) procedures. The culinary management NCO or manager should immediately prepare and forward to the SSM an SF 364 or (see app H) a copy of the USAPHC report, and a copy of the receipt document.

*Note.* If the item is not returned to the vendor for an exchange, the culinary management NCO manager must process a turn-in to SSMO on the approved automated system. Currently, this is the only method available to receive a credit for the items on the DFAC account.

*b.* The SSM should—

- (1) Notify the vendor customer assistance representative. Determine if the item is to be held for return to the vendor and if exchange should be made.
- (2) Post a dollar value credit to the DFAC account equal to the value of the item reported. This is not necessary if the vendor exchanges the item one for one.
- (3) Notify the DLA-TS account manager immediately. Consolidate documents (see para 5-30a) and fax them to the DLA-TS contract account manager to request credit for those items not replaced by the vendor.
- (4) Provide one copy of documentation to the FPM.
- (5) File one copy with the SSMO copy of the receiving document.
- (6) Provide necessary copies to the originating culinary management NCO manager (as required).

## **Section V**

### **Inventories**

#### **5-33. Inventories within the Subsistence Supply Management Office**

*a.* The SSM ensures all required inventories within the SSMO are conducted. To prepare for inventories the SSM should publish and provide the dates of inventories to all customers. Do not make issues or accept turn-ins during an accountability inventory. Keep the number of days the SSMO is closed for inventory to a minimum. The SSM assigns voucher numbers, stamps, and posts (after inventory) receipts to DA Form 3295 for the next accounting period when subsistence arrives during an inventory.

*b.* The SSM requests an inventory officer be appointed to take a separate annual accountable inventory. This inventory is conducted on the last working day of the September accounting period. The inventory officer should be a commissioned officer, warrant officer, equivalent graded civilian, or an NCO (E-7 or higher). A contracted inventory service is authorized to take the inventory officer's inventory.

*c.* Scheduled inventory may be deferred up to 31 days by the SSM when—

(1) A transfer of accountable officer inventory has been accomplished within 31 days before the scheduled inventory. The next inventory period should cover 4 months.

(2) A transfer of accountable officer inventory should be accomplished within 31 days after the scheduled inventory. The next inventory period would cover 2 months.

#### **5-34. Annual accountability inventory procedures**

*a.* The following two teams are used to conduct the annual accountability inventory:

(1) Inventory officer team. This team is the appointed inventory officer and assistants required to perform the inventory.

(2) Subsistence Supply Management Office team. This team consists of the SSM or their designated representative and any assistants designated by the SSM.

*b.* Each team conducts a separate inventory count. The teams never count the same items at the same time.

*c.* The SSM may detail qualified SSMO personnel to assist the inventory officer with the identification of stock and item description. The SSM and inventory officer are responsible for correct recording of counts of all subsistence.

*d.* The teams use an inventory listing in three or more copies. Inventory listings are prepared by the SSM in advance of the inventory date. The forms or listings should include the name of the installation, the name of the SSM, the date of inventory, the item nomenclature, and the NSN.

*e.* The SSM and the inventory officer should perform the inventory in a manner to ensure that two separate and distinct counts are taken of all subsistence. In addition, the SSM and inventory officer should—

(1) Add to the inventory list any items found in stock that were not listed on the inventory listing. Count those items and record them.

(2) Recount items when the inventoried quantities do not agree. Recounts continue until both (SSM and inventory officer) counts agree.

(3) Reconcile the quantities recorded when counts are completed. Reconciliation is confirmed by comparing counts of each item.

(4) Record the final inventory count.

(5) After the inventory has been finalized, type the statements in DA Form 3294, figure 5-11 at the end of the inventory listing. Sign and date the required statements upon finalization of the inventory.



<sup>3</sup> If a substitution item has been issued, enter the standard price for the substitution.

<sup>4</sup> Post this total to the DA Form 4538.

<sup>5</sup> For issues of more than one page, total all pages and post the grand total.

<sup>6</sup> The SSM should provide a copy of the priced and extended form to the customer at the time of issue or no later than 3 working days after the issue.

**Figure 5–11. Sample of DA Form 3294 Using Push System**

*f.* The SSM also—

(1) Prices and extends inventory lists using standard prices in effect for the accounting period.  
(2) Posts the dollar value of the accountable inventory to DA Form 3295 after all transactions for the accounting period have been posted, assigns the next voucher numbers and posts dollar values of inventory as a credit. The total dollar value of subsistence inventoried is the exact accountability of the SSM as of the inventory date.

(3) Retains the inventory list as part of the SSMO accounting files under AR 25–400–2. Worksheets may be retained or destroyed.

*g.* The inventory officer—

(1) Verifies cost extensions and dollar totals on the inventories (price lists are provided by the SSM).  
(2) Delivers the inventory list to the DOL or the designated representative. Retain the list in an unaltered condition until eligible for destruction under AR 25–400–2. Worksheets may be retained or be destroyed.

### **5–35. Quarterly accountability inventory procedures**

*a.* The SSM uses two separate teams of SSMO personnel to conduct the quarterly accountability inventory.

*b.* One team is designated as an inventory team; the second is designated as the SSM team.

*c.* Conduct this inventory on the last working day of December, March, and June.

*d.* A book inventory value is computed after all vouchers have been posted as of the last day of each accounting month.

*e.* Conduct this transfer of accountability inventory when there is a change of accountable officers.

*f.* Procedures are the same as for paragraph 5–34.

### **5–36. Transfer of accountability**

When a transfer of accountability is required, the departing SSM and the person assuming the accountability make separate inventories of subsistence.

*a.* Both persons conduct an accountability inventory in accordance with the procedures in paragraph 5–34.

(1) The newly appointed SSM should act as the inventory officer.

(2) The person being relieved of accountability prices, extends, and totals the inventory. The person assuming accountability verifies prices, extends, and totals.

*b.* After inventories have been reconciled, each person (SSM being relieved and newly appointed SSM) signs and dates the other's inventory. The newly appointed SSM takes a copy of the signed inventory to the DOL or designated representative for retention.

*c.* Account for gains or losses that exceed the authorized tolerance on DA Form 4170. Out-of-tolerance gains or losses do not provide authority to conduct another accountability inventory. Perform the next accountability inventory as normally scheduled unless the transfer was conducted during an accountable month. If this is the case, conduct the accountability inventory in the next quarter. For example, if the transfer of accountability is conducted on 15 October (an accountability month), perform the next accountability inventory between the 26th and the 31st of January.

*d.* If a loss exceeds the authorized tolerance, the person being relieved of accountability should prepare DD Form 200 for that part of the quarter for which the person was accountable. The person relieved of accountability may be held financially liable for losses under financial liability investigation of property loss procedures in AR 735–5.

*e.* The newly assigned SSM should file the signed inventory listing, a copy of approved DA Form 4170 or DD Form 200, and a copy of the appointing order in current SSMO policy files in accordance with AR 25–400–2. These items should be available for inspection or audit.

*f.* The newly appointed SSM should post the dollar value of the inventory to DA Form 3295.

*g.* The newly appointed SSM should prepare all required reports to cover the entire accounting period.

### **5–37. Death or absence of the subsistence supply manager**

Upon the loss of an SSM or after 30 days absence, the senior commander or designated representative should appoint a new SSM. He or she also appoints an inventory team to conduct the SSM inventory. The newly appointed SSM and inventory team should conduct separate accountability inventories under provisions of paragraph 5–34.

### **5–38. Standard operating procedure for taking inventories of subsistence**

The SSM prepares and publishes a SOP for taking inventories of subsistence. The SOP should include but is not limited to the following:

- a.* Procedures for appointing inventory officers.
- b.* Place to report when taking the inventory.
- c.* Place and time for briefing personnel.
- d.* Special instructions for inventory personnel.
- e.* Procedures for taking the inventory.
- f.* Location of the SSMO office and subsistence storage areas.
- g.* Specifications for contract inventory service, when used.
- h.* Agreements or memorandum of understanding for use of TOE Class I subsistence supply personnel as inventory teams.
- i.* Place to deliver the inventory officer's copy of the inventory.

## **Section VI**

### **Support Methods and Issues**

#### **5–39. Subsistence Supply Management Office support procedures**

SSMO support may be provided through one or more methods, depending on the installation mission, type of SSMO operation, and support to field operations. Before the beginning of each month, the SSM must provide all supported culinary management NCOs or managers and food advisors with—

- a.* The computed value of the BDFFA.
- b.* The schedule of issues. A separate schedule of issues is prepared for each accounting period.
- c.* A schedule of issues for field operations. The frequency of issues may be on a daily or multiple-day basis. Consider unit storage capability when scheduling multiple day issues. As a minimum, the schedule should contain the following information:
  - (1) Name and location of the SSMO.
  - (2) Dates of the accounting period.
  - (3) Dates for submission of requests and headcount data.
  - (4) Ration issue dates.
  - (5) Turn-in dates.
  - (6) SSMO inventory dates.
  - (7) Items scheduled for mandatory issue or substitution.
  - (8) The SSM may include other information as deemed necessary.

#### **5–40. Non-cataloged items**

- a.* The SSM must establish submission lead times for special requests and provide guidance to food service personnel for requesting subsistence items not cataloged by the SSM or stocked by the PV.
- b.* Special orders cannot be canceled, rejected, or turned in. They must be issued (by the PV or SSM) and charged to the requesting unit.

#### **5–41. Issue documents**

- a.* Use DA Form 3161 or a machine listing for subsistence as issue documents. Instructions for preparing DA Form 3161 are at figure 5–12.

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)										ISSUE TURN-IN	SHEET NO. 1	NO. SHEETS 1	1. REQUEST NO. LEAVE BLANK		2. VOUCHER NO. LEAVE BLANK		
3. SEND TO: Supply Subsistence Management Office, Ft. Anywhere, VA			4. DATE MATERIAL REQUIRED (YYYYMMDD)			5. DODAAC UNIT DODAAC		6. PRIORITY Leave Blank		7. ACCOUNTING/FUNDING DATA FMZ 5058647455							
8. REQUEST FROM: D CO. 1-9 CAV, 266TH BDE			9. END ITEM IDENT MEAL READY TO EAT			9a. NAME/MANUFACTURER N/A		9b. MODEL N/A		9c. SERIAL NO. N/A							
* CODE ISSUE I-Initial R-Replacement			TURN-IN FWT-Fair Wear And Tear RS-Report of Survey			EX-Excess SC-Strmt of Charges			LT-Lateral Transfer			10. PUBLICATION AR 30-22 and DA PAM 30-22			11. JOB ORDER NO. N/A		
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	j. POSTED DATE (YYYYMMDD)			BY					
1	8970-00-149-1094	MEAL READY TO EAT	BX	34	I	Leave Blank	119.02	4,046.68				initials					
1. MREs are needed for		upcoming exercise.															
Name of exercise:																	
2. Consumption dates are:		18 April - 22 April 2016															
3. Total MREs needed for exercise:		EX: 34 cases															
4. IAW AR 30-22 & DA PA all unused MREs will be unopened cases returned		M 30-22, at the conclusion of exercise, returned to the supporting DFAC, or to the SSMO.															
Last, First Name Rank, Branch		DFA MANAGER NAME Rank, Branch															
BDE FOOD TECH NAME X Brigade Food Advisor		DIVISION FOOD TECH NAME Division Food Advisor Nothing Follows															
SHEET TOTAL								4,046.68		GRAND TOTAL							
13. ISSUE/TURN-IN "QUANTITY" COLUMN IS REQUESTED		DATE (YYYYMMDD)		BY		14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		DATE (YYYYMMDD)		BY		15. REC QTY IN "SUPPLY ACTION" COLUMN		DATE (YYYYMMDD)		BY	

DA FORM 3161, AUG 2011

PREVIOUS EDITION IS OBSOLETE.

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**Legend**

Completion instructions follow:

Enter an "X" for issue.

Number sheets consecutively.

Enter total number of sheets included in this request.

1. Enter the name and address of the SSA.

2. Enter the name of the unit making the request.

3. Enter the document number assigned to the request from the document register. The document number is the DODAAC, Julian date, and serial number.

4. Enter project code, if assigned. Otherwise leave blank.

5. Enter the required date of material requested, or leave blank.

6. Leave blank.

7. Enter the priority designator.

8. Enter cost detail accounting information, as required.

10. Enter the authorizing publication

12a. Enter the item number, in sequence, for each item requested.

12b. Enter the stock number for each item requested.

12c. Enter one or two words that describe each item requested. Enter the words "Last Item" after last entry.

12d. Enter the unit of issue of each item requested.

12e. Enter the quantity of each item requested.

12f. Enter the proper issue code from the form.

12g. Leave blank. Person signing for receipt of the items should complete the entry in ink.

13. The requesting individual should print name, date and sign this block, include rank.

15. When items are issued, the person signing for the items should print name, date and sign this block. Include ran

\*\*\*\*End of Legend\*\*\*\*

**Figure 5-12. Sample 3161**

b. All SSMO issue documents should contain the NSN, item description, unit of issue, and current price for each item listed.

c. Prepare sufficient copies for the SSM and unit.

- d.* Warehouse personnel should turn in completed issue documents to the SSMO administrative office on the day of issue.
- e.* Branch SSMs should send issue documents to the parent activity in the most expeditious manner possible.

#### **5-42. Issue procedures**

- a.* Enter actual quantities issued (weight or count) into all issue documents.
- b.* The SSM consults and coordinates with the FPM when substitutions for items not in stock are required.
- c.* The issuer and receiver must sign all issue documents.

#### **5-43. Document processing after issue**

- a.* Give a copy of each issue document to the customer receiving the subsistence.
- b.* Furnish a priced and extended copy of all issue documents to the supported unit (RA, RC, NAF, and so forth) at the time of issue or no later than 3 workdays after the issue.
- c.* Post the dollar value of all subsistence issued to DA Form 4538. Instructions for preparing DA Form 4538 are in paragraph 4-39.

#### **5-44. Transfers between dining facilities**

The SSM processes transfers as shown below with the approval of the responsible FPM. Items are listed on an approved issue document.

- a.* Items are priced at current prices.
- b.* Transfer documents are signed by the authorized representative of the gaining DFAC and the losing DFAC.
- c.* The gaining DFAC should provide the SSM copies of the transfer document.
- d.* The SSM and food service personnel should post the transfer as a debit to the gaining DA Form 7454 and a credit to the losing DA Form 7454.

#### **5-45. Ration breakdown points**

- a.* Ration breakdown points (RBPs) may be operated at any level, such as installation, corps, division, or brigade. When established, the functions performed and forms used are the same regardless of the level at which operated.
- b.* The SSM issues bulk quantities to the RBP for later breakdown and distribution by the RBP. The Class I officer in charge of the RBP is accountable for subsistence from the time it is received from the SSM until it is issued to supported units.
- c.* Procedures for operating a RBP are in ATP 4-41.

#### **5-46. Direct warehouse issue**

The SSM may issue subsistence directly to supported customers. SSMO personnel pull the required subsistence items from stock to prepare the issue. Supported units then pick up subsistence at the SSMO warehouses.

#### **5-47. Direct vendor delivery**

DVDs are authorized to organizations or units of active, Reserve, and ROTC components of the DOD when situated on Army installations for support.

- a.* The SSM establishes procedures and forms for requesting and ordering DVD. Forms that may be used include DA Form 3161 (see paragraph 5-41) and machine printout or vendor delivery forms.
- b.* Vendors may deliver products directly to customers supported by the SSMO or to the SSMO warehouses.
- c.* To process DVD actions—
  - (1) The SSM prepares the forms and makes enough copies required for the SSM, vendor, and customer; places orders in enough time to ensure required delivery; and determines time interval jointly with the vendor.
  - (2) The vendor delivers the items to the customer or SSMO warehouse as specified in the order and obtains the signature of the receiver.
  - (3) The receiver enters the exact quantity received and signs their full name on all copies of the form.
  - (4) The vendor provides a signed copy of the form to the customer at the time of delivery, retains one copy, and forwards a copy to the SSM. Upon receipt of the vendor's delivery ticket, the SSM—
    - (a)* Compares receipt quantities with delivered quantities on vendor delivered invoices.
    - (b)* Processes receipts to the approved automated system in accordance with the user's manual.
    - (c)* Posts DA Form 5297 (Abstract of Vendor Deliveries) according to the instructions in figure 5-13.

ABSTRACT OF VENDOR DELIVERIES																				
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.																				
VENDOR		MONTH/YEAR													Page 1 of 2 Pages					
VENDOR NAME		May / 2018																		
ITEM	CUST-OMER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Bagels, Blueberry, Fresh, 6 per 20oz PG	W6YP3E	10		10								20				5				
Bagels, Plain, Fresh, 6 per 20oz PG	W6YP3E	15		10					10		10								10	
Bread, White, Fresh, Sliced, Pan Baked, Sandwich 24oz PG	W6YP3E	20		20					30		20					10			20	
Bread, Whole Wheat, Fresh, Pan Baked, Sandwich, 20oz PG	W6YP3E	20		20					20		30					9			10	
Rolls, Dinner, Fresh, White, Pan Baked, 1/17oz PG, 12 EA/PG	W6YP3E	20							10							10				
Rolls, Frankfurter, Fresh, Sliced, White, 12 per 18oz PG	W6YP3E	20		10								25				10			10	
Rolls, Hamburger, Fresh, Sliced, White, 12 per 21oz PG	W6YP3E	20		10								25				10			10	

DA FORM 5297, JUL 2002

DA FORM 5297-R, MAY 1984, IS OBSOLETE.

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Figure 5-13. DA Form 5297

VENDOR		MONTH/YEAR											Page 2 of 2 Pages						
VENDOR NAME		May / 2018																	
ITEM	CUST-OMER	20	21	22	23	24	25	26	27	28	29	30	31	Total Quantity	UI	Cost Price	Total Cost Price	Standard Price	Total Standard Price
Bagels, Blueberry, Fresh, 6 per 20oz PG	W6YP3 E			5							5			55	PG	1.69	92.95	1.69	92.95
Bagels, Plain, Fresh, 6 per 20oz PG	W6YP3 E			10		5					5			75	PG	1.69	126.75	1.69	126.75
Bread, White, Fresh, Sliced, Sandwich, 24oz PG	W6YP3 E			20		10					25		10	185	PG	0.91	168.35	0.91	168.35
Bread, Whole Wheat, Fresh, Sandwich, 20oz PG	W6YP3 E			10		10					10		10	149	PG	0.91	135.59	0.91	135.59
Rolls, Dinner, Fresh, White, 1/17oz PG, 12 EA/PG	W6YP3 E			5		5					10			60	PG	1.27	76.20	1.27	76.20
Rolls, Frankfurter, Fresh, White 12per 18oz PG	W6YP3 E			20		10					10		10	125	PG	1.15	143.75	1.15	143.75
Rolls, Hamburger, Fresh, White, 12 per 21oz PG	W6YP3 E			20		20					10		15	140	PG	1.15	161.00	1.15	161.00
<b>TOTALS</b>																	684.64	635	684.64
VOUCHER NUMBER																	number provided by vender		

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**Legend**

Completion instructions follow:

VENDOR. Enter the name of the vendor and appropriation to be charged. Prepare a separate form for each vendor or appropriation.

MONTH/YEAR. Enter the accounting month and year.

PAGE \_\_\_ OF \_\_\_ PAGES. Enter the page number and total number of pages.

ITEM. Enter the item description.

CUSTOMER. Use this column to identify customer or place of delivery.

1-31 Enter the quantities delivered or issued for each item under the correct day of the month on date of delivery. Enter the tally number given by warehouse receiving person.

TOTAL QUANTITY. Add quantities shown in the date columns. Enter the result in this column.

UI. Enter the unit of issue for the item.

COST PRICE. Enter the cost price of each item.

TOTAL COST PRICE. Multiply the quantities in the Total Quantity column by the price in the Cost Price column.

STANDARD PRICE. Enter the standard price for the accounting month. Apply the 5-mil rule.

TOTAL STANDARD PRICE. Multiply the quantity in the Total Quantity column by the standard price in the Standard Price column. Enter the result in this column.

TOTALS. Add the totals in the Total Cost Price column. Enter the result on this line in the proper block. Add totals in the Total Standard Price column. Enter the sum on this line in the proper block. See note 1.

VOUCHER NUMBER. Enter the voucher number assigned from the VRGC.

\*\*\*\*End of Legend\*\*\*\*

**Notes.**

<sup>1</sup> Add the totals of each page for each vendor. Post that total to the VRGC monthly.

<sup>2</sup> Use the monthly totals on the standard price line to prepare DD Form 1155.

**Figure 5-13. DA Form 5297-Continued**

(d) Prepares DD Form 1155 as necessary to comply with the provisions of the contract, but not less than once a month. The SSM must retain delivery tickets to complete this form.

- (e) Posts the dollar value of DVD items issued to DFACs on DA Form 7454 with the approved automated system end of day processing.
- (f) Posts the dollar value of DVD issues to the proper DA Form 4538.

#### **5–48. Subsistence purchased with State funds**

The Secretary of the Army is authorized to sell subsistence to various States for use by ARNG. On behalf of the Secretary of the Army, sales to States as authorized by this pamphlet may be made by commanders of Army installations in CONUS, Alaska, Hawaii, and Puerto Rico and to major overseas commanders or their authorized representatives.

#### **5–49. Purchase procedures**

Coordination may be waived only in cases of declared emergency when conditions clearly show that ARNG personnel should suffer undue hardship while waiting for necessary purchase coordination. To the fullest extent possible, the State AG should furnish the supplying installation the estimated duration of the emergency and the subsistence requirements of ARNG personnel.

#### **5–50. Supply procedures**

- a. Units requiring purchase of operational rations must submit a request approved by the State AG or authorized representative to the supporting SSMO.
- b. Submit purchase orders approved by the State AG or authorized representative for subsistence other than operational rations to the designated source of supply. Orders should designate items, quantities required, and the address of the State office to be billed. They must also be accompanied by a copy of the document indicating the required approval.
- c. If an emergency precludes advance submission of purchase orders, the order should include a statement that an emergency has been officially declared by the governor or the chief executive of the State or territory concerned. The order should further state that the supply of the required rations, or acceptable substitutes, is not feasible from other sources.

#### **5–51. Authorized special issues**

- a. Items required for culinary competition or research, development, testing, and evaluation (RDT&E) but not listed in C8900–SL may be acquired by the SSM from the commissary or through local purchases. The SSM may make issues of subsistence for purposes listed below when the senior commander or designated representative approves doing so:
  - (1) Army food service (including hospital) schools.
  - (2) Veterinary service schools.
  - (3) Installation food service courses formally established in accordance with AR 30–22 and AR 350–1.
  - (4) The U.S. Army culinary competition during preliminary and final competitions. Nonfood items are not acquired or issued by the SSMO.
  - (5) Installation level food service incentive competitions, such as culinary specialist of the quarter.
  - (6) Any RDT&E projects under DODD 3235.2.
  - (7) Commanders of camps for enemy prisoners of war and retained personnel in accordance with AR 190–8.
- b. The SSM charges—
  - (1) The appropriation provided for issues to RA users authorized for purposes stated in paragraph 5–51a(1) through 5–51a(7).
  - (2) The appropriation provided for issues authorized for approved RDT&E projects, if consumed by RA personnel.
  - (3) RDT&E or user funds for issues of subsistence for RDT&E projects and other authorized purposes not involving RA troop consumption.
  - (4) The applicable RPA or NGPA funds for approved issues made to RC requesters.
  - (5) The applicable appropriation provided by the commander for issues.
- c. The SSM establishes the number of days lead time for submission of requests for special issues.

#### **5–52. Disaster relief**

Handle subsistence issues and reimbursements for disaster relief in accordance with AR 500–60.

#### **5–53. Travel rations**

- a. When rations are required to support either motor convoy or aircraft travel, the following are authorized for issue:
  - (1) Individual rations.
  - (2) Box lunches.
  - (3) Commercially prepared meals.

*b.* Include travel rations drawn at the AT installation for return travel to home station in the unit's AT account. The SSM reports the issue of travel rations in accordance with AR 30–22.

#### **5–54. In-flight meals**

Operational rations are authorized for in-flight meals. The requesting commander is authorized additional food items not to exceed 20 percent of the current BDFA as a special food allowance.

#### **5–55. Forced issues**

Make forced issues only as a last resort. Forced issues may be made to any RA or RC DFAC. The cost of the value of forced issues is a loss to the MPA fund. They should not be charged against the unit's account, nor should they be posted to DA Form 4538 or the DFAC records of earnings and expenditures. The SSM—

- a.* Notifies the FPM of the quantity and items to be issued and reason stated by VSP for the necessity to force issue.
- b.* Prepares the issue document for the DFACs selected by the FPM. Make forced issues on a separate issue document marked "Forced Issues."
- c.* The amount of an item force issued must not exceed the quantity that can be processed, prepared, and served by the receiving DFAC.
- d.* Stocks that cannot be used are processed for disposal.
- e.* The SSMO posts the total dollar value of the force issue to DA Form 3295 as a credit and reports.

#### **5–56. Mandatory issues**

- a.* A mandatory issue is made to DFACs when directed by DA, JCCoE, ACES OD, or the local FSMB to reduce excess stocks, or expedite the issue of short shelf-life items recommended by VSP to preclude forced issues.
- b.* The SSM and the FPM coordinate the issue of mandatory items or quantities approved by the FSMB. Schedule mandatory issues to prevent DFACs from being placed in an overdrawn status.
- c.* The SSM charges mandatory issues to the receiving unit and posts the dollar value to the DA Form 4538. Mandatory issues cannot be rejected, canceled, or turned in.

#### **5–57. Potable and dry ice**

- a.* Dry ice is not an item of subsistence supply and should not be supplied through SSMO channels. Subsistence stock funds are not to be used for this purpose and dry ice should not be accounted for in the SSMO account.
- b.* Potable ice required for installation needs is procured locally or supplied at point of use by individual ice machines. Regardless of the source, ice should be made, stored, and conveyed under TB MED 530. Installations or overseas commands establish ice allowances to meet local requirements. Purchase orders or contracts may specify delivery of ice by a vendor.
- c.* The SSM establishes control procedures for ice picked up directly from the vendor's ice plant by authorized SSMO customers. These procedures should include the return of a copy of the delivery ticket to the SSMO for comparison with vendor's invoice.
- d.* SSMs should provide resource managers the estimated cost of ice to be issued for inclusion in the operating budget.
- e.* The SSM may issue or sell ice to authorized customers as appropriate. Ice issues should be charged to the appropriate OMA, OMARNG, OMAR, and RDT&E.
- f.* The requesting service or organization should provide the proper fund cite to the SSM when requesting ice.

#### **5–58. Ice issues direct from a warehouse**

- a.* The SSM—
  - (1) Prepares a separate DA Form 5297 for each appropriation to be charged for ice.
  - (2) Enters ice and proper appropriation in the vendor block.
  - (3) Enters pound or bag in the item column.
  - (4) Enters the customer's account number or unit designator in the customer column.
- b.* Warehouse personnel enter the quantities issued.
- c.* The person receiving the ice initials the issue document by the quantities issued.

#### **5–59. Ice accounting procedures**

Account for ice issued, sold, or transferred in the SSM account. At the end of each accounting period, the SSM must—

- a.* Total the quantity of ice issued from warehouse as shown on each DA Form 5297.
- b.* Total the quantity of ice directly delivered from vendor delivery tickets.

- c.* Post the totaled quantities to DA Form 5297 for the proper appropriation to be charged.
- d.* Attach the supporting records of direct delivery tickets to the proper DA Form 5297.
- e.* Price, extend, and total DA Form 5297 to reflect the total value of ice issued.
- f.* Assign a voucher number to DA Form 5297.

## **Section VII**

### **Handling Operational Rations**

#### **5–60. Operational rations**

For SSMOs requisitioning and issue purposes, the following are considered operational rations:

- a.* Food packet, survival, GP (GP–1).
- b.* Food packet, survival, aircraft, life raft.
- c.* MRE.
- d.* First strike ration
- e.* MCW.
- f.* UGR–H&S.
- g.* UGR–A.
- h.* UGR–SO.
- i.* UGR, express.
- j.* Medical supplement for UGRs.
- k.* Religious operational rations.
- l.* Canned drinking water as a component of aircraft survival kits.
- m.* Go-to-war ration.
- n.* UHT milk.
- o.* Commercially prepared box lunches (meal kits).
- p.* Tailored operational training meal.
- q.* Modular operational ration enhancement.

#### **5–61. Stockage and authorized purposes**

The SSMO stocks and issues operational rations for—

- a.* UBL.
- b.* Travel, training, special program requirements, and emergencies.
- c.* Operational projects.
- d.* Reimbursable sale to non-DOD Federal departments for use by Federal marshals, border patrol, or forestry service personnel.
- e.* Sale to other State agencies or instrumentalities, such as cities in emergencies. This is authorized after approval of the emergency services division of the Federal Emergency Management Agency.

#### **5–62. Receipt and rotation**

- a.* Record the date of pack (month and year), date of receipt, and lot number on DA Form 5298 (Operational Rations Accountability). Completion instructions are shown at figure 5–14.
- b.* SSMs maintain a record of operational rations issued to and turned in by supported units on DA Form 5298.



c. Unit commanders, in coordination with the senior commander's designated representative, determine the requirement for unit or SSMO storage of UBLs.

#### **5-64. Stockage levels and storage**

Stockage level of operational rations should be per ACOM and DCS, G-4, guidance. The SSM should maintain only those levels of operational ration stocks that permit resupply from DLA prior to the stockage running out. The SSM should prepare and maintain a 7, 14, and 30-day overlap of installation requirements. Normally, food packet survival, GP, and canned drinking water should not be stocked by the SSMO but ordered to fill requests. The SSM ensures that the latest date of pack is requisitioned.

#### **5-65. Sale and issue**

The appropriation cited on requests from other Services should be charged for issues to those Services. USMC requests for operational rations during exercises are as follows:

- a. The supported unit must coordinate quantities required with the supporting SSMO in time to meet requisition lead times and provide a fund site for billing on each request document.
- b. The SSM should not accept turn-ins of B-ration items requested for USMC use during exercises.
- c. Requisition quantities requested using project code ZR9 in DA Form 2765-1.
- d. Maintain DA Form 4538 for issues of operational rations to USMC units.

#### **5-66. Senior and Junior Reserve Officers' Training Corps programs**

The SSM may issue operational rations and components of the ration on a reimbursable basis for consumption by enrolled cadets selected for participation in authorized practical field training operations. Charge the cost of these ration issues to the RA appropriation. For those cadets who are entitled to a subsistence allowance, the provisions in the DOD 7000.14-R apply.

#### **5-67. Excess operational rations**

Operational rations excess to unit needs may be turned in to the SSMO in the standard issue quantity, such as box. The SSMO should not accept partial boxes. Transfer unit excess partial cases to another unit or garrison facility. The VSP should inspect rations to determine fitness for continued storage or reissue prior to being accepted into the SSMO inventory.

#### **5-68. Reporting**

Report issues of operational rations, less turn-ins.

### **Section VIII**

#### **Excesses, Transfers, Disposals, and Losses**

#### **5-69. Reduction and reporting of excesses**

When it is determined that excess subsistence cannot be used locally, the SSM—

- a. Attempts redistribution or cross-leveling by contacting other DOD subsistence activities. The shipping installation or owning service should bear transportation and other expenses incident to redistribution.
- b. Reports excess operational rations that cannot be used within prescribed time limits to ACOM or AFSB/LRC of the supported units.
- c. Has excess items inspected by VSP. Use the following procedures to dispose of damaged or deteriorated products:
  - (1) Subsistence having resale value should be turned in and signed for by the servicing DRMO.
  - (2) Subsistence having no potential sale value should be disposed of in a manner that should safeguard public health and safety. Disposal should be consistent with the Environmental Protection Agency requirements and those of the host nation, where applicable.
- d. Disposes of items no longer suitable for intended use because of age, deterioration, or other reasons.
- e. Determines whether excesses that qualify may be considered for disposition as part of the Food Recovery Program.

#### **5-70. Transfer of subsistence**

This paragraph does not apply to shipments between the parent and branch SSMOs.

- a. Transfers between SSMOs should be on a no-reimbursement basis. Proper documentation is required.

- b.* Transfers to agencies of other DOD activities are on a reimbursable basis. The requesting activity should provide fund citation from which reimbursement is to be obtained by the billing office supporting the shipping SSMO.
- c.* The shipping SSMO should prepare DD Form 1348 (DOD Single Line Item Requisition System Document (Manual)), DD Form 1348-1A, or DD Form 1149 (Requisition and Invoice/Shipping Document).
- d.* The shipping SSM should obtain the signature of the carrier's representative and attach a copy of the GBL to the shipping document to be posted to the VRGC.
- e.* The shipping SSM should drop the supplies from accountability at standard prices in effect at the time of shipment. The receiving SSM picks up accountability at the standard price in effect at time of receipt.
- f.* VSP inspect subsistence before shipment. If no VSP are available, the SSM inspects the subsistence visually for condition and states findings on the shipping document. Only items in case lots suitable for intended use are shipped.

#### **5-71. Unfit subsistence**

- a.* Dispose of subsistence when it is damaged, deteriorated, or no longer suitable for intended use.
- b.* The SSM should request inspections for distressed items. AR 40-656 provides that VSP should provide disposition instructions. VSP should provide whether subsistence is wholesome or serviceable for continued use. Unserviceable food products should be provided with potential for use in donation, animal feed, and so on. Follow guidelines in paragraph 3-72.
- c.* The SSM should segregate and suspend from issue items reported under the DOD Hazardous Food Recall Program, such as ALFOODACT message items. The SSM should suspend these items until inspected and disposition instructions arrive.
- d.* Any subsistence that is found to be unwholesome or unserviceable by VSP and issued on DA Form 7538 should be annotated through the veterinary condemnation process within the AFMIS. The FPM/SSM should ensure that VSP have access to AFMIS and are directed to complete the veterinary condemnation process for all subsistence included on the DA Form 7538.

#### **5-72. Disposal procedures**

- a.* Use the following procedures to dispose of damaged or deteriorated products:
  - (1) Destruction must be witnessed by a person appointed by the senior commander or designated representative.
  - (2) VSP or SSMO personnel should not act as a witness.
- b.* When there is evidence that subsistence was damaged through fault or neglect on the part of an individual, VSP inspect rations and provide a report as to the findings of the inspection. Issue DA Form 7538 when the rations are unserviceable or unwholesome. The accountable officer should initiate DD Form 200 on receipt of the VSP report.
- c.* When subsistence items have been purchased prior to inspection and acceptance at destination, the vendor should remove from the installation any damaged or deteriorated items found and rejected.
- d.* If hidden or latent defects are considered causative, the VSP may determine whether or not the items should be placed on medical-hold status. Submit an unsatisfactory material report in accordance with AR 30-22 and appendix H of this pamphlet, accompanied with a, SF 364 to request credit under AR 735-11-2.
- e.* Mark and segregate salvage items to be disposed of in a secure area to preclude pilferage, and store them in a closed, cleanable container. Destroy salvage items as often as necessary to prevent attracting insects, rodents, or other pests. Denature salvage items, such as canned items (puncture) and bagged or packaged items (torn open and contents emptied into disposal containers).
- f.* Subsistence items may be lost or damaged due to circumstances beyond the control of the SSM. Such circumstances include fire, theft (other than pilferage), explosion, power failures, and storms. The SSM prepares DA Form 3161 when items are destroyed (see paragraph 5-41). Do not process DA Form 3161 as normal salvage. Prepare DD Form 200 for these identifiable losses.
- g.* The SSM and the disinterested party should sign the destruction statements.
- h.* Annotate any subsistence that is found to be damaged, deteriorated, unwholesome or unserviceable by VSP, and issued on DA Form 7538 through the vet condemnation process within the AFMIS. The FPM/SSM should ensure that VSP have access to AFMIS and are directed to fill out the vet condemnation process for all subsistence included on the DA Form 7538.

#### **5-73. Preparation of salvage documents**

- a.* Forms furnished by VSP listing salvage items should be priced and extended by the SSM.
- b.* The SSM should prepare DA Form 3161 (see para 5-41) as a cover sheet to VSP-provided forms for the total dollar value of salvaged items and should include statements below. A statement as to the wholesomeness or serviceability is on

the condemnation report DA Form 7538 by the VSP. The SSM and the required witness should sign the appropriate statement.

- c. Post the dollar amount of the salvaged items as a credit to the DA Form 3295.
- d. The salvage documents may be batched and the total dollar amount posted to DA Form 3295 once a month.

#### **5-74. Reporting loss, damaged, or destroyed subsistence**

- a. When losses occur in Army DFACs, furnish a copy of DD Form 200 to the SSM for posting to the DFAC record of earnings and expenditures.
- b. Contract-operated DFACs should obtain relief from losses per procedures in Army Federal Acquisition Regulation Supplement (AFARS) 45.503. Written determination by the KO as to the contractor's liability serves the same purpose as the DD Form 200.
- c. No credit is given by the SSM when an item has spoiled or deteriorated due to long or improper storage by the customer. The SSM determines this on a case-by-case basis with advice and assistance by the VSP as necessary.
- d. The SSM or PV is authorized to make an even exchange when an item issued is subsequently found to be defective.

#### **5-75. Veterinary inspection samples**

- a. VSP are authorized to withdraw food samples from SSMO stocks for inspection. The sampling may take place during receipt of supplies, while in storage, before issue or sales, during transfer, or as otherwise required.
- b. A receipt is not required by the SSM when samples are selected and inspected and returned to stock for issue.

#### **5-76. Withdrawals by veterinary services personnel**

The VSP inspector provides the SSM a listing of the withdrawn items.

- a. The SSM should price, extend, and total the provided MEDCOM form. Voucher the form and post it to DA Form 3295 as a credit. Forms may be batched and the total amount posted once a month. Postings to DA Form 3295 are identified as "vet samplings." Include these postings in the identifiable loss total of the summary of transactions on DA Form 3295, at the end of the accounting period.
- b. Process the dollar amount identified as vet sampling through the financial system as an inventory loss due to contamination or deterioration.

#### **5-77. All food activities messages**

Sequentially numbered ALFOODACT messages are dispatched from DLA-TS to alert food activities worldwide of possible hazardous foods. Immediately upon receipt of an ALFOODACT message or notification by VSP of suspect items, the SSM should—

- a. Identify stocks of suspect item on hand.
- b. Segregate suspect items from all other stock, place them in hold status, and suspend them from issue.
- c. Notify all customers and request items be segregated and held for disposition instructions when disposition is not identified in the ALFOODACT message; otherwise, follow disposition instructions identified.
- d. Retain suspect item(s) in hold status until final disposition instructions arrive from DLA-TS.
- e. File ALFOODACT messages in a separate file for a minimum of 1 year or until final disposition, whichever is later.

#### **5-78. Mobilization considerations for Subsistence Supply Management Office operations**

The SSM should include the following factors in developing a mobilization plan:

- a. Mobilizing units may arrive in large numbers in short time frames. The installation may have only a short lead time to prepare for mobilization influx. Plan in terms of days and weeks instead of months.
- b. The SSM must be prepared to calculate installation mobilization requirements without normal advance notification. Estimate initial supported ration strength to be 90 percent of population load forecast.
- c. Installation support to mobilized units should be provided with available assets or from previously identified sources.
- d. The SSMO may be required to issue rations using both the AFFS and the ARCS. Mobilization menus may be developed locally and may be austere.
- e. Additional qualified personnel should not be immediately available.
- f. Transportation should be available to deliver to DFACs or for units to pick up at the SSMO.
- g. Current DOD contracts for supplies and services should contain provisions for expansion to meet requirements. PVs should be able to handle increased requirements for subsistence and delivery days.
- h. Funds for reasonable expenses should be made available. Overtime usage should be authorized for mission accomplishment.

- i.* Installations should be authorized to expand use of local purchase procedures to obtain subsistence not readily available through normal supply channels.
- j.* When required, the Defense Commissary Agency should provide guidance on command control and turnover of commissary resale stocks.
- k.* Current refrigerated storage space may be inadequate. Purchase or leasing of prefabricated equipment may be required.
- l.* Installation and local ice capability may be inadequate.
- m.* On-hand MHE may be inadequate to handle increased requirements.
- n.* Increased quantities of expendable supplies should be required.

#### **5–79. Mobilization checklist**

- a.* Have you estimated the number of SSMO accounts that may be supported under mobilization and the incremental increase rate to be expected?
- b.* Have you estimated the approximate total headcount the SSMO should support under mobilization? Are current facilities adequate to serve the increased population?
- c.* Have subsistence requirements for your mobilization population been computed? If so, on what data were the computations based and are they current?
- d.* Under emergency conditions, could the present SSMO staff support your mobilization populations? If not, are additional personnel requirements identified?
- e.* From what sources should you obtain subsistence in the initial period of mobilization (before normal supply sources are able to fill the pipeline)?
- f.* Do you have sufficient permanent or semi-permanent dry storage areas? If not, are vacant buildings available and designated as SSMO mobilization storage areas?
- g.* Should you have to revert to outside storage of semi-perishables? If so, are tarps available? Rough terrain forklifts?
- h.* Should you have sufficient cold storage (chill and freeze) to support your mobilization population? If not, how much additional space do you estimate should be required?
- i.* If you should not have sufficient cold storage, what alternative facilities have you investigated, such as commercial cold-storage facilities, commercial subsistence transportation companies, and lease or purchase of equipment?
- j.* If you do not have sufficient cold-storage space and if rental or lease facilities are not available, what is the estimated cost of purchasing the bare minimum refrigerated storage equipment?
- k.* Does the SSMO currently have sufficient MHE or is it immediately available to support the mobilization population? If not, have other sources been investigated?
- l.* Under mobilization, do you have a requirement for ice within the SSMO? If so, approximately how much per day? Should you supply DFACs (garrison or site facilities) with ice?
- m.* Have you computed your mobilization peak period, daily ice requirement? Can you support that requirement with present installation ice making equipment? If not, has it been determined that commercial sources can and should support both quality and quantity requirements?
- n.* According to your contingency plans, who is responsible for transporting subsistence from the SSMO to supported units?
- o.* Have you determined your mobilization requirement for expendable items (such as paper and plastic bags, ice tongs) according to CTA 50–970? If so, are those items available at the installation in the required quantities? If not, do you have plans for acquiring them under mobilization conditions?

#### **5–80. Guide for Subsistence Supply Management Office review**

This review guide is to assist commanders, DOLs, SSMs, investigating officers, boards of officers, management survey personnel, and internal review personnel in the performance of their duties.

- a.* Reporting.
  - (1) Has the SSM been appointed in writing as the accountable sales officer?
  - (2) Are SSM and SSMO personnel provided orientation and training?
  - (3) Are SSM or SSMO personnel appointed to duties involving potential conflicts of interest?
  - (4) Are accounts accurately maintained on a monetary basis?
  - (5) Are accounts maintained on an accounting month basis?
  - (6) Is the account maintained on DA Form 3295?
  - (7) Are entries to DA Form 3295 in permanent media and corrections properly annotated?
  - (8) Are vouchers posted to the account within 2 workdays of the transaction? Are voucher numbers properly assigned?

- (9) Compare opening inventory for each accounting period against closing inventory of previous period. Is the value of opening inventory always the value of the previous month closing inventory?
  - (10) Have all price changes been entered on DD Form 708 and posted as voucher number 2?
  - (11) Are corrected vouchers properly done?
  - (12) Is DD Form 200 prepared if correcting entries result in net loss exceeding authorized tolerances?
  - (13) Are management or internal reviews requested when gains exceed 0.5 percent?
  - (14) Does DA Form 4170 show the value of issues, sales, and transfers since the last accountability inventory?
  - (15) Is a DD Form 200 initiated within 5 calendar days when unidentified losses exceed authorized tolerance?
  - (16) Is separate VRGC kept for each branch SSMO?
  - (17) Are gains or authorized loss tolerances computed separately for parent activity and branch?
  - (18) Is subsistence properly documented when transported from warehouse to branch SSMO?
  - (19) Is the proper closing procedure used on the VRGC?
- b. Receipt controls.*
- (1) Are authorized stock levels maintained?
  - (2) Are items other than those listed in C8900–SL being locally purchased without prior approval?
  - (3) Are carbon dioxide and dispensing rental fees billed separately from milk and beverages?
  - (4) Are warehouse personnel trained for receiving and in-checking?
  - (5) Are receiving dates annotated on cases received or a color code system used?
  - (6) Are receipt documents from branches handled in the most expeditious manner?
  - (7) Is DA Form 272 kept at each receiving point? Is DA Form 272 verified weekly and filed monthly?
  - (8) Are receipts properly processed through electronic systems?
  - (9) Are discrepancies noted and reported?
- c. Stock control.*
- (1) Is the 5-mil rule used to establish prices for local purchases?
  - (2) Is the invoice price used to establish standard price for local purchase items? Check local price list against last lot received prior to cutoff period?
  - (3) Are physical counts conducted of stocks affected by price inventories? Are inventory counts against DD Form 708 entries spot checked?
  - (4) Is subsistence marked to ensure that oldest items are identified to be issued first?
  - (5) Are SOPs available and current?
  - (6) Are visitors and persons not assigned to storage restricted and kept under observation?
  - (7) Are locations indicated on a storage planograph?
  - (8) Are scales tested monthly and calibrated to meet State and local requirements?
  - (9) Has the SSM coordinated an inspection schedule with supporting VSP?
  - (10) Are preventive measures enforced to preclude pilferage? Does the storage SOP include measures specified in AR 190–51?
  - (11) Has the SSM established an effective key control system?
  - (12) Does the storage SOP include required physical security procedures as specified in AR 190–51?
- d. Inventory accountability.*
- (1) Has an annual accountability been conducted and posted to the VRGC?
  - (2) Have the inventory officer's inventory and the SSMO copy been reconciled and were two separate counts made?
  - (3) Have both the inventory officer and SSM signed and dated the inventory statements?
  - (4) Is the price change inventory conducted after all issues have been made through the last day of the accounting period?
  - (5) Has a transfer of accountability inventory been conducted (if required).
  - (6) Are inventory SOPs prepared and current?
- e. Issue control.*
- (1) Is a schedule of subsistence issues prepared by the SSM?
  - (2) Are issue documents prepared by the to show the NSN, item description, unit of issue, and standard price (for other than PV deliveries)?
  - (3) Has the SSM spot-checked the value of extended issue slips against postings to the DA Form 4538. Are postings correct?
  - (4) Are extended and totaled documents provided all customers within 3 workdays after issue?
  - (5) Are transfers between DFACs properly documented?
  - (6) Are DVD items properly received and posted?
  - (7) Are forced issues charged as losses to the subsistence appropriation?

- (8) Are mandatory issues made as often as necessary to preclude forced issues?
- (9) Does the SSM report out-of-balance accounts to the FPM 7 days after the end of the accounting period?
- f. Operational rations. Are issues and turn-ins of operational rations recorded on DA Form 5298?
- g. Salvage control.
  - (1) Are items unfit for human consumption destroyed properly?
  - (2) Are salvage items marked and segregated in a secure area and stored properly?
  - (3) Are salvage documents signed by VSP and a disinterested person?

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

**AR 25–400–2**

The Army Records Information Management System (ARIMS) (Cited in para 1–5*a*.)

**AR 30–22**

Army Food Program (Cited in para 2–1.)

**AR 40–25**

Nutrition and Menu Standards for Human Performance Optimization (Cited in para 3–9*b*(6).)

**AR 40–657**

Veterinary/Medical Food Safety, Quality Assurance, and Laboratory Service (Cited in para 3–8*b*(2)(*c*).)

**AR 190–51**

Security of Unclassified Army Property (Sensitive and Non-sensitive)(Cited in para 5–80*c*(10).)

**AR 420–41**

Acquisition and Sales of Utilities Services (Cited in para 3–67*d*.)

**AR 725–50**

Requisitioning, Receipt, and Issue System (Cited in para 3–66*d*(2).)

**AR 735–5**

Property Accountability Policies (Cited in para 3–12*a*.)

**TB MED 530**

Tri-Service Food Code (Cited in para 2–7.)

#### **Section II**

##### **Related Publications**

A related publication is a source of additional information. The user does not have to read a related publication to understand this publication.

**AFARS 45.503**

Government Property (Available at <http://farsite.hill.af.mil/archive/afars/96–4/afar45.htm>.)

**AR 5–9**

Installation Agreements

**AR 15–6**

Procedures for Administrative Investigations and Boards of Officers

**AR 25–30**

Army Publishing Program

**AR 40–3**

Medical, Dental, and Veterinary Care

**AR 40–5**

Preventive Medicine

**AR 40–656**

Veterinary Surveillance Inspection of Subsistence

**AR 145–1**

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

**AR 190–8**

Enemy Prisoners of War, Retained Personnel, Civilian Internees and Other Detainees

**AR 190–13**

The Army Physical Security Program

**AR 190–16**

Physical Security

**AR 210–14**

Installation Status Report Program

**AR 210–35**

Civilian Inmate Labor Program

**AR 215–1**

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

**AR 220–45**

Duty Rosters

**AR 350–1**

Army Training and Leader Development

**AR 385–10**

The Army Safety Program

**AR 420–1**

Army Facilities Management

**AR 600–8–22**

Military Awards

**AR 600–38**

The Meal Entitlement Management System

**AR 601–210**

Regular Army and Reserve Components Enlistment Program

**AR 700–137**

Logistics Civil Augmentation Program

**AR 710–2**

Supply Policy Below the National Level

**AR 715–9**

Operational Contract Support Planning and Management

**ATP 4–41**

Army Field Feeding and Class I Operations

**ATP 4–44**

Water Support Operations

**Buyer's Guide**

Available at <http://www.quartermaster.army.mil>

**C8900–SL**

Federal Supply Catalog: Stock List, FSC Group 89, Subsistence (Available at [http://www.apd.army.mil/productmaps/pub-form/activesearchfull\\_details.aspx?id=0902c851800222a7](http://www.apd.army.mil/productmaps/pub-form/activesearchfull_details.aspx?id=0902c851800222a7).)

**CTA 50–909**

Field and Garrison Furnishings and Equipment

**CTA 50–970**

Expendable/Durable Items (Except: Medical, Class V, Repair Parts and Heraldic Items)

**DA Pam 672–20**

Incentive Awards Handbook

**DA Pam 710–2–1**

Using Unit Supply System (Manual Procedures)

**DA Pam 750–8**

The Army Maintenance Management System (TAMMS) User’s Manual

**DFAS–IN 37–1**

Finance and Accounting Policy Implementation (Available at [www.asafm.army.mil](http://www.asafm.army.mil).)

**DFAS–IN 37–100**

Account Code Structure (Available at <http://www.asafm.army.mil>.)

**DOD 7000.14–R, Volume 5**

Department of Defense Financial Management Regulation: Volume 7A: Military Pay Policy—Active Duty and Reserve Pay (Available at <http://comptroller.defense.gov>.)

**DODD 3235.02E**

DOD Combat Feeding Research and Engineering Program, DOD Combat Feeding Research and Engineering Board, and DOD Nutrition Committee (Available at <http://www.dtic.mil/whs/directives/>.)

**DODD 5500.7–R**

Joint Ethics Regulation (Available at <http://www.dtic.mil>.)

**DODI 1338.10**

Department of Defense Food Service Program (Available at <http://www.dtic.mil>.)

**DODM 1338.10**

DOD Food Service Program (DFSP) (Available at <http://www.dtic.mil>.)

**Federal Acquisition Regulation 45.102**

Government Property, General, Policy (Available at <https://www.acquisition.gov>.)

**JTR, Volume 1**

Joint Travel Regulation (Available at <http://www.defensetravel.dod.mil/>.)

**MIL–STD–3006C**

Sanitation Requirements for Food Establishments (Available at <http://quicksearch.dla.mil>.)

**NGR 415–10**

Army National Guard Facilities Construction (Available at <http://www.ngbpdc.ngb.army.mil/>.)

**North American Meat Institute**

The Meat Buyer’s Guide (Available at <http://www.meatbuyersguide.com>.)

**Public Law 101–535**

Nutrition Labeling and Education Act of 1990 (Available at <https://www.congress.gov/>.)

**TB 43–0002–22**

Maintenance Expenditure Limits for FSC Group 73, (FSC Classes 7310, 7320, 7330, and 7360)

**TB 43–0002–33**

Maintenance Expenditure Limits for FSC Group 41, (FSC Classes 4110, 4120, And 4140)

**TM 4–41.11**

Dining Facility Operations

**TM 4–41.12**

Food Program Operations

**TM 10–412**

Index of Recipes: Armed Forces Recipe Service

**U.S. Army Public Health Command**

Worldwide Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement (Available at <https://phc.amedd.army.mil>.)

**U.S. Department of Agriculture**

Let’s Glean!: United We Serve Toolkit (Available at [www.usda.gov](http://www.usda.gov).)

## **41 USC 351**

The Service Contract Act of 1965, as Amended (Available at <https://www.dol.gov>.)

### **Section III**

#### **Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) website: <http://armypubs.army.mil> and DD forms are available on the Executive Services Directorate (ESD) website: <http://www.esd.whs.mil/Directives/forms/>.

#### **DA Form 2970**

Headcount Report (Prescribed in para 3–40*b*.)

#### **DA Form 3032**

Signature Headcount Sheet (Prescribed in para 1–5*d*.)

#### **DA Form 3034**

Production Schedule (Prescribed in para 3–24.)

#### **DA Form 3034–2**

Disposition of Subsistence (Prescribed in para C–5*a*.)

#### **DA Form 3234**

Inventory Record (Prescribed in para 3–21*c*.)

#### **DA Form 3234–1**

Monthly Inventory Recap Sheet for DA Form 3234 (Prescribed in para 3–21*c*.)

#### **DA Form 3294**

Ration Request/Issue/Turn-In Slip (Prescribed in para J–2*a*(5).)

#### **DA Form 3295**

Voucher Register and General Control (Prescribed in para 4–3*d*(5).)

#### **DA Form 3295–1**

Adjustment Voucher (Prescribed in para 5–9*b*(1).)

#### **DA Form 3546**

Control Record for Dining Facility—DD Form 1544 (Prescribed in para 3–28*f*.)

#### **DA Form 3988**

Equipment Replacement Record (Prescribed in para 3–66*a*(3).)

#### **DA Form 4170**

Statement of Gains and Losses (Prescribed in para 5–7*a*(4).)

#### **DA Form 4538**

Abstract of Issues/Sales (Prescribed in para 4–39*a*.)

#### **DA Form 4552**

Kitchen Requisition (Prescribed in para 3–25*a*.)

#### **DA Form 4945**

Dining Facility Modernization Plan Development (Prescribed in para 3–7*a*(2).)

#### **DA Form 5297**

Abstract of Vendor Deliveries (Prescribed in para 5–47*c*(4)(*c*).)

#### **DA Form 5298**

Operational Rations Accountability (Prescribed in para 5–62*a*.)

#### **DA Form 5415**

Garrison Category Competition Checklist (Prescribed in para 3–69*b*(6).)

#### **DA Form 5416**

Field Category Competition Checklist (Prescribed in para 3–69*b*(6).)

**DA Form 5913**

Strength and Feeder Report (Prescribed in para 3–40*b*.)

**DA Form 5914**

Ration Control Sheet (Prescribed in para 3–40*d*.)

**DA Form 7169**

Troop Issue Subsistence Management Report (Prescribed in para 5–3*a*.)

**DA Form 7454**

Monthly Earnings and Expenditures Record (Prescribed in para 3–45*a*.)

**DA Form 7455**

Financial Summary (Prescribed in para 3–46*a*.)

**DA Form 7456**

Evaluation Form (Prescribed in para 3–13*a*(2)(*e*).)

**DA Form 7457**

Request to Stock New Line Items (Prescribed in para 3–13*a*(2)(*g*).)

**DA Form 7589**

Subsistence Vendor Contract Discrepancy Report (Prescribed in para 3–63*a*.)

**DA Form 7590**

Operational Ration Quality Feedback (Prescribed in para 3–63*b*.)

**DA Form 7800**

Risk Management Data Log-Cooking-Holding-Cooling-Heating (Prescribed in para 3–8*b*(1)(*a*).)

**DD Form 708**

Inventory Adjustment Monetary Account (Prescribed in para 5–14*c*(2).)

**DD Form 1544**

Cash Meal Payment Book (Prescribed in para 3–28) (Available through normal supply channels.)

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the APD website: <http://armypubs.army.mil>. DD forms are available on the Executive Services Directorate (ESD) website: <http://www.esd.whs.mil/Directives/forms/>. SFs are available on the U.S. General Services Administration (GSA) website: <http://www.gsa.gov/portal/forms/type/SF>.

**DA Form 272**

Register of Vouchers to a Stock Record Account

**DA Form 410**

Receipt for Accountable Form

**DA Form 1379**

U.S. Army Reserve Components Unit Record of Reserve Training

**DA Form 1687**

Notice of Delegation of Authority—Receipt for Supplies

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2405**

Maintenance Request Register

**DA Form 2765–1**

Request for Issue or Turn-In

**DA Form 3161**

Request for Issue or Turn-In

**DA Form 3953**

Purchase Request and Commitment

**DA Form 4187**

Personnel Action

**DA Form 7531**

Checklist and Tracking Document for Financial Liability Investigations of Property Loss

**DA Form 7538**

Subsistence Serviceability Certificate

**DD Form 2S(RES)**

Armed Forces of the United States Geneva Convention Identification Card (Reserve) (Green) (Available through normal supply channels.)

**DD Form 200**

Financial Liability Investigation of Property Loss

**DD Form 250**

Material Inspection and Receiving Report

**DD Form 362**

Statement of Charges/Cash Collection Voucher

**DD Form 1131**

Cash Collection Voucher

**DD Form 1149**

Requisition and Invoice/Shipping Document

**DD Form 1155**

Order for Supplies or Services

**DD Form 1348**

DOD Single Line Item Requisition System Document (Manual)

**DD Form 1348-1A**

Issue Release/Receipt Document

**DD Form 2973**

Food Operation Inspection Report

**SF 44**

U.S. Government Purchase Order—Invoice—Voucher (Available through normal supply channels)

**SF 364**

Report of Discrepancy (ROD)

## Appendix B

### Instructions for the Food Service Management Plan

#### B-1. Contact for planning administration and schedule

a. The FSMP should be administered by the Director, JCCoE, ACES OD, 1831 Adams Avenue, Fort Lee, VA 23801-1601 for HQDA.

b. All IMCOM and ASC region directors should submit an FSMP for each of their installations annually. The cutoff date of the form is the last day in the fiscal submission year (30 September) with a suspense to JCCoE, ACES OD, of 30 October. For example: a cutoff of 30 September 2004 (report years of FY 2003 and 2004 because of suspense to ACES OD by 30 October 2004. This guidance does not apply to ARNG, USAR, or Army hospitals.

c. Prepare the FSMP as shown at figure B-1.

DINING FACILITY MODERNIZATION PLAN DEVELOPMENT													Page No.	No. of Pages	REPORTS CONTROL	
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.													1	2	SYMBOL CSGLD-1881	
COMMAND 407 AFSB			INSTALLATION LRC SOMEWHERE				SUBPOST CAMP SOMEWHERE						DATE (YYYYMMDD) As indicated			
DINING FACILITIES										BARRACKS SUPPORTED						
Building No.	Curr Act	To be convt	Type	Square Feet	Serving Capacity	(g) Part Modernization		(h) Full Modernization FY & Project No.	(i) Conversion FY & Project No.	Building No.	Maximum Capacity	Percent Served	No. Served	(n) Modernized FY & Project No.		
						F Y 16 M C A	F Y 17 M C A							F U T	F U T	
(a)	(b)	(c)	(d)	(e)	(f)					(j)	(k)	(l)	(m)			
1291	X		DD	11,523	800					371	192					
										571	215					
										573	199					
										574	196					
										1201	62					
										1132	67					
										1133	67					
										12001	311					
										12002	335					
										1290	192					
										1292	189					
										1294	228					
										2014	50					
										2015	102					
										2017	117					
										363	19					
										TOTAL	2,541	70%	1,779			
2097			DD	34,600	1300	T	E	M	P	C	L	O	S	E	D	
6321			DD	30,219	1300	X									X	
6072			DD	30,219	1300	X									X	
4	1					1	1			16				1	1	

DA FORM 4945, JUL 2002 DA FORM 4945-R, APRIL 1984, IS OBSOLETE. APD LC v1.00

#### Legend

PAGE NO. Starting with page 1, number each page used to list all the DFACs and extended delivery options on the installation.

NO. OF PAGES. The total number of pages used to list all the DFACs on the installation.

REPORTS CONTROL SYMBOL CSGLD-1881. Already completed.

COMMAND. Enter the applicable ASC or IMCOM Region.

INSTALLATION. Enter the name of the installation to which the listed DFACs actually belong.

SUBPOST. If applicable, enter the name of the camp, post, or station where the DFACs are actually located (for example, Yakima Training Center is a sub-post of Fort Lewis, Washington).

DATE. Enter the date the form was prepared.

Column (a). Enter all active and inactive DFACs 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. Enter an X if the DFAC is currently active.

b. Enter a C (converted) if the DFAC has been or is planned to be stripped of all installed and mobile FSE and utility hookups, and should be used for an alternate purpose and no longer available to subsist troops.

- c. Enter a D (diverted) if the DFAC 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 be reverted to a dining area for the purpose of subsisting Soldiers.
- Column (c). Enter an X if the DFAC is to be converted in the future.
- Column (d). Enter the applicable type of DFAC; for example, type 64, type 106, type 121, nonstandard (NS), or definitive design (DD).
- Column (e). Enter the square footage of the entire DFAC (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 DFAC designs prior to making the entry in this column.
- Column (f). Enter the serving capacity of the DFAC based on a 90-minute serving and eating time.
- a. Type 64 DFAC designed serving capacity as built was 300 prior to modernization; after modernization it is 245.
- b. Type 106 DFAC designed feeding capacity as built was 1,000 prior to modernization; after modernization it is 800.
- c. Type 121 DFAC designed serving capacity as built was 400 prior to modernization; after modernization it is 300.
- \*\*\*\*End of Legend\*\*\*\*

**Figure B-1. Sample DA Form 4945**

d. Serving capacities of existing nonstandard DFACs should be determined by the FPM and installation master planner in accordance with AR 420-1. For planning purposes, the following standard serving line types, rates, and seating capacities should be used as a guide when determining serving capacities for new and existing DFACs. See table B-1.

**Table B-1  
Serving capacities**

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	10.5 patrons per minute

The A line is 8 patrons per minute plus short order is 2.5 patron per minute, which equals 10.5 patrons per minute

e. New facilities constructed with modern standard design (minimum and maximum capacity range), for example: 500, 800, and 1,300 should be reported using the maximum figure.

(1) Column (g). Enter in the column line the part modernization project number and FY of projects authorized under HQDA MCA Barracks Modernization Programs. This would include such projects as painting, upgrading of utilities, and installation of air conditioning.

(2) Column (h). Enter in the column year and project line number for projects authorized full modernization FY and project number (installing new mobile kitchen equipment, decor, and state-of-the-art), and the year for those to be programmed in the intermediate 2-year program. For any unknown yearlong range program, write in under FY "FUT" (for future). If used for mobilization, ARNG or USAR, or any other reason, enter on the line directly across from DFAC building number (reserves, mobilization, diverted to library, inactive, and so on).

(3) Conversion FY and project number.

(4) Column (i). Enter the year and line item number for authorized conversion projects and the year for those to be programmed in the future.

(5) Column (j). Enter the barrack building numbers that are served by the DFAC in column a.

(6) Maximum capacity.

(7) Column (k). Enter the barracks design capacity using data provided by the installation master planner.

(8) Percent served.

(9) Column (l). Enter the percentage of BEQ strengths for mission or operation funding requirements based on the following information:

(10) Types of mission or operation:

(a) Basic Training and Recruit Training, 95 percent.

(b) Mobilization and AT, 95 percent.

(c) AIT, 90 percent.

(d) Service Schools and Recruit Reception Stations, 85 percent.

(e) Permanent Party in Remote Locations, 90 percent.

(f) Permanent Party Garrison (including TOE and table of distribution and allowances units), 50 percent Support Units, Construction Battalions, Weapons Plants.

(g) Personnel Transfer and Overseas Processing Centers, 50 percent.

(h) Confinement, 110 percent.

(11) Column (m). Enter the number of barrack spaces that should be served by the DFACs reflected in column a. Example: maximum capacity (col k) X percent served (col l) = number served;  $242 \times 0.85 = 205.70$  or 206. 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.

(12) 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 for modernization is unknown enter “FUT”). The barracks and supporting DFACs should be modernized at the same time; however, only permanent-type buildings should be modernized.

*Note.* At the bottom of the form, enter the total number of facilities listed in columns (a), (b), (c), (g), (h), (i), (j), and (n). The totals of each column do not necessarily have to match. Total consecutively numbered pages to reflect the totals of preceding pages. For example, page 1 of 2 has four facilities listed in column (a) while page 2 of 2 has five facilities listed. The total in column (a), page 2 of 2 would be nine facilities.

## **B–2. Plan purpose**

The purpose of the FSMP is to provide information and guidance for the formulation and implementation of installation enlisted personnel DFAC—

- a. Construction.
- b. Modernization.
- c. Improvement planning.
- d. Full mobilization planning.

## **B–3. Scope**

- a. All DFACs must be listed, including the following:
  - (1) Temporary buildings that are used by USAR and ARNG units and for mobilization.
  - (2) Those facilities that were constructed or modernized wholly or partially with host nation funds.
- b. To maintain an accurate FSMP on each installation, the FPM and master planner should establish and maintain close continued coordination.
- c. Direct requests for assistance to JCCoE.

## **B–4. Preparation**

- a. Review and revise the FSMP whenever there is a change in the Army stationing and installation plan. Review and revise the FSMP also when there is a change in the annual MCA programs because of actions by the ASC, HQDA, or Congress.
- b. The FPM should prepare the FSMP and supporting documents and coordinate with the installation master planner’s office.

## **B–5. Food Service Management Plan 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.
  - (3) Any correspondence regarding the FSMP.
- b. The following should be indicated on the blueprints of the installation general site plans by color code and building numbers:
  - (1) Heavy black outline. All existing permanent and semi-permanent appropriated fund EPDFs and other facilities (for example, SSMO and supporting storage facilities) supporting the appropriated fund food program.
  - (2) Blue outline. All existing temporary appropriated fund EPDFs and other facilities (for example the SSMO and storage facilities) supporting the food program.
  - (3) Red outline within black or blue outline. All existing permanent, semi-permanent, and temporary EPDFs and supporting facilities to be retained as a permanent part of the FSMP.
  - (4) Yellow within black or blue outline. All existing permanent, semi-permanent, or temporary appropriated fund EPDFs and supporting facilities not be retained as a permanent part of the installation FSMP and to be converted to other uses.
  - (5) Green within black outline. All new appropriated fund EPDFs, including cold storage facilities proposed in the short-range and intermediate-range MCA programs identified by proposed FY and project number.
  - (6) Solid black. All existing BEQ supported by existing EPDFs and all new BEQ projects proposed in the short-range and intermediate-range MCA programs identified by FY and project number.
  - (7) Purple within black outline. All DFAC modernization or construction using host nation funds.

c. Retain all types of correspondence (such as written MFRs, notes, maps, overlays, or electrical communication, including phone conversation and messages) for reference in the plan folder. Prepare site plans, DA Form 4945, and all correspondence relevant to the FSMP in duplicate, one set for the files and one set to be forwarded with the FSMP in accordance with instructions in paragraph B-1.

## Appendix C

### Review Procedures for Dining Facility Operations

#### C-1. General conduct of operational reviews

*a.* This appendix is a guide for DFAC reviews for requisitioning, receiving, using, and physically securing subsistence and the physical protection of buildings. It should provide the commander a reasonable assurance that existing guidance (policy and procedures as stated in regulatory guidance) is implemented. The reviews should apply to all, except contract operated RA DFACs.

*b.* The next higher headquarters should appoint food service advisory support personnel to conduct reviews. When the reviews are completed, a memorandum with any forms or work sheets used should be completed. The memorandum should be signed (with rank) and dated by the person conducting the review. Send the memorandum through command channels to the responsible commander, and furnish a copy to the DFAC culinary management NCO or manager. The culinary management NCO or manager should keep the review memorandum on file in the DFAC.

*c.* The frequency of reviews is shown below:

- (1) Conduct the high-dollar, subsistence-item review monthly.
- (2) Conduct the requisitioning and receiving reviews semiannually.
- (3) Conduct the physical security review semiannually.

*d.* Conduct the reviews using the procedures below.

#### C-2. Requisition procedures

The appointed person reviews requisitioning procedures used in the DFAC. The review determines if the subsistence requirements, as requested, had the following considerations addressed:

*a.* Are requests for subsistence supplies determined or guided by a DFAC menu?

*b.* Does the DFAC menu meet the menu standards outlined in this pamphlet?

*c.* How many days in advance of consumption is the menu developed?

*d.* Is the inventory on-hand considered when developing the SPV requisition?

*e.* Are subsistence requests submitted on schedule and in the prescribed format?

*f.* Are completed subsistence transfers from units in the field considered when requisitioning documents are completed?

*g.* Are factors such as the time of month (payday), day of the month, holidays, and field training considered when subsistence is ordered?

*h.* Does the estimated headcount on the production schedule compare (within 5 percent) of the actual headcount recorded?

#### C-3. Review of receiving procedures

The appointed person should review the receiving practices used in the DFAC. The review should be conducted during an actual receiving operation to address the following questions:

*a.* Are scales available, in satisfactory operating condition, and being used?

*b.* Are subsistence items inspected for proper quality and quantity?

*c.* Is the issue document quantity being compared to the actual issue quantities for accuracy?

*d.* Are receipt discrepancies correctly recorded on the issue document?

*e.* Are receipt documents signed properly by authorized personnel?

*f.* Does a member of the facility management staff routinely oversee the receiving process?

*g.* Are the use-by codes being checked for accuracy?

#### C-4. Reviewing physical security procedures

The appointed person should conduct the security review to ensure that—

*a.* The semi-perishable subsistence storage areas in the DFAC (or belonging to the DFAC) are secure and supplies are stored in a proper environment, to include operational ration storage.

*b.* The perishable storage areas are secure and maintained at prescribed temperatures. (A locally developed temperature chart should be posted and maintained.)

*c.* The storage areas, semi-perishable and perishable, are under supervision of food service personnel when opened for use.

*d.* Padlocks (key type) are used to secure subsistence supplies and storage facilities in accordance with AR 190-51.

*e.* Personnel are not allowed to bring personal packages and carrying devices into storage areas.

*f.* Access to storage areas is limited to individuals who need access to perform their assigned mission.

- g.* Personal storage lockers are located in a designated area away from loose or broken containers of food.
- h.* FSE, dining area equipment or furniture, and administrative equipment or furniture are properly marked, secured, and accounted for in accordance with AR 190–51.
- i.* The DFAC entrance and exit doorways and windows are properly secured to restrict entrance during non-serving times and when the facility is closed.

**C–5. Subsistence reviews**

*a.* All full-time DFACs operating under ARCS should conduct a monthly high-dollar, subsistence-item review. Automated facilities should follow the procedures in the approved automated system. Non-automated DFACs should follow the procedures below. Appoint a person to conduct the review on a monthly basis by using DA Form 3034–2 (Disposition of Subsistence). High-dollar or selected subsistence items may be reviewed daily or weekly if required by local policy. Instructions for completing DA Form 3034–2 are listed in figure C–1.

**DISPOSITION OF SUBSISTENCE**

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

DINING FACILITY A CO, 235TH BN, 67TH QM BDE, FT. SMITH, VA						PERIOD OF Date range Mon Year					
ITEM DICED PORK			ITEM SOLE FILLETS			ITEM COFFEE			ITEM KRISPY KRITTER DONUTS		
UNIT OF ISSUE LB			UNIT OF ISSUE LB			UNIT OF ISSUE LB			UNIT OF ISSUE BX		
DATE	RECEIPTS QUANTITY	PREPARED QUANTITY	DATE	RECEIPTS QUANTITY	PREPARED QUANTITY	DATE	RECEIPTS QUANTITY	PREPARED QUANTITY	DATE	RECEIPTS QUANTITY	PREPARED QUANTITY
1	20		1			1	20	3	1		
2		28	2		8	2		5	2	5	3
3			3	30		3		2	3		1
4	40		4			4		3	4		1
5			5			5		3	5	10	2
6			6	20		6		3	6		2
7		25	7			7	20	8	7		
8			8		23	8		4	8		4
9			9			9			9		
10			10			10			10		
11			11			11	20	3	11	5	2
12			12			12		3	12		2
13	40		13	40		13		3	13	4	2
14			14			14		3	14		2
15			15		15	15		3	15		
16			16			16			16		
17			17			17			17		
18			18			18	20	3	18		
19			19			19		3	19		
20			20			20	20	3	20	8	2
21			21			21		5	21		2
22			22			22		6	22		2
23		35	23			23		4	23		2
24			24			24		4	24		
25			25			25	20	4	25	4	1
26			26			26		3	26		2
27			27	20	12	27		3	27		1
28			28			28	20	3	28		1
29			29			29			29		
30			30			30			30		
31			31			31			31		
<b>TOTALS</b>	100	88		110	58		140	87		36	34
Beg Inv		10	Beg Inv		5	Beg Inv		10	Beg Inv		2
Receipts	+	100	Receipts	+	110	Receipts	+	140	Receipts	+	36
Subtotal		110	Subtotal		115	Subtotal		150	Subtotal		38
Closing Inv	-	22	Closing Inv	-	67	Closing Inv	-	55	Closing Inv	-	3
Total Avail		88	Total Avail		48	Total Avail		95	Total Avail		35
Qty Prep		88	Qty Prep		58	Qty Prep		87	Qty Prep		34
Unaccounted (+ or -)		0	Unaccounted (+ or -)		10	Unaccounted (+ or -)		-8	Unaccounted (+ or -)		-1

DA FORM 3034-2, JUL 2002

DA FORM 3034-2-R, AUG 1984, IS OBSOLETE.

APD LC v1.01

Legend

Completion instructions follow:

Disposition of subsistence or accountability checks of high-cost items can be made daily, weekly, or monthly. Detailed procedures for subsistence reviews are in appendix C.

DINING FACILITY. Enter the official unit designation of the unit operating the DFAC.

PERIOD OF. Enter the inclusive dates of when the check is being made.

ITEM. Enter the description of the item as reflected on the issue document.

UNIT OF ISSUE. Enter the unit of issue as reflected on the issue document, such as pounds, bx, or bg.

RECEIPTS QUANTITY. Enter on the appropriate line the quantity of an item received on that date as listed on the issue or receiving document.

PREPARED QUANTITY. Enter on the appropriate line the quantity of an item prepared as reflected on the DA Form 4552.

TOTALS. Enter the totals by adding up the quantities listed on each line under the Receipts Quantity and Prepared Quantity columns, respectively.

BEG INV (beginning inventory). Enter the quantity of the item shown on the ending inventory from the previous month's DA Form 3234.

RECEIPTS. Enter the total from the Receipts Quantity column.

SUBTOTAL. Add Beg Inv and the Receipts entries and place the total here.

CLOSING INV (closing inventory). Enter the quantity of the item shown on the current month's ending inventory from DA Form 3234 or automated system inventory printout.

TOTAL AVAIL (total available). Subtract the Closing Inv figure from the Subtotal figure, and enter the result here.

QTY PREP (quantity prepared). Enter the total from the Prepared Quantity column.

UNACCOUNTED (+ or -). Enter the (+) or (-) quantity here by subtracting the Total Avail figure from the Qty Prep figure. If the Qty Prep is greater than the Total Avail, an overage exists. If the Qty Prep is less than the Total Avail, a shortage (-) exists. Enter the number and the appropriate sign (+) or (-). See notes 1 and 2. Coffee is given as an example. The Total Avail coffee for the accounting period was 95 pounds. Multiply 95 pounds by 5 percent (0.05) and round using the 5-mil rule. The tolerance factor for coffee rounds up to 5 pounds. This means that an entry in the Unaccounted (+ or -) line greater than 5 pounds would be considered unacceptable and be subject to the procedures for unacceptable accountability given in appendix C. As shown in the example, the coffee is out of tolerance at (-) pounds.

\*\*\*\*End of Legend\*\*\*\*

Notes.

<sup>1</sup> When using automated form filling software to calculate the overage or shortage, there should be no plus sign (+) in the event of an overage. An overage should be indicated by the lack of a minus sign (-). A minus sign (-) should indicate a shortage.

<sup>2</sup> A percent tolerance factor is used to determine if the entry is acceptable or unacceptable.

**Figure C-1. Sample DA Form 3034-2**

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b. High-dollar items are defined as meats, fish, and poultry, and can include all items listed in the FSC 8905 group. Other subsistence items may be added by the AFSB region, LRC, FPM, or local commander. A minimum of four subsistence items should be identified for review each month.

c. A tolerance factor should be used to identify acceptable or unacceptable accountability of a subsistence item. The allowable tolerance factor is 5 percent per line item. See figure C-1 for how to compute the 5 percent tolerance.

d. When unacceptable accountability is indicated on DA Form 3034-2, the following steps should be taken by the reviewing officer:

- (1) If one item is unacceptable, reevaluate the same item in the following month with three new items.
- (2) If two or more items are unacceptable during the same review period—
  - (a) Recheck computations for possible errors.
  - (b) If no computation errors are found, determine probable causes and inform the culinary management NCO or manager and commander.
  - (c) Select four new items (different) for the following review period.
- (3) When two or more subsistence items are unacceptable for two consecutive months, the review officer should—
  - (a) Follow instructions in C-5d(2).
  - (b) The appointed person should prepare an analysis to identify causes and develop a written corrective action plan for the specific purpose of obtaining acceptable accountability.
- (4) If two or more subsistence items are unacceptable for three or more months, the reviewing person should—
  - (a) Send a formal notice to the commander. The commander should take the necessary corrective actions to resolve and improve accountability.
  - (b) Select four different items and continue to monitor disposition of subsistence on DA Form 3034-2.

e. The following is a list of often-repeated errors that could adversely affect disposition of subsistence items:

- (1) Inaccurate or incomplete end-of-the-month inventory.
- (2) Not correctly entering "Quantity Returned" to stock (column 8) on DA Form 4552.
- (3) Not correctly entering additional items used for backup when more food is needed on the serving line.
- (4) Not correctly accounting for subsistence items loaned between DFACs.
- (5) Poor security of subsistence items in the DFAC.
- (6) Not properly checking the items received against the issue/receiving documents.

## Appendix D

### Standard Operating Procedures for Headcounters

#### D-1. Accounting for meals and money

The headcounter is responsible for accurately accounting for each individual admitted to the DFAC for a meal. The importance of this duty is emphasized since the headcount data total is the basis for the dollar value of earnings of the DFAC. The headcounter may be provided money to make change for cash paying diners. Any money provided must be signed for by the headcounter, and all money collected from the diners for meal payment must be safeguarded.

#### D-2. Admission to dining facility

Each individual entering the DFAC is identified to determine meal entitlement, whether authorized to eat free, or if he or she must pay cash for the meal. All diners are required to sign the appropriate form. This includes all members of the food service preparation staff and other contract personnel. All personnel entering a traditional service DFAC, while on duty, sign the appropriate form (and pay the appropriate meal rate, if required) regardless of whether a full meal or only a portion of a meal is consumed. An à la carte DFAC replaces DA Form 3032 and the DD Form 1544 with the cash register system.

#### D-3. Specific duties

The headcounter is required to check each person entering the DFAC to determine which form the diner should sign.

*a.* Individuals authorized to eat without paying should process through the headcount with their CAC and enter their Personnel Identification Number.

*b.* Individuals paying cash or with bank cards for their meals should pay either the discount meal rate or the standard meal rate. FMs of enlisted Soldiers E-1 through E-4 and nonprofit youth groups and their member advisors pay the discount meal rate. All other cash customers pay the standard meal rate. All personnel paying cash for their meals must sign the DD Form 1544.

#### D-4. Headcount forms

*a.* DA Form 3032 is the basic document to collect signatures and account for meals served to enlisted personnel authorized essential unit messaging or SIK. The individual should sign their first name, middle initial, and last name. Enter the entire the DOD ID number. For a reservist or trainee, enter the CAC number. The column heading for the DOD ID number is inverted from the rest of the column headings. This saves you from rotating the form after each diner's entry.

*b.* The culinary management NCO or manager fills out the headings on the headcount sheets and provide them to you. A separate sheets is used for each category checked on the top of the form by the culinary management NCO or manager. For those personnel in the categories not checked or written in on DA Form 3032, see the culinary management NCO or manager for instructions. Definitions of the diner categories and use of DA Form 3032 are listed below:

(1) Permanent. Permanent personnel are RA enlisted personnel who are authorized SIK and are assigned, or attached, to an organization on the installation or passing through the installation. In full-time RC DFACs operating under ARCS, permanent should reflect personnel who are members of a unit of that State's ARNG or members of a unit in that OFTS command for IDT or AT.

(2) Common service. Common service personnel are enlisted members authorized SIK serving on active duty in the USAF, USN, and USMC. Added to this category are enlisted members of the ARNG or USAR and members of junior and senior ROTC. All five branches (three active duty and two Army RC) of service personnel are entitled to eat without paying cash and should sign on DA Form 3032.

(3) Reimbursements. When this category is checked, the top of the sheet includes central billing and local reimbursement. Provide a separate sheet for each category, defined as follows:

*(a)* Central billing by Regular Army. This category includes personnel of Youth Conservation Corps and Job Corps.

*(b)* Local reimbursement. Use this category to record the number of individuals who should reimburse the DFAC through the use of a military interdepartmental purchase request or group payment procedures. Those entitled to use this type of procedure are service members of the U.S. Coast Guard, labor service, kitchen police, Military Assistance Program, and cadets of U.S. military academies. Use a separate sheet to record the name of each individual, service component, or organization.

(4) Defense Finance and Accounting Service action. Those authorized to sign this sheet are as follows:

*(a)* Regular Army and reserve component officers. These officers should present their DOD CAC that has been changed by their functions of members to reflect "FLD FAO", or a unit memorandum or letter) that identifies them as being in TFA

or FD field training or operation status (and have paid or should pay for a meal through DFAS procedures), which authorizes them to eat without paying. This generally applies to officers who return (temporarily) from the field and eat a meal in a garrison DFAC.

(b) *Senior enlisted.* Senior enlisted Soldiers who normally retain BAS but have returned from the field (temporarily) must present their DOD CAC that should be changed by their S-1 to reflect "FLD FAO" or another official unit document authorizing them to eat without paying.

(c) *Other.* Check the Other block for personnel not listed in the categories above. The culinary management NCO or manager should also write in the name of the Other block's category. If the Other block is titled "Deferred Payment," the culinary management NCO or manager should provide special instructions and may have a list naming the personnel authorized to sign this sheet. DA Form 3032 reflects cash meal payment and must be safeguarded the same as the DD Form 1544.

c. DD Form 1544 is an accountable form used to record cash payment for meals. The sheets are prenumbered and caution must be exercised to ensure they are filled out properly (see sample in SOP folder) and safeguarded. Individuals paying cash for their meals should enter their rank, signature, and meal cost in the prescribed columns. The headcounter collects the money for the meal before allowing that individual to receive meal service. When there is a question as to a person's entitlement, contact the unit's S-1 for the proper procedure. Generally, the following applies:

(1) *Officers.* Officers pay the standard meal rate unless their DOD CAC has been changed by their S-1 to reflect "FLD FAO" or are listed on a memorandum indicating they are authorized to sign DA Form 3032 and eat without paying when they are participating in field training or field operations.

(2) *Enlisted personnel.* All enlisted personnel retaining BAS pay the standard meal rate. Enlisted Soldiers drawing per diem also pay the standard meal rate unless they have their DOD CAC that has been changed by their S-1 to reflect "FLD FAO" or are listed on a memorandum indicating they are authorized to sign DA Form 3032 and eat without paying when they are participating in field training/operations.

(3) *Military dependents.* Military dependents of Soldiers in the rank of corporal or specialist and lower (E-1 through E-4) pay the discount meal rate. All other dependents pay the standard meal rate. The Soldier of all dependents pays the standard meal rate.

(4) *Federal civilian employees.* Federal civilian employees pay the standard meal rate unless they have orders or documentation stating otherwise.

(5) *Civilian and military Family members.* Civilian and military FMs consuming a meal in the DFAC enter the following abbreviations above their grade or as their grade.

(a) DFA. This abbreviation identifies all DFAC attendants.

(b) Family member. This abbreviation identifies military FMs (dependents), and should be entered above the abbreviated rank of the sponsors.

(c) MA. Military academy cadets or midshipmen.

(d) NYG. Nonprofit youth groups.

(e) CIV. This abbreviation identifies all civilian (DOD and others) diners.

(f) CM. This abbreviation identifies all DFAC contract employees.

(g) RET. This abbreviation identifies all retired military personnel.

(h) GST. This abbreviation identifies all guests and should be entered above the abbreviated rank of the sponsors.

d. At the completion of the meal, the headcounter closes out the DD Form 1544 and DA Form 3032 by following direct guidance provided by the culinary management NCO or manager.

#### **D-5. Headcounter additional duties**

The headcounter should not be assigned additional duties, such as checking attire, maintaining order, or selling newspapers. The headcounter's full attention must be devoted to accurately accomplishing the requirements in this SOP.

## **Appendix E**

### **Authorized Diner Strength Report (DA Form 2970)**

#### **E-1. Introduction**

- a.* DA Form 2970 serves as an authorized diner strength report for units in garrisons operating under ARCS.
- b.* Use DA Form 2970 (see figure E-1) to report the number of authorized personnel subsisted in RA, ARNG, and USAR DFACs operating under ARCS. The information is used to prepare budget estimates, establish funding programs, and provide data to develop troop feeding plans and participation rates.

HEADCOUNT REPORT									
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.									
1. MONTH AND YEAR As indicated.				2. UNIT A CO, 236TH BN, 45 QM BDE, FT SMITH, VA					
SECTION A - ARMY									
LINE	CATEGORY a	M E A L	DATE (YYYYMMDD) 20160301	DATE (YYYYMMDD) 20160302	DATE (YYYYMMDD) 20160303	DATE (YYYYMMDD) 20160304	TOTAL OF COLUMNS b THRU e f	TOTALS FROM LAST REPORT g	TOTAL TO DATE h
			HEADCOUNT b	HEADCOUNT c	HEADCOUNT d	HEADCOUNT e			
1	SIK (DA Form 3032)	B/BR	100	120	80	90	390		390
		L	100	100	100	95	395		395
		D/S	70	75	65	50	260		260
2	FIELD TRAINING	B	75	75	75		225		225
		L							
		D	75	75	75		225		225
3	CASH (DD Form 1544)	B/BR	20	30	20		70		70
		L	30	25	35		90		90
		D/S	10	15	5		30		30
SECTION B - COMMON SERVICE									
4	ACTIVE US AIR FORCE	B/BR	2	2	2	4	10		10
		L	2	2	2	2	8		8
		D/S	2	2	2	2	8		8
5	ACTIVE US NAVY	B/BR	1	1	1	1	4		4
		L	1	1	1	1	4		4
		D/S	1	1	1	1	4		4
6	ACTIVE US MARINES	B/BR	10	15	15	15	55		55
		L	10	15	20	15	60		60
		D/S	5	10	5	5	25		25
7	ARNG	B/BR	25	25	50	50	150		150
		L	25	25	25	25	100		100
		D/S	10	25	15	10	60		60
8	USAR	B/BR	2	2	1	1	6		6
		L	1	1	1	1	4		4
		D/S	1	1	1	1	4		4
SECTION C - REIMBURSEMENTS									
9	Central Virginia University SROTC	B/BR	5				5		5
		L	5				5		5
		D/S	5				5		5
10	Canadian Army	B/BR		5			5		5
		L		5			5		5
		D/S		5			5		5
11	USAF Reserve	B/BR			5		5		5
		L			5		5		5
		D/S			5		5		5
12		B/BR							
		L							
		D/S							
13		B/BR							
		L							
		D/S							
14		B/BR							
		L							
		D/S							
SECTION D - TOTALS									
15	TOTAL	B/BR	240	275	249	161			
16	TOTAL	L	174	174	189	139			
17	TOTAL	D/S	179	209	174	69			

DA FORM 2970, JUL 2002

REPLACES DA FORM 2970, AUG 1986, AND DA FORM 3033, AUG 1986.

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Figure E-1. Sample and instructions for preparing DA Form 2970

SECTION E - OPERATIONAL RATIOS									
LINE	CATEGORY <i>a</i>	MEAL	DATE (YYYYMMDD) 20160301	DATE (YYYYMMDD) 20160302	DATE (YYYYMMDD) 20160303	DATE (YYYYMMDD) 20160304	TOTAL OF COLUMNS <i>b</i> THRU <i>e</i>	TOTALS FROM LAST REPORT <i>g</i>	TOTAL TO DATE <i>h</i>
			HEADCOUNT <i>b</i>	HEADCOUNT <i>c</i>	HEADCOUNT <i>d</i>	HEADCOUNT <i>e</i>			
18	US ARMY	MRE							
		UGR-A							
		UGR-H&S	44				44		44
		B/L		100			100		100
19	ARNG	MRE							
		UGR-A							
		UGR-H&S							
20	USAR	MRE							
		UGR-A							
		UGR-H&S							
21	US MARINES	MRE							
		UGR-A							
		UGR-H&S							
22		MRE							
		UGR-A							
		UGR-H&S							
23		MRE							
		UGR-A							
		UGR-H&S							
24		MRE							
		UGR-A							
		UGR-H&S							
25		MRE							
		UGR-A							
		UGR-H&S							
26		MRE							
		UGR-A							
		UGR-H&S							
27		MRE							
		UGR-A							
		UGR-H&S							
28	MEALS SOLD FOR CASH	MRE							
		UGR-A							
		UGR-H&S							
3. REMARKS As applicable									
4. DATE (YYYYMMDD) YYYYMMDD					5. SIGNATURE OF FSO/COMMANDER As indicated				

### Legend

Completion instructions follow:

Use DA Form 2970 to report the number of personnel subsisted in RA, ARNG, and USAR DFACs for each meal served. Use separate DA Form 2970s for breakfast/lunch/dinner meal serving days and brunch/supper meal serving days.

Block 1 and 2

The dates are applicable to block 1 and DFAC is applicable to block 2.

Line 1, Columns Unit 1, Unit 2, Unit 3, Unit 4, Unit 5, Unit 6, and Unit 7

Enter the total number of RA enlisted personnel assigned or attached to the unit and who are authorized as SIK enlisted personnel receiving BAS, who have initiated a DA Form 4187 receive pay account collections for meals during a specific period. Participation in field training should 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 DFAC. Obtain the data from the orderly room, personal administration centers (PACs), or headquarters of supported units for specific dates being reported. If both ARNG and USAR are present, split the block for reporting purposes.

Line 2, Columns Unit 1, Unit 2, Unit 3, Unit 4, Unit 5, Unit 6, and Unit 7

Enter the total number of assigned and attached BAS personnel. Obtain the data from the orderly room, PAC, or headquarters of supported units subsisting in the DFAC.

Line 3, Columns Unit 1, Unit 2, Unit 3, Unit 4, Unit 5, Unit 6, and Unit 7

Enter the total number of 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. Do not include enlisted personnel who are not in a pay status or present for duty in these figures even though assigned or attached to the unit. Obtain the data from the orderly room, PAC, or headquarters of supported units subsisting in the DFAC.

Line 4, Columns Unit 1, Unit 2, Unit 3, Unit 4, Unit 5, Unit 6, and Unit 7

Enter the total number of civilian, allied nations personnel who are present for duty. Obtain the data from the orderly room, PAC, or headquarters of supported units form specific dates being reported.

Total Column

This column represents the total for each category of diner and grant total for all assigned or attached personnel.

General Note

Population Analysis

Format these columns to reflect percentages of categories of each diner to show the percent of personnel supporting the DFAC.

Remarks

Use this section to report required data not included elsewhere in the report. Place any pertinent data concerning population factors or corrected copy information.

Signature and Date Blocks

Type in the name, grade, and title of the commanding officer or the FSO (DA civilian or NCO of the unit when authorized by paragraph 2–10) of the unit organization, DFAC, or consolidating headquarters.

\*\*\*\*End of Legend\*\*\*\*

**Figure E–1. Sample and instructions for preparing DA Form 2970–Continued**

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## E–2. Preparing agencies

a. Each unit operating under ARCS having assigned or attached enlisted personnel authorized to be subsisted without reimbursement and BAS personnel should prepare DA Form 2970. Units having no personnel authorized to be subsisted should not submit a report.

b. Units subsisted in the DFAC of another unit at the same installation should submit the data required to complete DA Form 2970, section A, to the installation FPMO. Submit data on DA Form 2970 or in any format established by the installation. The installation FPMO should combine data received from all units with its data and input this information into the AFMIS.

c. Units receiving subsistence support on a reimbursable basis from allied nations during Joint training exercises should be required to submit the appropriate reporting document to the SSMO that provides support during garrison operations. Submit the report at the end of each month or the end of the month following the exercise. The report should contain, as a minimum, the cumulative data for all applicable lines for the reported period.

## E–3. Frequency of Submission

a. All garrison units are required to submit assigned and attached SIK and BAS strength data to the PAC where the information should be consolidated and submitted to the installation FPMO monthly.

b. The data is required by the DFAC for menu planning and participation rates.

## E–4. Preparing and submitting DA Form 2970

a. General instructions. Leave lines on DA Form 2970 having no entries. Do not annotate with a zero (0) or the word “none.” ARNG and USAR units operating a DFAC (ARCS) should complete the form in the same manner as prescribed for the RA.

b. Section A. The unit PAC should complete this section, which should reflect the cumulative total of all units having assigned or attached enlisted personnel, SIK and BAS personnel, RC personnel, others to be subsisted without reimbursement, and those being supported by an ARCS DFAC. Accurately obtain or report the data to the DFAC by the most expedient means, as determined by the senior commander. RCs may be required to complete this section in the same manner as prescribed above.

### **E-5. Routing**

- a.* RA units operating under ARCS receiving subsistence support from an Army source should submit DA Form 2970 through subsistence supply channels to the SSMO.
- b.* CONUS units should submit reports to the SSMO by no later than the 10th working day following the end of the report period. Submit copies to the appropriate headquarters designated to monitor DA Form 2970.
- c.* ARNG units should submit DA Form 2970 to the USPFO as prescribed in paragraph E-1.
- d.* USAR units should submit DA Form 2970 to MUSARC in accordance with the procedures prescribed in paragraph E-1.

### **E-6. Corrections**

When it becomes necessary to submit corrected headcount or other data to the SSMO, the food service sergeant should prepare a separate DA Form 2970. The food service sergeant should complete the heading and only adjust the appropriate unit total for lines 1 through 4 to reflect the corrected total(s) and enter in the Remarks section the reason(s) for the change (that is, incorrect headcount total (added 20), 17 May 88). These submitted corrected total(s) should be used as the accumulated total. Write "Corrected Copy" at the top and bottom of DA Form 2970 on both sides of the form. After reviewing the corrected copy, the commander or culinary management FSO should sign DA Form 2970.

- a.* The food service sergeant should—
  - (1) Attach the corrected DA Form 2970 to the appropriate (either the end of month or the last submitted) original.
  - (2) Attach a copy of all documentation associated or causing the changes.
  - (3) Submit all documentation to the unit food advisor or FPMO for review and approval.
- b.* Once the corrected copy has been approved by installation food service, the FPMO should—
  - (1) Annotate the change within AFMIS.
  - (2) File the appropriate original and corrected DA Form 2970s, affixed to one another.

## Appendix F

### Procedures and Documentation for the Army Food Management Information System

#### F-1. Forecasting present-for-duty strength requirements

*a.* Base submissions of the initiating request (DA Form 5913) data to the DOL or USPFO for ARNG units or OFTS command for the USAR units on the published schedule from the higher headquarters.

*b.* The data contained on the initiating request are the number of enlisted Soldiers (by category of service) who are anticipated to attend the training period (either IDT or AT) and who are authorized to eat without reimbursement SIK. When authorized by the senior commander (see AR 30-22), the data should also contain the number of anticipated meals to be sold for cash to officers, active guard reserve enlisted personnel, FMs, guests or DOD/State civilian employees. After signing DA Form 5913, the commander should forward the document to the culinary management NCO or manager for submission to the requisitioning source. The number of authorized SIK should be an average of enlisted personnel in attendance marked by P on the three previous DA Form 1379s.

(1) The daily total number (the grand total) of the enlisted members authorized SIK and the meals forecasted to be sold for cash represents the unit's official support or meal requirement for a specific date (IDT or AT).

(2) Enter the anticipated feeding strength (SIK and cash) on the initiating DA Form 5913 for each day the unit is requesting meals.

(3) See figures F-1 and F-2 for examples of initiating requests (DA Form 5913) for meal support during IDT or AT.



### Legend

Completion instructions follow:

Each commander requiring subsistence support should prepare and submit DA Form 5913 to the designated supporting kitchen or subsistence supply source (as appropriate). Submit the form before each IDT or AT training period. The form should identify the number of SIK present-for-duty strength Soldiers, by Service component requiring subsistence support, and any requirement for cash meal sales. Complete data for each day the unit is required to provide food service support or is requesting support. Submit the initial request in a minimum of three copies. The requesting unit maintains one copy; forward the others to the supply source or supporting kitchen as appropriate. When using DA Form 5913 in conjunction with the AFFS, refer to chapter 4 of this pamphlet for completion instructions.

1. UNIT/ORGANIZATION. The preparing activity should enter their official unit designation.
2. TO. Enter the appropriate source of subsistence supply (RSC/OFTS/DIV, DOL/USPFO, or supporting organization).
3. DATE (YYMMDD). Enter the date the form is prepared.
4. REPORT DATES (YYMMDD). Enter the dates of the food service support required. The date in the first column should coincide with the first day of support. See note 1.
5. REQUEST/REPORT. Check the Request box.
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT. Enter any supported service components that are not on the preprinted list. Enter on each appropriate line the number of unit SIK personnel participating in IDT or AT. This figure should not include officers, enlisted active guard reserve Soldiers, and civilians or guests (if appropriate). This figure should include unit personnel hospitalized (simulated or inpatient) in medical units. See note 2. Leave unused lines blank.
7. SUPPORTED UNITS. When required enter the unit designation and anticipated SIK strength for each unit requiring food service support. See note 3.
8. MEALS SOLD FOR CASH. Enter the anticipated number of cash meals to be sold to authorized diners. See note 4.
9. GRAND TOTAL. Add the entries on boxes 6, 7, and 8 for each day. Enter the total number for each day on line 9. This number is the total anticipated unit subsistence support requirement for each day.
10. REMARKS. Enter any information that should assist the supply source in meeting mission requirements, such as by day by meal feeding plan or remote feeding requirements, and so on. Enter remote site data with the number of personnel to be supported at each site in (). Any personnel not accounted for in remote feeding site data should be fed at the main kitchen area.
- 11a. SIGNATURE. Only the commander or acting commander (if also signing the payroll document) from the requesting unit should sign the form.
- 11 b. RANK. The commander signing the form should enter their rank.
- 11c. DATE (YYMMDD). Enter the date that the form is signed.

\*\*\*\*End of Legend\*\*\*\*

### Notes.

- <sup>1</sup> During AT, personnel feeding or ration support requirements (boxes 6, 7, 8, and 9) should be completed for each day of AT.
- <sup>2</sup> Medical units should use DA Form 5913 to report the number of assigned and attached hospital staff only.
- <sup>3</sup> Prepare entries in box 7, Supported Units, only when the requesting unit is consolidating the food support for the other organizations.
- <sup>4</sup> Authorized cash meal diners are officers, enlisted active guard reserve Soldiers, guests, DOD or State civilian employees as identified by the senior commander.

**Figure F–1. Sample of DA Form 5913 as a request for a single unit under Reserve Component Subsistence System**

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### Legend

Completion instructions follow:

Each commander requiring subsistence support should prepare and submit the DA Form 5913 to the designated supporting kitchen or subsistence supply source (as appropriate). The form should be submitted before each IDT or AT training period. The form should identify the number of Subsistence in Kind (SIK) present-for-duty strength (PDS) Soldiers, by Service component requiring subsistence support, and any requirement for cash meal sales. This data must be completed for each day the unit is required to provide food service support or is requesting support. The initial request should be submitted in a minimum of three copies. The requesting unit maintains one copy; the others are forwarded to the supply source or supporting kitchen as appropriate. When using the DA Form 5913 in conjunction with the AFFS, refer to chapter 4 of this pam for completion instructions.

1. UNIT/ORGANIZATION. The preparing activity should enter their official unit designation.

2. TO. Enter the appropriate source of subsistence supply (RSC/OFTS/DIV, DOL/USPFO, or supporting organization).

3. DATE. Enter the date the form is prepared.

4. REPORT DATES (YYMMDD). Enter the dates of the food service support required. The date in the first column should coincide with the first day of support. See note 1.

5. REQUEST/REPORT. Check the REQUEST box.

6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT. Enter any supported service components that are not on the preprinted list. Enter on each appropriate line the number of unit SIK personnel participating in IDT or AT. This figure should not include officers, enlisted AGR Soldiers, and civilians or guests (if appropriate). This figure should include unit personnel hospitalized (simulated or inpatient) in medical units. See note 2. Leave unused lines blank.

7. SUPPORTED UNITS. When required enter the unit designation and anticipated SIK strength for each unit requiring food service support. See note 3.

8. MEALS SOLD FOR CASH. Enter the anticipated number of cash meals to be sold to authorized diners. See note 4.

9. GRAND TOTAL. Add the entries on boxes 6, 7, and 8 for each day. Enter the total number for each day on line 9. This number is the total anticipated unit subsistence support requirement for each day.

10. REMARKS. Enter any information that should assist the supply source in meeting mission requirements, such as by day by meal feeding plan or remote feeding requirements, and so on. Enter remote site data with the number of personnel to be supported at each site in ( ). Any personnel not accounted for in remote feeding site data should be fed at the main kitchen area.

11a. SIGNATURE. Only the commander or acting commander (if also signing the payroll document), from the requesting unit should sign the form.

11b. RANK. The commander signing the form should enter their rank.

Any personnel not accounted for in remote feeding site data should be fed at the main kitchen area.

11c. DATE. Enter the date form is signed.

\*\*\*\*End of Legend\*\*\*\*

### Notes.

<sup>1</sup> During AT, personnel feeding/ration support requirements (boxes 6, 7, 8, and 9) should be completed for each day of AT.

<sup>2</sup> Medical units should use DA Form 5913 to report the number of assigned and attached hospital staff only.

<sup>3</sup> Entries in box 7, SUPPORTED UNITS, should only be required when the requesting unit is consolidating the food support for the other organizations.

<sup>4</sup> Authorized cash meal diners are officers, enlisted AGR Soldiers, guests and/or DOD/State civilian employees as identified by the senior commander.

**Figure F–2. Sample of DA Form 5913 as a request from multiple units performing a multiple unit training assembly 5 with remote site feeding requirements**

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## F–2. Requisitioning subsistence

*a.* The culinary management NCO or manager should prepare the appropriate requisitioning documents or procedures as identified by the DOL/USPFO for ARNG units or OFTS command for USAR units.

*b.* Subsistence items requested should be adjusted by items in the inventory whenever possible. However, give consideration to menu variety, nutrition, and Soldier preference when inventory use is planned.

## F–3. Receiving subsistence

The culinary management NCO or manager must ensure that all subsistence obtained from all sources of supply is inspected for condition and that the quantities listed on the receipt documents are verified before acceptance at the kitchen. Additional receipt and inspection procedures are identified in paragraph 3–19 of this pamphlet.

## F–4. Disposition of subsistence

*a.* Unless appropriate storage and refrigeration conditions are available, all perishable subsistence received for a specific meal must be prepared and served. Account for perishable subsistence prepared on DA Form 3034.

*b.* DA Form 3034 for all line item A-ration subsistence items should reflect the following:

(1) The completion of DA Form 3034 should provide routine documentation of subsistence and provide guidance to culinary specialist personnel for the preparation of the meal. See figure F–3 for instructions to complete the DA Form 3034 for line item A rations.

**PRODUCTION SCHEDULE**

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT HHC 345TH CHEM BN (UGR-A MENU #3 / 3 MODULES)					2. SERVING PERIOD 1700-1830		
3. DATE (YYYYMMDD) YYYYMMDD		4. MEAL B <input type="checkbox"/> L <input type="checkbox"/> D <input checked="" type="checkbox"/> BR <input type="checkbox"/> S <input type="checkbox"/> SO <input type="checkbox"/> N <input type="checkbox"/> B/L <input type="checkbox"/>			5. PROJECTED HEADCOUNT 150		6. ACTUAL HEADCOUNT
7. PERSON ASSIGNED	8. RECIPE NUMBER	9. RECIPE NAME	10. PREP TIME	11. PORTIONS TO PREPARE	12. ACTUAL PORTIONS PREPARED	13. LEFTOVER/DISCARD	14. SPECIAL INSTRUCTIONS
LAST NAME		LEMONGRASS CHICKEN	1530	75			Prepare items according to instructions found in the module or suggested manufactures instructions.
LAST NAME		BEEF BULGOGI	1600	75			
LAST NAME		CARROT, CND, DRND, SLICES	1600	150			
LAST NAME		RICE, PRIMAVERA	1530	150			
LAST NAME	SOP 44	CAKE, WHOOPIE PIE	1645	75			
LAST NAME	SOP 44	BAR, DESSERT, CRISP RICE, SQUARE	1645	75			
LAST NAME	SOP 44	PEACHES, CND, W/JUICE, SLICES	1630	75			
LAST NAME	SOP 44	COFFEE, BREWED W/ TAP WATER	1615	100			
LAST NAME	SOP 44	PINK LEMONADE	1630	100			
LAST NAME	SOP 44	MILK, 2%, W/ADD VIT A&D	1645	150			
LAST NAME	SOP 44	HOT CHILI SAUCE, SRIRARCHA	1645	10			
LAST NAME	SOP 44	CREAMER, NON DAIRY	1645	100			
LAST NAME	SOP 44	APPLES	1645	80LBS			
LAST NAME	SOP 44	ORANGES	1645	70LBS			
LAST NAME	SOP 31	SALAD	1600	150			75 LBS
LAST NAME	SOP 31	TOMATOES	1600	18LBS			
LAST NAME	SOP 31	CUCUMBERS	1600	18LBS			
LAST NAME	SOP 31	ONION	1600	5LBS			
LAST NAME	SOP 44	DRESSIGS / ASST.	1630	150			1 OZ. PACKAGES
LAST NAME	SOP 44	BREAD	1645	150			15 LOAVES
							Number of modules based on projected headcount
15a. FOS/MANAGER SIGNATURE DIGITAL SIGNATURE 123456789			15b. RANK As applicable		16a. SHIFT LEADER SIGNATURE DIGITAL SIGNATURE 123456789		16b. RANK As applicable

DA FORM 3034, MAR 2006

DA FORM 3034, JUL 2002, IS OBSOLETE.

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### Legend

Completion instructions follow:

Use DA Form 3034 to complete the routine documentation for subsistence accountability. Complete the form whenever individual line item A rations (perishable and semi-perishable subsistence) are used to prepare meals. The culinary management NCO should complete the blocks or columns according to the instructions below.

1. UNIT. Enter the official unit designation.
  2. SERVING PERIOD. Enter the time the meal period should begin and time the meal period should conclude. See note 1.
  3. DATE. Enter the date the meal is to be served.
  4. MEAL. Enter an X in the appropriate meal block being prepared.
  5. PROJECTED HEADCOUNT. Enter the number of personnel to be supported (SIK and cash) as requested on DA Form 5913. See note 2.
  6. ACTUAL HEADCOUNT. Leave blank.
  7. PERSON ASSIGNED. Enter the name of the person who is assigned to prepare the menu item listed in column 9.
  8. RECIPE NUMBER. Enter the recipe SOP, to be used by the culinary specialist to prepare the product. See note 3.
  9. RECIPE NAME. Enter the recipe name that corresponds to the recipe number given in column 8.
  10. PREP TIME. Enter the time the culinary specialist must begin the initial preparation (weighing, peeling, preparing dough, and so on) for the menu item listed in column 9.
  11. PORTIONS TO PREPARE. For perishable subsistence items enter the quantity received (by unit of issue). For semi-perishable or SOP subsistence items, enter the amount required (in the unit of issue) to support the recipe or SOP listed in column 8. See notes 4 and 5.
  12. ACTUAL PORTIONS PREPARED. Leave blank.
  13. LEFTOVERS/DISCARD. Leave blank.
  14. SPECIAL INSTRUCTIONS. Use this column to address any area pertinent to preparing or serving the meal.
  - 15a. CULINARY MANAGEMENT NCO. The culinary management NCO should sign the form prior to its being posted for the meal.
  - 15b. RANK. Enter the rank of the culinary management NCO.
  - 16a. SHIFT LEADER SIGNATURE. Leave blank.
  - 16b. RANK. Leave blank.
- \*\*\*\*End of Legend\*\*\*\*

### Notes.

<sup>1</sup> If menu items must be ready for transfer, LOGPAC, or pickup for remote site feeding other than the time listed in block 2, the culinary management NCO should annotate it at the bottom of the form.

<sup>2</sup> The projected headcount number is the number of meals required to support both the SIK Soldiers and meals to be sold for cash. This number should be the same number as entered in block 9, Grand Total, on the initial request (DA Form 5913). This number should only change when the commander notifies the culinary management NCO of a change from the original projection.

<sup>3</sup> All local SOPs referenced in column 8 must be in writing and approved by the appropriate source. If the source listed in column 8 is not from the Armed Forces Recipe Service (TM 10-412) or local SOP, state the source in column 14.

<sup>4</sup> Prepare and serve all perishable subsistence unless proper refrigeration or freezing permits retaining these items in inventory. When perishable subsistence received exceeds the amount required to prepare the menu item, enter the actual amount received or prepared in this column.

<sup>5</sup> Document all semi-perishable subsistence used to support the meal on DA Form 3034, in column 11, in the unit of issue (box, jar, or container, and so on). At the conclusion of the meal or training period, these items may be returned to stock in accordance with TB MED 530 and saved for future use.

### Figure F-3. Sample of DA Form 3034 under Army Food Management Information System

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(2) Prepare DA Form 3034 when UGR meals are used. See figure 4-2 of this pamphlet for instructions to complete the DA Form 3034 when using UGR meals.

### F-5. Disposition of meals

*a.* Use DA Form 5914 to provide accountability for meals received; complete it as follows:

(1) Maintain a separate DA Form 5914 for each type of ration used for IDT and AT, as appropriate. For IDT, a ration mix could be A rations and individual operational rations, such as an MRE, which would require two separate ration control sheets. For AT, a possible ration mix could be A ration, UGR-H&S ration, and an individual operational ration. This requires three separate DA Form 5914s.

(2) The disposition of meals records is maintained monthly for IDT. A separate set of records is maintained for AT.

(3) Use the Remarks column of DA Form 5914 to enter all relevant information clarifying any transactions or actions taken that are not clear in columns b through h or that should enhance management information and control.

(4) Identify any difference between the total meals received and number of persons supported in the Remarks column.

*b.* See figures F-4 through F-6 for instructions and samples to complete DA Form 5914.



<sup>3</sup> When operational rations (UGRs, MREs or box lunches) are used for IDT or AT training, accounting (DA Form 5914) should be in accordance with chapter 4 of this pam.

<sup>4</sup> When meals are issued from other than the food service section, leave this column blank.

<sup>5</sup> When meals are issued from other than the food service section, leave this column blank.

<sup>6</sup> If meals were transferred to another unit or returned to a supply activity, note the unit identification here. When meals are required to be destroyed the word "Destroyed" should be noted here.

<sup>7</sup> When meals are issued for airlift, the aircraft tail number should be entered here.

<sup>8</sup> This column should contain the signature of the commander only if items were listed in column "h" as destroyed.

**Figure F-4. Sample of DA Form 5914 for original receipt and transfer of meals under Army Food Management Information System**

RATION CONTROL SHEET										1. PAGE 1 OF 1	
For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.											
2. UNIT HHC 345TH CHEM BN			3. TYPE OF RATION <input type="checkbox"/> UGR-H&S <input checked="" type="checkbox"/> UGR-A <input type="checkbox"/> MRE <input type="checkbox"/> OTHER DINNER MODULES				4. PERIOD Range of days MON-YYYY				
a. DATE (YYYYMMDD)	b. MODULES DRAWN	c. MEALS DRAWN	d. MEALS RETURNED	e. MEALS ISSUED	f. CUM BAL MEALS ON HAND	g. NO. OF PERSONS SUPPORTED	h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO	i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL	j. ISSUED BY		
20160302		253			253			FIRST/LAST NAME, Rank			
20160303				127	126	125	HHC 345TH CHEM BN	FIRST/LAST NAME, Rank	Rank/Name/Title		
20160304				126	0	126	1ST PLT. B CO, 235TH BN	FIRST/LAST NAME, Rank	Rank/Name/Title		
5. REMARKS 3 MAR, 2 MEALS DISCARDED								6a. REVIEWED BY FIRST/LAST NAME, Rank			
								6b. DATE (YYYYMMDD) YYYYMMDD			

DA FORM 5914, JUL 2002 REPLACES DA FORM 5914-R, JUN 1990, AND DA FORM 5309-R, AUG 1984. APD LC v1.00

**Legend**

Completion instructions follow:

Each unit providing food service support and receiving A-ration meals or operational rations should account for these meals or rations by using DA Form 5914. The methods addressed below should provide an audit trail for meals or rations from receipt through final disposition.

1. PAGE \_\_\_ OF \_\_\_. Enter the page number of the individual sheet and the total number of pages used to provide meal accountability.

2. UNIT. Enter the official unit designation of the organization.

3. TYPE OF RATION. Enter an X in the appropriate block of the type ration being accounted for on this form. See notes 1 and 2.

4. PERIOD. Enter the year and month of the IDT training period. Prepare a separate document for each IDT month. For AT, enter inclusive dates, month, and calendar year.

a. DATE (YYYYMMDD). Enter the date of each transaction. Transactions are receipts, issues, and returns, when appropriate. These transactions can be from the supply source, from a unit, a turn-in to supply point, or transfer to garrison DFAC. See note 3.

b. MODULES DRAWN. Leave blank. See note 3.

c. MEALS DRAWN. Enter the total number of meals received.

d. MEALS RETURNED. See note 3.

- e. MEALS ISSUED. Enter the number of meals issued (either to the kitchen area or for remote feeding site) to support the feeding requirement as reflected in the Grand Total block of DA Form 5913.
  - f. CUM BAL MEALS ON HAND. This is the total number of meals currently on hand and under responsibility or control of the culinary management NCO. See note 4.
  - g. NO. OF PERSONS SUPPORTED. Enter the total number of SIK persons paid on DA Form 1379 and as documented on DD Form 1544. See note 5.
  - h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO. Indicate the squad, platoon, company, or organization to which subsistence support was requested and provided (information found on DA Form 5913). See notes 6 and 7.
  - i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL. The person receiving meals should enter rank and signature in this column. The shift leader should sign for all meals used in the main kitchen to support consolidated feeding. The appointed person should sign in this column when rations are provided for remote feeding sites or should sign for the number of personnel present for units requesting support. See note 8.
  - j. ISSUED BY. The person affecting the issue should enter their rank, last name, and duty position in this column.
  - 5. REMARKS. Enter all relevant information clarifying any transactions or actions taken that are not clear in columns b through h or that should enhance management control of rations (discards, seconds served, difference between total meals issued, and number of persons supported).
  - 6a. REVIEWED BY. The person reviewing the form should sign (name and rank) in this block.
  - 6b. DATE (YYYYMMDD). Enter the date that the reviewer signs the form.
- \*\*\*\*End of Legend\*\*\*\*

*Notes.*

- <sup>1</sup> Use a separate DA Form 5914 to account for each type ration.
- <sup>2</sup> When the Other block is checked, enter the nomenclature of the ration type and corresponding meal period in brackets on the blank line.
- <sup>3</sup> When operational rations (UGRs, MREs or box lunches) are used for IDT or AT training, accounting (DA Form 5914) should be in accordance with chapter 4, of this pamphlet.
- <sup>4</sup> When meals are issued from other than the food service section, leave this column blank.
- <sup>5</sup> When meals are issued from other than the food service section, leave this column blank.
- <sup>6</sup> If meals were transferred to another unit or returned to a supply activity, note the unit identification here. When meals are required to be destroyed, note the word "Destroyed" here.
- <sup>7</sup> When meals are issued for airlift, enter the aircraft tail number here.
- <sup>8</sup> This column should contain the signature of the commander only if items were listed in column has destroyed.

**Figure F-5. Sample of DA Form 5914 for a single unit under Army Food Management Information System**

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RATION CONTROL SHEET									
For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.									
								1. PAGE 1 OF 1	
2. UNIT HHC, 236TH BN, FORT NOWHERE, OK				3. TYPE OF RATION <input type="checkbox"/> UGR-H&S <input checked="" type="checkbox"/> UGR-A <input type="checkbox"/> MRE <input type="checkbox"/> OTHER BREAKFAST #1				4. PERIOD Range of days MON YYYY	
a. DATE (YYYYMMDD)	b. MODULES DRAWN	c. MEALS DRAWN	d. MEALS RETURNED	e. MEALS ISSUED	f. CUM BAL MEALS ON HAND	g. NO. OF PERSONS SUPPORTED	h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO	i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL	j. ISSUED BY
As indicated		621			621			FIRST/LAST NAME, Rank	Rank/Name/Title
As indicated				312	309	131	(MKT) HHC, 236th BN	FIRST/LAST NAME, Rank	Rank/Name/Title
As indicated						75	AIRLIFT N8533T	FIRST/LAST NAME, Rank	Rank/Name/Title
As indicated						60	(MKT) HHC, 236TH BN	FIRST/LAST NAME, Rank	Rank/Name/Title
As indicated						40	A CO, 236TH BN	FIRST/LAST NAME, Rank	Rank/Name/Title
As indicated				309	0	139	HHC, 236TH BN	FIRST/LAST NAME, Rank	Rank/Name/Title
As indicated						75	(MKT) 236TH BN	FIRST/LAST NAME, Rank	Rank/Name/Title
As indicated						60	A CO, 236TH BN	FIRST/LAST NAME, Rank	Rank/Name/Title
As indicated						40	HHC, 236TH BN	FIRST/LAST NAME, Rank	Rank/Name/Title
5. REMARKS Provide remarks as needed.								6a. REVIEWED BY First/Last Name, Title 6b. DATE (YYYYMMDD) YYYYMMDD	

DA FORM 5914, JUL 2002 REPLACES DA FORM 5914-R, JUN 1990, AND DA FORM 5309-R, AUG 1984. APD LC v1.00

**Legend**

Completion instructions follow:

Each unit providing food service support and receiving A-ration meals or operational rations should account for these meals or rations by using DA Form 5914. The methods addressed below should provide an audit trail for meals or rations from receipt through final disposition.

1. PAGE \_\_\_\_ OF \_\_\_\_ . Enter the page number of the individual sheet and the total number of pages used to provide meal accountability.
2. UNIT. Enter the official unit designation of the organization.
3. TYPE OF RATION. Enter an X in the appropriate block of the type ration being accounted for on this form. See notes 1 and 2.
4. PERIOD. Enter the year and month of the IDT training period. Prepare a separate document for each IDT month. For AT, enter inclusive dates, month, and calendar year.
  - a. DATE (YYYYMMDD). Enter the date of each transaction. Transactions are receipts, issues, and returns when appropriate. These transactions can be from the supply source, from a unit, a turn-in to supply point, or transfer to garrison DFAC. See note 3.
  - b. MODULES DRAWN. Leave blank. See note 3.
  - c. MEALS DRAWN. Enter the total number of meals received.
  - d. MEALS RETURNED. See note 3.
  - e. MEALS ISSUED. Enter the number of meals issued (either to the kitchen area or for remote feeding site) to support the feeding requirement as reflected in the Grand Total block of DA Form 5913.
  - f. CUM BAL MEALS ON HAND. This is the total number of meals currently on hand and under responsibility or control of the culinary management NCO. See note 4.
  - g. NO. OF PERSONS SUPPORTED. Enter the total number of SIK persons paid on DA Form 1379 and as documented on DD Form 1544. See note 5.
  - h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO. Indicate the squad, platoon, company, or organization to which subsistence support was requested and provided (information found on DA Form 5913). See notes 6 and 7.
  - i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL. The person receiving meals should enter rank and signature in this column. The shift leader should sign for all meals used in the main kitchen to support consolidated feeding. The appointed person should sign in this column when rations are provided for remote feeding sites. See note 8.
  - j. ISSUED BY. The person affecting the issue should enter their rank, last name, and duty position in this column.
5. REMARKS. Enter all relevant information clarifying any transactions or actions taken that are not clear in columns b through h or that should enhance management control of rations (discards, seconds served, difference between total meals issued and number of persons supported).
- 6a. REVIEWED BY. The person reviewing the form should sign (name and rank) in this block.
- 6b. DATE (YYYYMMDD). Enter the date that the reviewer signs the form.

\*\*\*\*End of Legend\*\*\*\*

**Notes.**

- <sup>1</sup> Use a separate DA Form 5914 to account for each type ration.
- <sup>2</sup> When the Other block is checked, enter the nomenclature of the ration type and corresponding meal period in brackets on the blank line.

<sup>3</sup> When operational rations (UGRs, MREs or box lunches) are used for IDT or AT training, accounting (DA Form 5914) should be in accordance with chapter 4 of this pamphlet.

<sup>4</sup> When meals are issued from other than the food service section, leave this column blank.

<sup>5</sup> When meals are issued from other than the food service section, leave this column blank.

<sup>6</sup> If meals were transferred to another unit or returned to a supply activity, note the unit identification here. When meals are required to be destroyed, note the word "Destroyed" here.

<sup>7</sup> When meals are issued for airlift, enter the aircraft tail number here.

<sup>8</sup> This column should contain the signature of the commander only if items were listed in column has destroyed.

**Figure F-6. Sample of DA Form 5914 for multiple units under Army Food Management Information System**

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## **F-6. Inventory**

When conditions warrant, all RC food service activities should maintain an inventory of unprepared semi-perishable subsistence during both IDT and AT.

*a.* The IDT inventory should reflect only those subsistence items purchased to support an IDT training period. The inventory should be updated (new items to be included or items removed) monthly as required. The IDT inventory is not required to be priced or extended. The inventory is maintained as a record of subsistence item on hand, which may be used to provide additional menu variety or reduce future IDT food expenditures.

*b.* Maintain subsistence items returned from AT on a separate DA Form 3234 and do not include them in the IDT inventory. Maintain this inventory also as a record of subsistence item on hand, which may be used to provide additional menu variety or reduce future food expenditures. This inventory is not required to be priced or extended.

## **F-7. Account status**

There is no formal DFAC account status in either meals or dollars.

## **F-8. Signature headcount**

There is no requirement for a signature headcount system in the AFMIS for IDT or AT.

## **F-9. Cash meals**

When authorized by the senior commander (see AR 30-22), RC units may sell meals to officers, active guard reserve enlisted, active duty enlisted and officers, FMs, guests, and DOD or State civilian employees (if appropriate) for cash.

*a.* The cash meal reimbursement policies and rates identified and published in the DOD FMR 7000.14 and AR 30-22 should be used in all appropriated fund RC DFACs having cash meal sales.

*b.* Follow the procedures for DD Form 1544, both book and sheet, cash turn-in, and unannounced cash counts as prescribed in this pamphlet.

*c.* Individual Soldier DFAS reimbursement actions are not authorized for IDT.

## **F-10. Reports**

*a.* The culinary management NCO or manager should prepare a final report on DA Form 5913 at the conclusion of IDT or AT assembly. DA Form 5913 should show the number of enlisted Soldiers authorized SIK listed to be paid on DA Form 1379 (or IDT attendance roster as appropriate) and the number of cash meals sold on the DD Form 1544.

*b.* The culinary management NCO or manager forwards the final report (DA Form 5913) to the unit commander for approval and signature. The unit commander submits this report to the supporting activity after each IDT training period or AT. See figures F-7 and F-8 for examples to help prepare DA Form 5913.

**STRENGTH AND FEEDER REPORT**

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G-4.

1. UNIT/ORGANIZATION HHC, 345TH CHEM BN		2. TO RSC/DRC/USPFO		3. DATE (YYYYMMDD)  20160302	
4. REPORT DATES (YYYYMMDD) YYYYMMDD		20160301	20160302	5. <input type="checkbox"/> REQUEST <input checked="" type="checkbox"/> REPORT	
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT					
U.S. ARMY (Active)		0		0	
U.S. AIR FORCE (Active)		0		0	
U.S. NAVY (Active)		0		0	
U.S. MARINES (Active)		0		0	
ARNG		123		125	
USAR					
7. SUPPORTED UNITS					
CO A, 345TH CHEM					
CO B, 345TH CHEM					
8. MEALS SOLD FOR CASH		2		1	
9. GRAND TOTAL		125		126	
10. REMARKS  07 March, 2 meals discarded.					
11a. SIGNATURE Rank/Name/Title		11b. RANK As applicable		11c. DATE (YYYYMMDD) As indicated	

DA FORM 5913, MAR 2006

DA FORM 5913, JUL 2002, IS OBSOLETE.

APD LC v1.02ES

*Legend*

Completion instructions follow:

Each unit commander that provided food service support should prepare and submit DA Form 5913 to the designated subsistence supply source (RSC/OFTS or USPFO). Submit the form at the end of each IDT or AT training period. The form should report the actual paid SIK (as reflected on DA Form 1379 or USAR pay document) and the total number of cash meals sold per day.

1. UNIT/ORGANIZATION. The preparing activity should enter their official unit designation.
2. TO. Enter the appropriate organization. Normally, the report should be routed to the source of subsistence supply.
3. DATE (YYYYMMDD). Enter the date the form is prepared.
4. REPORT DATES. Enter the date (YYMMDD) of the unit training period by day. The date in the first column should coincide with the first day of food service support.
5. REQUEST/REPORT. Check the Report block.
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT. Enter any supported service components that are not on the preprinted list. Enter in each appropriate block the number of unit paid SIK personnel participating (as reflected on DA Form 1379) for IDT or AT as appropriate. This figure should not include cash meals sold. Leave unused blocks blank.
7. SUPPORTED UNITS. Enter the unit designation and the number of SIK required to be supported as annotated on the requesting DA Form 5913.
8. MEALS SOLD FOR CASH. Enter the total number of cash meals sold to authorized diners as annotated on the DD Form 1544.
9. GRAND TOTAL. Add blocks 6, 7, and 8. Enter the total in block 9. This figure is the total number of SIK Soldiers and meals sold for cash.
10. REMARKS. Enter any information that should clarify data entered on the report. For example enter the reason when there is a difference between total number of personnel requiring support entered on the requesting DA Form 5913 and the total number personnel being entered on reporting DA Form 5913. For medical units inpatient census, see note.
- 11a. SIGNATURE. The unit commander or acting commander from reporting unit signs here.
- 11b. RANK. The person signing the form should enter their rank
- 11c. DATE (YYYYMMDD). Enter the date that the form is signed.

\*\*\*\*End of Legend\*\*\*\*

*Note.* Enter the number of patients by day. Actual inpatient census should be identified "for information purpose only" in the Remarks block. It is not necessary to report patient census by service component.

**Figure F-7. Sample of DA Form 5913 as a report at the conclusion of a single unit performing a Multiple Units Training Assembly 4 under Army Food Management Information System**

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#### Legend

Completion instructions follow:

Each unit commander that provided food service support should prepare and submit DA Form 5913 to the designated subsistence supply source (RSC/OFTS or USPFPO). Submit the form at the end of each IDT or AT training period. The form should report the actual paid present-for-duty strength (as reflected on DA Form 1379 or USAR pay document) and the total number of cash meals sold per day.

1. UNIT/ORGANIZATION. The preparing activity should enter their official unit designation.

2. TO. Enter the appropriate organization. Normally, the report should be routed to the source of subsistence supply.

3. DATE. Enter the date the form is prepared.

4. REPORT DATES (YYMMDD). Enter the date of the unit training period by day. The date in the first column should coincide with the first day of food service support.

5. REQUEST/REPORT. Check the Report box.

6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT. Enter any supported service components that are not on the preprinted list. Enter on each appropriate line the number of unit paid SIK personnel participating (as reflected on the DA Form 1379) for IDT or AT as appropriate. This figure should not include cash meals sold. Leave unused lines blank.

7. SUPPORTED UNITS. Enter the unit designation and the number of SIK required to be supported as annotated on the requesting DA Form 5913.

8. MEALS SOLD FOR CASH. Enter the total number of cash meals sold to authorized diners as annotated on the DD Form 1544.

9. GRAND TOTAL. Add lines 6, 7, and 8. Enter the total on line 9. This figure is the total number of SIK Soldiers and meals sold for cash.

10. REMARKS. Enter any information that should clarify data entered on the report. For example enter the reason when there is a difference between total number of personnel requiring support entered on the requesting DA Form 5913 and the total number personnel being entered on reporting DA Form 5913. For medical units inpatient census, see note.

11a. SIGNATURE. The unit commander, or acting commander from reporting unit signs here.

11b. RANK. The person signing the form should enter their rank.

11c. DATE (YYMMDD). Enter the date that the form is signed.

\*\*\*\*End of Legend\*\*\*\*

*Note.* Enter the number of patients by day. Identify actual inpatient census "for information purpose only" in the Remarks block. It is not necessary to report patient census by service component.

#### **Figure F–8. Sample of DA Form 5913 as a report at the conclusion of multiple units performing a multiple unit training assembly 5 under Army Food Management Information System**

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#### **F–11. Holiday meals**

Holiday meals are normally served on the actual holiday or on the actual day of the Army's birthday. For units operating under AFMIS, the holiday meal should be served in the actual month that contains the holiday. RC units or organizations are authorized one holiday meal during the Thanksgiving-to-Christmas holiday period (either November or December, not both) and one holiday meal for the Army's birthday. For FFS units, the holiday meal as well as the Army birthday meal should be authorized a 25 percent increase in the BDFFA. For units subsisting on catered meals, there is no authorization for an increase in funding to procure a holiday meal.

#### **F–12. Warming and cooling beverages**

Warming and cooling beverages may be authorized during AT or IDT (when conducted under field conditions). Funding for warming and cooling beverages should be the responsibility of the individual OFTS command or DOL/USPFPO. Additional guidance for warming/cooling beverages is in AR 30–22 and in paragraph 4–9 of this pamphlet.

#### **F–13. End of training inactive duty training or annual training**

The kitchen should take the following actions at the end of IDT or AT training.

*a.* Semi-perishable ration components returned from AT should be transferred to another unit, to armories, or to reserve centers on DA Form 3161.

*b.* The culinary management NCO or manager should submit a separate DA Form 5913 to the subsistence supply source when additional convoy rations are provided from the training site.

#### **F–14. Review of dining facility accounts**

The review of DFAC records provides an effective system to monitor the methods used to safeguard resources, assure accuracy and reliability of information, and maintain adherence to regulations and policies. Review all appropriated fund DFACs or extended delivery options accounts (IDT/AT) as indicated: conduct an annual review of IDT and AT records within 6 months following the end of the FY. Reviews should be conducted by a qualified food advisor (922A/92G) or enlisted supervisor (sergeant major, master sergeant, sergeant first class) of the next higher headquarters of the unit or organization operating the DFAC. Reviews should be conducted using a command authority checklist. Copies of the completed reviews should be furnished to the commander of the reviewed unit for DFAC records files.

## Appendix G

### Preparing Food Service Management Board Minutes

#### G-1. General

Prepare the minutes of the command or installation FSMB meeting to include the following information. Paragraphs requiring information not available are marked N/A:

- a.* The name of the command or installation, date, and time of the meeting and purpose of the convening FSMB.
- b.* List of attendees (voting, nonvoting, and guests).
- c.* The month of the published menu being reviewed. A statement by the installation surgeon's representative that the menu, as revised, is nutritionally adequate.
- d.* The application in each installation DFAC to the Army menu standards addressed in AR 30-22 and this pamphlet.
- e.* 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.
- f.* A statement concerning the installation cumulative over or underspent status for both the current accounting period and year to date. This is obtained from the DA Form 7455 (see fig 3-14) for each DFAC under the installation's operational control. This cumulative status is arrived at by deducting the total of all underspent facilities from the total of overspent facilities. If the installation is in overspent status (either for the current accounting period or year to date), make an entry to reflect actions initiated by the installation to eliminate the overspent status.
- g.* A list of excess items reported by the SSM and the planned use. When there are no items reported in excess, the SSM furnishes a negative report.
- h.* A list of subsistence items added or deleted from the catalog or MIF, any changes in the unit of issue, or increased or decreased issue factors.
- i.* A statement concerning the installation cumulative inventory objective by DFAC.
- j.* Comments on the SPV and equipment PV performance.
- k.* Additional comments (if any). List comments reflecting the overall food program, unsatisfactory subsistence, status of related supplies, support to RC, operations, or individuals recognized for superior performance, and so forth.
- l.* A notation of the time the meeting was adjourned.

#### G-2. Food Service Management Board minutes

The FSMB minutes, signed by each voting member, should be forwarded to the installation or overseas commander for review and approval.

#### G-3. Distribution

A distribution of the installation FSMB minutes should be made as shown:

- a.* One copy to DCS, G-4.
- b.* One copy to the AFSB region and ASC.
- c.* One copy to the ACOM.
- d.* One copy to JCCoE (ATSM-CES-QA).
- e.* Four copies to the SSM.
- f.* Five copies to the FPM.
- g.* One copy to the installation surgeon.
- h.* One copy to each DFAC.
- i.* One copy to each supported RC.

## Appendix H

### Unsatisfactory Material Reporting

#### H-1. Reporting activities

The procedures in this appendix apply to Army activities with:

- a. SSMO.
- b. Appropriated fund garrison food service operations.
- c. Field feeding operations.

#### H-2. Reporting methods

Report receipt of nonconforming subsistence to ACES using either DA Form 7589 or DA Form 7590.

- a. Use DA Form 7589 to report nonconforming line item A rations received through a subsistence vendor contract.
- b. Use DA Form 7590 to report nonconforming operational rations. DA Form 7590 may also be used to recommend operational ration product improvements.

#### H-3. Conditions reported on DA Form 7589 or DA Form 7590

The following nonconforming conditions are reported using DA Form 7589 or DA Form 7590:

- a. Subsistence deemed unwholesome by VSP.
- b. Subsistence that contains evidence of foreign material, spoilage (evidenced by off-color, off-odor, and so forth), insect or rodent infestation, or adulteration or contamination.
- c. Off-flavor, texture; difficult to mix, rehydrate, or open; or time consuming to prepare.
- d. Subsistence items that do not meet contractual requirements (for example, non-Berry Amendment compliance, incorrect portion size, incorrect quantity or size, incorrect grade or item description).
- e. Damages caused by inadequate packaging, packing, or marking.
- f. Losses or damages that do not affect product integrity, resulting from shipper discrepancies and carrier mishandling.

#### H-4. Reporting procedures for garrison subsistence

The desired method of correcting discrepant shipment from a PV is a one-for-one replacement within 24 hours. This method does not require reporting, unless the problem continually recurs. The following procedures apply when reporting any discrepant shipment of garrison subsistence from PV sources.

- a. The culinary management NCO or manager should complete DA Form 7589 (see fig H-1) for any product discrepancy noted during a delivery or discovered by VSP inspection that the PV does not correct within 24 hours. Forward this form to the SSM. If a VSP report was completed, attach this report to DA Form 7589.

**SUBSISTENCE VENDOR CONTRACT DISCREPANCY REPORT**

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. FROM SSMO Bldg. 4225 Fort Defiance, VA	2. THRU SSM Fort Defiance, VA	3. TO Subsistence Prime Vendor Office Defense Supply Center, Philadelphia
--	-------------------------------------	---

4. DATE PREPARED (YYYYDDMM) YYYYMMDD	5. DELIVERY DATE (YYYYDDMM) YYYYMMDD	6. NAME OF PRIME VENDOR Richard's Fine Foods
---	---	---

7. DISCREPANCY	a. ITEM (s)	b. NSN(s)	c. VENDOR SKU # (s)
(1)	Salad Mix	8915-00-737-4110	VC 1234
(2)	Tomatoes	8915-00-123-4567	MF 5678
(3)			
(4)			

d. NARRATIVE

(1) 1 Case of salad mix was rejected because the lettuce was brown.

(2) Tomatoes were rejected because the product was scared and molded.

\* Delivery driver stated that the vendor could not return to Fort Defiance with a same day replacement for these items. He said that it was to far and time consuming.

\* SSM Note: I contacted the customer rep and was told that redelivery was not possible. This problem was referred to the DSCP account manager via phone call 10 February.

8. REQUIRED INFORMATION	YES	NO
(1) WAS THE SHIPMENT PARTIALLY OR COMPLETELY REJECTED?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(2) WAS VETERINARY INSPECTION REQUESTED?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(3) WAS THE VENDOR CUSTOMER REPRESENTATIVE CONTACTED?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(4) IF CONTACTED DID RESPONSE CORRECT THE PROBLEM? (FPM)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

9. PREPARER	a. NAME	b. PHONE NUMBER	c. SIGNATURE	d. DATE (YYYYMMDD)
	First/Last Name	DSN 123-4567	Written Signature	As indicated

10. FPM	a. NAME	b. PHONE NUMBER	C. SIGNATURE	d. DATE (YYYYMMDD)
	First/Last Name	DSN 555-5555	Written Signature	As indicated

#### Legend

Completion instructions follow:

Use DA Form 7589 to report any problems encountered in the delivery of line item A rations received through a subsistence vendor contract. The form is designed as a multipurpose form to report a variety of problems. It is important to provide clear and specific narrative when describing the problem being reported.

1. FROM. Enter the installation name, unit designation, and point of contact name for the reporting organization. See note 1.

2. THRU. Leave blank, unless required. See note 2.

3. TO. Enter the name of the SSM and address of the SSMO. See note 3.

4. DATE PREPARED. Enter the date that you are preparing the form.

5. DELIVERY DATE. Enter the date that the discrepant product or shipment was received.

6. Name of PV. Enter the name of the subsistence vendor who shipped the product.

7. DISCREPANCY.

a. ITEM(S). Enter the nomenclature of the discrepant item or items being reported.

b. NSN(s). Enter the NSN of the discrepant item or items being reported.

c. VENDOR SKU NUMBER(s). Enter the vendor's stock keeping unit number for the product, if known.

d. NARRATIVE. Enter a specific and detailed narrative describing the problem. See note 4.

8. REQUIRED INFORMATION. Indicate the appropriate response for each of the four questions printed on the form.

9. PREPARER.

a. NAME. Enter the name of the person preparing the form.

b. PHONE. Enter the preparer's phone number.

c. SIGNATURE. The preparer should sign the form here.

d. DATE. Enter date that the preparer signs the form.

10. FPM.

a. NAME. Enter the name of the FPM.

b. PHONE. Enter the FPM's phone number.

c. SIGNATURE. The FPM should sign the form here.

d. DATE. Enter date that the FPM signs the form.

\*\*\*\*End of Legend\*\*\*\*

#### Notes.

<sup>1</sup> For contractor operated DFACs enter the installation, DFAC building number, and contractor's name.

<sup>2</sup> If this report should be forwarded to ACES for action, enter the name of the SSM and address of the SSMO.

<sup>3</sup> If this report should be forwarded to ACES for action, enter U.S. Army Quartermaster School, JCCoE, ACES OD, CSPD, 1831 Adams Avenue, Room #318, Fort Lee, VA 23801-1601.

<sup>4</sup> Data entered in the block must detail the nature and facts of the discrepancy. Provide any data necessary to describe what occurred and the impact on the operation. Attach additional paper if necessary. The following list is not all inclusive; it is provided to show some examples of conditions that should be reported on DA Form 7589.

<sup>a</sup> Item requested but not received during normal delivery.

<sup>b</sup> Shipment either over or short in either weight or volume.

<sup>c</sup> Item not labeled or mislabeled.

<sup>d</sup> Incorrect quantity listed on the delivery document.

<sup>e</sup> Unauthorized substitutions.

<sup>f</sup> Incorrect container size.

<sup>g</sup> Item damaged, spoiled, rotten, or deteriorated.

<sup>h</sup> Item has strange or foul odor.

<sup>i</sup> Items adulterated; animal hair or droppings in container.

<sup>j</sup> Items out of date.

<sup>k</sup> Item rejected on guidance from VSP.

#### Figure H-1. Sample of DA Form 7589

b. Upon receipt of the DA Form 7589, the SSM should—

- (1) Notify the PV's customer service representative for immediate (within 24 hours) resolution.
- (2) Contact the assigned DLA-TS or Defense Subsistence Office account manager to report any problem that cannot be resolved with the vendor or is of a recurring nature.
- (3) Reproduce all documents required incident to discrepant or unsatisfactory shipments. Distribution is as follows:
  - (a) Consolidate DA Form 7589s received from installation DFACs and fax them to the DLA-TS account manager.
  - (b) File one copy of the documents with the SSMO copy of the receiving documents.
  - (c) Provide one copy of the documents to the installation FPM.
- c. FPM should initiate follow-up actions for any item not resolved at the SSM level.
  - (1) Contact the DLA-TS account manager or KO for resolution status.
  - (2) Provide a copy of all DA Form 7589s with supporting documents to the U.S. Army Quartermaster School, JCCoE, ACES OD, Quality Assurance Division, 1831 Adams Avenue, Fort Lee, VA 23801-1601.
  - (3) Notify the LRC, AFSB, region of any item not resolved at the installation level.
- d. The AFSB region notifies JCCoE, ACES OD, CSPD of any problem not resolved at the installation level and of any recurring problems that require resolution.

#### **H-5. Reporting procedures for unsatisfactory operational rations**

Following are the procedures to report unsatisfactory or nonconforming operational rations.

*a.* DA Form 7590 (see fig H-2) should be initiated by the culinary management NCO, other DFAC personnel, or SSMO personnel who identify the deficiency.

### OPERATIONAL RATION QUALITY FEEDBACK

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

<b>1. RATION REPORTED</b> <input type="checkbox"/> MRE <input type="checkbox"/> UGR-H&S <input checked="" type="checkbox"/> UGR-A <input type="checkbox"/> OTHER	<b>2. RATION COMPONENT</b> (specific item name) Menu #2 Spaghetti w/ Meatballs	<b>3. RATION WAS USED DURING</b> <input type="checkbox"/> FIELD TRAINING <input checked="" type="checkbox"/> DEPLOYMENT <input type="checkbox"/> CONVOY <input type="checkbox"/> STORAGE <input type="checkbox"/> RANGE TRAINING	<b>4. DATE (YYYYDDMM)</b>  <p style="text-align: center;">As indicated</p>
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**5. EXPLANATION**  
 The spaghetti noodles provided in Menu # 2 (Spaghetti and Meatballs) menu are not advantageous for field-expedite cooking for required quantities. The noodles are a wheat vermicelli noodle. The starch from the noodles instantly makes the water thick and murky - causing a need to change the water constantly in order to cook the noodles properly. The vermicelli noodle, is also a very thin noodle which causes the noodles to have a higher potential to stick together during the cooking process, even though oil is added to the water. The current wheat spaghetti noodle is not conducive for field feeding operations or a field environment. Due to the unknown conditions of field and forward deployed locations, field feeding methods often require expedient production and assembly of subsistence components in austere conditions. Items that require an extended production time, a surplus of water for preparation or the potential for irregular uniformity caused by the condition of the products, leads to the food service team's inability to maintain the quality, quantity and appearance of the subsistence components.

**6. RECOMMENDATION**  
 Recommend a thicker spaghetti noodle be provided with Menu #2 (Spaghetti and Meatballs). The thicker noodle will assist in the noodle's potential not to stick together during the cooking process. Additionally, the provided noodle should be a long, cylindrical and solid original pasta made of milled wheat and water. An original spaghetti noodle will allow proper cooking of noodle without a need to constantly change the water due to excess starch from the pasta.

<b>7. RATION WAS</b> <input checked="" type="checkbox"/> HEATED  <input type="checkbox"/> NOT HEATED	<b>8. TEMP WHEN EATEN</b> <input checked="" type="checkbox"/> HOT  <input type="checkbox"/> WARM  <input type="checkbox"/> COLD	<b>9. FIELD CONDITIONS</b> A. TEMPERATURE <input checked="" type="checkbox"/> HOT <input type="checkbox"/> COLD <input type="checkbox"/> MODERATE B. HUMIDITY <input type="checkbox"/> DRY <input checked="" type="checkbox"/> NORMAL <input type="checkbox"/> MUGGY <input type="checkbox"/> MIST/FOG <input type="checkbox"/> RAIN/SNOW C. TERRAIN <input checked="" type="checkbox"/> DESERT <input type="checkbox"/> SWAMP <input type="checkbox"/> FOREST <input type="checkbox"/> JUNGLE <input type="checkbox"/> FLATLAND <input type="checkbox"/> HILL <input type="checkbox"/> MOUNTAIN
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**10. OVERALL OPIONION OF OPERATION RATINGS**

1	2	3	4	5	6	7	8	9
Dislike Extremely	Dislike Very Much	Dislike Moderately	Dislike Slightly	Neither	Like Slightly	Like Moderately	Like Very Much	Like Extremely

**11. OVERALL OPIONION OF THE TYPE OF RATION BEING REPORTED**

1	2	3	4	5	6	7	8	9
Dislike Extremely	Dislike Very Much	Dislike Moderately	Dislike Slightly	Neither	Like Slightly	Like Moderately	Like Very Much	Like Extremely

<b>12. DEMOGRAPHIC INFORMATION</b>		<b>13. PERSONAL INFORMATON</b>	
a. YEARS OF SERVICE 16	d. GENDER FEMALE	a. NAME First/Last Name	
b. RANK CW2	e. MOS/AOC 922A	b. TELEPHONE NUMBER 555-555-5555	
c. AGE 35		c. E-MAIL ADDRESS email@mail.xyz	

#### Legend

Completion instructions follow:

DA Form 7590 is a combination of objective and subjective responses along with narrative description and narrative recommendation. It allows for multiple selection types to capture the best possible details. The food service person who first identifies the deficiency should initiate this form. Complete the form according to the instructions below, and forward it, through the FPM, to ACES with the veterinary inspection report.

1. RATION REPORTED. Check all that apply. If other, enter the type of operation ration.
  2. RATION COMPONENT (specific item name). When reporting a specific component of an operation ration, enter that component here. See note.
  3. RATION WAS USED DURING. Select the item that best describes when the ration was used or when the problem was discovered.
  4. DATE (YYYYMMDD). Enter the date that the form is being prepared.
  5. EXPLANATION. Explain issue, concern, or complaint.
  - 6–12. Leave blank.
  13. PERSONAL INFORMATION.
    - a. NAME. Enter your name.
    - b. TELEPHONE NUMBER. Enter your duty telephone number.
    - c. EMAIL ADDRESS. Enter your duty email address.
- \*\*\*\*End of Legend\*\*\*\*

*Note.* For example, if the complaint is with the candy in the MRE, select MRE in block 1 and write the word "Candy" in block 2. If the complaint is with the potatoes in the UGR–A or the UGR–SO, select either UGR–A or UGR–SO in block 1 and enter "Potatoes" in block 2.

**Figure H–2. Sample of DA Form 7590**

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*b.* The initiating activity places a sample on hold pending the veterinary service's inspection and disposition instructions. Coordinate preparation of the form with the VSP and FPM as follows:

- (1) VSP supply an inspection report on nonconformance to the contract. Attach this report to DA Form 7590.
- (2) The FPM can provide technical guidance on the proper completion and submission of the form.

*c.* Report deficiencies or suspected deficiencies that present a real or potential health hazard immediately to veterinary services or PVNTMED personnel. Medical authorities should determine if products should be placed on medical hold to determine fitness for human consumption. Once the appropriate medical authority is notified, notify JCCoE, ACES OD, CSPD by telephone immediately.

- (1) Prepare the appropriate form within 3 working days following the telephonic notification to ACES.
- (2) In the Comments block of DA Form 7590, enter the following statement: "Confirmation of telephone call: (enter name of person (s) contacted, the organization (that is ACES, PVNTMED, or Vet Services) and time/date of call)."

*d.* The culinary management NCO or manager forwards the completed DA Form 7590 and attached veterinary inspection report to JCCoE, ACES OD, Quality Assurance Division, 1831 Adams Avenue, Fort Lee, VA 23801–1601.

#### **H–6. Reporting operational rations quality recommendations**

DA Form 7590 may also be used to report comments, complaints, and recommendations regarding the quality and desirability of operational rations. Coordination with VSP is not required when using the form for this purpose.

*a.* When used for this purpose, the person making the complaint or recommendation completes DA Form 7590 (see fig H–3).

### OPERATIONAL RATION QUALITY FEEDBACK

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

<b>1. RATION REPORTED</b> <input type="checkbox"/> MRE <input type="checkbox"/> UGR-H&S <input checked="" type="checkbox"/> UGR-A <input type="checkbox"/> OTHER	<b>2. RATION COMPONENT</b> (specific item name)  Module menu #14	<b>3. RATION WAS USED DURING</b> <input checked="" type="checkbox"/> FIELD TRAINING <input type="checkbox"/> DEPLOYMENT <input type="checkbox"/> CONVOY <input type="checkbox"/> STORAGE <input type="checkbox"/> RANGE TRAINING	<b>4. DATE (YYYYDDMM)</b>  As Directed.
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**5. EXPLANATION**

The Pork Chops in this meal are too small, dry, and tough to eat.

**6. RECOMMENDATION**

Buy larger Pork Chops and use a different company or replace Pork Chops with BBQ Pork.

<b>7. RATION WAS</b> <input checked="" type="checkbox"/> HEATED  <input type="checkbox"/> NOT HEATED	<b>8. TEMP WHEN EATEN</b> <input type="checkbox"/> HOT <input checked="" type="checkbox"/> WARM <input type="checkbox"/> COLD	<b>9. FIELD CONDITIONS</b> A. TEMPERATURE <input type="checkbox"/> HOT <input type="checkbox"/> COLD <input checked="" type="checkbox"/> MODERATE B. HUMIDITY <input type="checkbox"/> DRY <input checked="" type="checkbox"/> NORMAL <input type="checkbox"/> MUGGY <input type="checkbox"/> MIST/FOG <input type="checkbox"/> RAIN/SNOW C. TERRAIN <input type="checkbox"/> DESERT <input type="checkbox"/> SWAMP <input type="checkbox"/> FOREST <input type="checkbox"/> JUNGLE <input checked="" type="checkbox"/> FLATLAND <input type="checkbox"/> HILL <input type="checkbox"/> MOUNTAIN
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**10. OVERALL OPIONION OF OPERATION RATIIONS**

1	2	3	4	5	6	7	8	9
Dislike Extremely	Dislike Very Much	Dislike Moderately	Dislike Slightly	Neither	Like Slightly	Like Moderately	Like Very Much	Like Extremely

**11. OVERALL OPIONION OF THE TYPE OF RATION BEING REPORTED**

1	2	3	4	5	6	7	8	9
Dislike Extremely	Dislike Very Much	Dislike Moderately	Dislike Slightly	Neither	Like Slightly	Like Moderately	Like Very Much	Like Extremely

<b>12. DEMOGRAPHIC INFORMATION</b>				<b>13. PERSONAL INFORMATIION</b>			
a. YEARS OF SERVICE 3		d. GENDER Female		a. NAME First/Last		b. TELEPHONE NUMBER 555-555-5555	
b. RANK SPC		e. MOS/AOC 92G		c. E-MAIL ADDRESS email@mail.xyz			
c. AGE 24							

### Legend

Completion instructions follow:

DA Form 7590 is a combination of objective and subjective responses along with narrative description and narrative recommendation. It allows for multiple selection types to capture the best possible details. Completion instructions are given below.

1. RATION REPORTED. Check all that apply. If other, enter the type of operation ration.
  2. RATION COMPONENT (specific item name). When reporting a specific component of an operation ration, enter that component here. See note 1.
  3. RATION WAS USED DURING. Select the item that best describes when the ration was used or when the problem was discovered.
  4. DATE. Enter the date that the form is being prepared.
  5. EXPLANATION. Explain the issue, concern, or complaint.
  6. RECOMMENDATION. Provide any recommendations to address the issue or improve the reported ration or component.
  7. RATION WAS. Indicate whether or not the ration or component had been heated at some point after issue and prior to eating.
  8. TEMP WHEN EATEN. Select the appropriate option to describe the temperature of the ration or component at the time it was eaten.
  9. FIELD CONDITIONS.
    - a. TEMPERATURE. Select the option that best describes the outside air temperature at the time of consumption.
    - b. HUMIDITY. Select the option that best describes the perceived humidity at the time of consumption.
    - c. TERRAIN. Select the option that best describes the terrain in which the ration was eaten.
  10. OVERALL OPINION OF OPERATIONAL RATIONS. Select the option that best describes how you (the submitter) feel in general about operational rations. See note 2.
  11. OVERALL OPINION OF THE TYPE OF RATION BEING REPORTED. Select the option that best describes how you (the submitter) feel in general about the type of ration being reported. See note 3.
  12. DEMOGRAPHIC INFORMATION. Complete the demographic information in items A through E. See note 4.
  13. PERSONAL INFORMATION. If you would like to be contacted concerning your feedback, complete the personal information in items A through C. Otherwise, leave blank. See note 5.
- \*\*\*\*End of Legend\*\*\*\*

### Notes.

<sup>1</sup> For example, if the complaint is with the candy in the MRE, select MRE in block 1 and write the word "Candy" in block 2. If the complaint is with the potatoes in the UGR-A or UGR-SO, select UGR-A or UGR-SO in block 1 and enter "Potatoes" in block 2.

<sup>2</sup> Indicate your opinion of operational rations in general, regardless of the type.

<sup>3</sup> Indicate your opinion of the specific type of ration (MRE, UGR-H&S, and so on) reported on this form.

<sup>4</sup> This information is used for statistical analysis at the DA level only and should not be traceable to the individual completing the form.

<sup>5</sup> Provide this information to be contacted concerning actions taken in response to this report or if further clarification of the report would be beneficial.

### Figure H-3. Sample of DA Form 7590 used to address a quality issue or Solider complaint

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b. The culinary management NCO or manager who becomes aware of comments regarding the quality and desirability of operational rations provides a copy of the form to the person making the comments and be available to provide assistance in completing the form.

c. The culinary management NCO or manager forwards the completed DA Form 7590 to JCCoE, ACES OD, 1831 Adams Avenue, Fort Lee, VA 23801-1601.

## H-7. Processing and evaluation of submitted documents

Upon receipt of either DA Form 7589 or DA Form 7590, JCCoE, ACES OD should—

- a. Process the form by validating the submission and acknowledging receipt.
- b. Perform an analysis and recommend corrective actions (where appropriate).
- c. Attach in-house analysis and recommendations to the original document and forward it to DLA-TS.

## Appendix I

### Procedures for Selection, Cataloging, and Maintenance of Subsistence Items

#### I-1. General

This appendix has been developed to assist installations selecting subsistence items for procurement. Particular attention has been devoted to meat, poultry, or seafood items. Item description guides for meat, seafood, and poultry items have been included with this appendix. DFAC managers may use the guides for product identification in the receiving process. Supervisory personnel at the installation or AFSB region should also use this guide when reviewing current catalogs to ensure that correct product specifications are being followed. While not all inclusive, it provides detailed guidance and specifications for most standard meat, seafood, and poultry items required in the recipes and menus of the Army Food Program. FPMs should ensure that any item selected for evaluation for possible catalog inclusion meets the requirements of AR 30-22 and this appendix.

- a.* North American Meat Institute (NAMI) Meat Buyer's Guide should be used wherever possible to ensure that standard industry descriptions are provided to vendors when selecting items to catalog for Soldier feeding.
- b.* Supervisory personnel (FPMs or LRC, AFSB region or tactical food advisors) should use the NAMI Meat Buyer's Guide to ensure that correct product specifications are being followed. FPMs must ensure that any item selected for evaluation for possible catalog inclusion meets the requirements of AR 30-22 and this appendix.
- c.* AFSB region, LRC, and installation FPMs (with tactical food advisors) should review semiannually their local catalog using these guidelines to ensure that Army standards are being met. Items that do not meet established standards should be replaced.
- d.* Supervisory personnel (FPM or LRC, AFSB region) should also use this guide when reviewing catalogs to ensure that correct product specifications are being followed.
- e.* DFAC managers may use the guides for product identification in the receiving process and for training within their DFAC staffs.
- f.* Contact JCCoE, ACES OD, CSPD for any further assistance required.

#### I-2. Goals

Mutual goals of the Army Food Service Program and the SPV Program aim to obtain the highest quality subsistence items affordable within the BDFFA.

- a.* Many items within the vast spectrum of commercial products being offered do not fit within the Army Food Program parameters. This may be because of domestic availability, price, the level of quality (high or low), extremely perishable (short shelf life), diner acceptability, or a combination.
- b.* The frequent purchase of exotic or extremely expensive meat, seafood, or dessert items for DFACs is not recommended. Items such as alligator tail, quail, Alaskan king crab, lobster tail, precooked baby back ribs, and some prepared desserts are considered high-cost subsistence items. These items are not used in the monthly computation of the BDFFA. While these items offer upscale changes to menus, their cost should often exceed the constraints of the BDFFA, and they are not to be considered a part of normal menus. Any use of items of this nature should be infrequent and limited to special meals or occasions such as super suppers, ethnic celebrations, or holiday meals.
- c.* Additionally, many installations have indiscriminately selected precooked items for use in daily menus. These items are also not included in the BDFFA computation, and excessive use of prepared items should be discouraged. While these items may offer ease of preparation, they increase costs and reduce the training and experience available to food service personnel. While reducing labor for contractor-operated DFACs, no reduction in contract price exists commensurate with the use of these items.
- d.* Food-operation sergeants and managers should remain responsible for maintaining menus within established standards and the status of their respective DFAC accounts as stated in this pamphlet.

#### I-3. Procedures for new items

Installations desiring to add or change catalog items should first contact their PV. The initial effort should be to purchase an item carried by the vendor and providing the benefit of the national allowance pricing agreement. Should the PV desire to offer private label products, the item must equal or exceed the desired item in quality and price. The FSMBs should follow procedures for new products in AR 30-22. Also, take care to ensure compliance with the menu standards in this publication (see para 3-74) when selecting items for use.

- a.* The commercial food industry continues to develop and offer valued-added products for institutional use. These are often touted as labor saving and include processing and partial or complete cooking by the producer. While many are highly acceptable and may fill a specific need (precooked bacon, breakfast sausage, spareribs, meatballs), they may also

carry an increased cost burden for DFAC accounts. Food service operators must become accustomed to determining “plate cost” or “what it costs to feed one portion.”

*b.* A cost-benefit analysis must be conducted (for any considered item) to identify the cost impact the item should have on DFAC accounts. Follow this process in all purchasing decisions. Product yields must be a prime factor in the analysis. Proper cost analysis on products must be based on the portion cost and portions yielded, not the per pound price. To properly evaluate competing items, compare individual serving costs and then decide if any additional cost is justified and if our facilities can absorb the cost within authorized allowances. FPMs should also investigate the price stability of the product. Is it an item that experiences frequent price fluctuations? Is it offered at a low price that then experiences numerous increases in the following months? Can the vendor offer price stabilization for extended periods such as 6 months, 9 months, or 1 year with no increase?

*c.* FPMs and culinary management NCOs or managers should also closely review the handling, cooking, and holding characteristics of any item being considered. Vendors of marinated, tenderized, precooked items (as well as raw) should be required to fully describe their processes and what impact they have on how we handle the product. The product should be evaluated in its received state and in its end or serving state. What was required to prepare the item? How much shrinkage was experienced? How does it hold on the serving line or in food warmers? What is the stated shelf life? Does the product perform as advertised?

*d.* Any vendor desiring the Army to use its product should be able to fully explain why the Army should use its product over others. This is especially important when the Army is asked to change an item of one brand for a like item of another brand. There must be some benefit that accrues to the Army Food Program to validate or support the switch. The benefit may be in quality, price, storage, handling or preparation methods; it is not meant as to be obstacle for vendors but as an education for the Army. Each change requires changes to our recipe and MIFs, and it requires that we consume existing inventory to permit deletion of items being replaced and possible re-education of food handlers. Change for the sake of change is not beneficial to our program and is not recommended.

*e.* General or unlimited use of precooked items without detailed cost analysis is not recommended. Installations should carefully review convenience or prepared products for their intended use, frequency, cost, and possible impact on contract operations. To ease short staffing in facilities, precooked items (generally) should be considered for specialty items when there is infrequent use and when use of a precooked item can increase the quality offered at affordable pricing.

*f.* Conversely, precooked items often may have absorbed preparation and cooking losses in their cost. The portion yields of these items may overcome the initial cost. Products such as precooked bacon and breakfast sausage are extreme examples. One pound of precooked bacon yields roughly the same servings as 3 pounds of raw bacon. Precooked breakfast sausage may, in fact, have a lower portion cost than raw. The time-saving convenience of premade meat balls may justify a price that is higher than the raw ingredients for this item.

#### **I-4. Selection or retention of items**

The following is general guidance for the selection or retention of protein items:

*a.* The standards established within the Meat Buyer’s Guide developed by the NAMI should be used wherever possible in the selection of beef, pork, or poultry items.

*b.* Army facilities should primarily use beef products processed from U.S. Department of Agriculture (USDA) choice or select grades. Alternatively facilities may use certain no roll (ungraded) items as shown in the Army Buyer’s Guide. The user must determine the intended use of the product to properly determine the relative quality grade required. Utility grade (or below) is not authorized in Army DFACs. The specific grade requirement is shown for each item in the Army Buyer’s Guide in the list of item descriptions found at <http://www.quartermaster.army.mil>.

*c.* The Army standard for ground beef (bulk) is 90 percent lean meat and not more than 10 percent fat. Beef patties 85 percent lean meat and not more than 15 percent fat. Soy protein as a binder or extender is not permitted. The use of lean finely textured beef (referred to as “pink slime”) is also prohibited,

*d.* Individually evaluate products identified as “fritters” to determine acceptability. Breading should not exceed the following percentages for the listed items: veal patties are not to exceed 30 percent breading, beef steak fritters are not to exceed 30 percent breading, and chicken fritters are not to exceed 35 percent breading. Using fritters is discouraged. Items exceeding these percentages are prohibited to be cataloged for use in Army DFACs.

*e.* Standards for seafood products are in the U.S. Standards for Grades of Fishery Products, available at <http://www.seafood.nmfs.noaa.gov>. All seafood products must comply with legal requirements to be from U.S. flagged vessels and processed in U.S. plants. These products must originate in facilities listed as a “National Oceanic and Atmospheric Administration Approved Establishments” and should carry the “Graded Product Packed under Continuous Inspection” shield. Seafood products included in the U.S. Standards for Grades of Fishery Products must meet requirements for Grade A or equivalent. Products such as imitation shrimp (over 50 percent breading) or fritters exceeding 35 percent breading should not be used in Army DFACs. Extenders or binders (although not to exceed 40 percent) are normally permitted in limited

items, such as stuffed crab, crab cakes, salmon fritters, or salmon patties. Fish used to fabricate imitation crab or lobster products is authorized.

*f.* All processed fruits and vegetables must meet the established US Standards for Grades for Processed Fruits and Vegetables, available at <https://www.ams.usda.gov>. Processed fruits should meet Grade A requirements to qualify for inclusion on Army catalogs. Grade B should be accepted instead of Grade A when USDA and DLA–TS research supports that Grade A is consistently unavailable in quantity or is cost prohibitive from commercial industry. Grades less than Grade B should not be purchased for Army DFACs. The grade requirement for processed vegetables may be established by each installation as U.S. Grade A or U.S. Grade B. As catalogs are updated, remove references which combine requirements for “U.S. Grade A or B.” Grade requirements for processed vegetables should be discussed with the SPV before establishing the level desired.

*g.* The use of Ficin, Bromelin or papain is prohibited. Do not use products treated with these chemical- or protein-based tenderizers. These products are not well suited to holding periods (in food warmers or on serving lines) after preparation. The use of these tenderizers is prohibited for Army garrison facilities and should be strictly enforced by the FPM. Operational methods for Army DFACs must be considered when developing menus and selecting products.

*h.* Food labels must comply with the Food and Drug Administration’s Food Allergen Labeling and Consumer Protection Act (FALCPA) of 2004. Under FALCPA, food labels are required to state clearly whether the food contains a major food allergen. A major food allergen is defined as one of the following foods or food groups, or is an ingredient that contains protein derived from one of the following foods or food groups:

- (1) Milk.
- (2) Eggs.
- (3) Peanuts.
- (4) Tree nuts, such as almonds, walnuts, and pecans.
- (5) Soybeans.
- (6) Wheat.
- (7) Fish.
- (8) Shellfish, such as crab, lobster, and shrimp.

*i.* MSG as an added ingredient in any food product is not permitted (see DOD instruction (DODI) 1338.10, DOD Food Service Program).

*j.* All food products—to include spreads, cooking oils, and frying oils—must contain zero grams of trans fat and have no partially hydrogenated oils as an ingredient (see DOD Menu Standards, DODI 1338.10).

*k.* Orange juice must be 100 percent juice and fortified to meet the following nutrient levels at the minimum: 300 mg of calcium per cup (35 percent reference daily intakes) and 100 international units of vitamin D per cup (25 percent reference daily intakes). Tomato and vegetable juices must contain less than 230 mg of sodium per serving (see DODI 1338.10, DOD Food Service Program).

*l.* Milk, to include lactose-free alternatives, must be fortified to meet the following nutrient levels: 500 international units of vitamin A per cup and 100 international units of vitamin D per cup (see U.S. Food and Drug Administration). Milk alternatives—such as soy, almond, or rice milk—should be fortified to meet the following nutrient levels at the minimum: 276 mg of calcium per cup, 8 grams of protein per cup, 500 international units of vitamin A per cup, 100 international units of vitamin D per cup, 24 mg of magnesium per cup, 222 mg of phosphorus per cup, 349 mg potassium per cup, 0.44 mg of riboflavin per cup, and 1.1 micrograms vitamin B12 per cup. Soy milk should be made from whole soybeans and the ingredient list should reflect this (see U.S. Food and Drug Administration).

*m.* Marinades, “pumps,” or “rubs”—such as water, broths, natural juices, and flavor enhancers—are permitted and may allow products to perform better than non-marinated items under mass feeding conditions. Marinated items are somewhat tenderized in the cooking process and should hold up better over longer periods than non-marinated. Consider what the Army should use it for and what the Army’s intended benefit should be when using this product.

*n.* All poultry items (except those not graded, such as cooked breast, wings, or chunks) must be USDA Grade A or equivalent. While the USDA Grade A product is preferred, it is not mandatory. Any product not officially Grade A quality must meet the same specification upon audit or inspection.

*o.* Pork products are not graded by the USDA. To establish clear requirements, use the NAMI’s Meat Buyer’s Guide’s standards for pork wherever possible.

*p.* For additional information and updates, consult the Army Buyer’s Guide, available at <http://www.quartermaster.army.mil/>.

#### **I–5. Visits of vendors, manufacturers, or brokers**

PVs, manufacturers, brokers, or others should not visit DFACs to seek sales without the express permission of the FPM. Vendors are encouraged to visit facilities to demonstrate and provide training or assistance with products already listed on

the installation catalog. Subordinate commands must work through the FPM to invite vendors to provide this service. Do not conduct “mini food shows,” which are relative to only segments of the installation or organization, not the whole. Report vendors arriving at DFACs without proper approval to the FPM immediately and direct them to their office.

#### **I-6. Evaluation and selection of and obligation to consume products (cuttings and demonstrations)**

Product cuttings or demonstrations are used primarily to perform one or more of three functions: to evaluate new products, to resolve complaints of products not meeting specifications or quality, or to provide training on products currently used at the installation. A product cutting or demonstration should be used in the decision process when selecting new items for DFAC use. Installation FPMs may schedule demonstrations for the expressed purpose of investigating a specific product for possible use. As part of the product demonstration, manufacturer’s representatives may bring chefs or marketing personnel to teach food program personnel how to use currently cataloged products more efficiently or how to market the products to their customers more effectively. Provide the nutritional facts for each product and display them at each cutting or demonstration according to this pamphlet (para 3-12b).

*a.* When product demonstrations or cuttings are to be conducted, the FPM should request that the PV invite desired company representatives to present their products at the FSMB. The PV may also suggest producing companies known to provide products of the type required.

*b.* Vendors may be asked to demonstrate their product at one or more DFACs or subordinate command FSMBs to gauge warfighters acceptance of the products. Food service representatives of sister Services being served under the same contract should be invited to all cuttings or demonstrations where decisions to add or delete catalog items may occur. Product sample size should be limited to quantities required to support sampling during the cutting or demonstration. If conducted in a DFAC, limit the sample size to a quantity to support not more than one hundred soldiers or 50 percent of the average headcount for that meal, whichever is less.

*c.* The FPM should follow up on these actions to ensure the desired companies are represented at the cutting or demonstration. The actual cuttings or product demonstrations should be supervised by the FPM. PVs should assist in the invitation of producing vendors and arranging for product availability. PVs should not conduct or supervise the cutting nor the grading forms used to evaluate competitors. Evaluations must be controlled by the FPM. Procedures for cuttings and demonstrations are fully explained in AR 30-22 and this pamphlet. When scheduling a demonstration, provide the vendor ample time to provide product information, including national allowance pricing agreement, product packaging, or shelf-life information. Investigate preparation methods, nutrition information, how the product should help managers to meet Army menu standards, cost data, and whether or not the product is already carried by the SPV. The FPM must provide sufficient time for each vendor and, therefore, must limit the number of product cuttings or demonstrations to the time available.

*d.* The decision to add products to the catalog rests with the customer. Make every effort to achieve consensus of the customers relative to items that are to be added or deleted from a catalog. While each service has certain unique requirements, experience has shown that all services should use like items for most menus or recipes. The FSMB members should vote and a decision should be rendered respective to each item evaluated. Items selected are added to the catalog using the DLA-TS new item request form.

*e.* Army policy relative to items requested by Army installations remains. When the PV brings in a product not previously maintained in their inventory, the requesting installation should ensure consumption, preventing loss to the PV and the Government. If required, the PV should notify the installation of a product that is not moving. This must be done prior to product expiration or use by date. The FPM should direct the issue of inventory on hand at the PV to installation facilities (mandatory issue). When the stock is consumed the product(s) may be deleted from the catalog. Items special ordered by an installation or organization must be accepted upon arrival. The culinary management NCO or manager should not refuse delivery of special request items that are delivered at the agreed time and in the proper condition.

#### **I-7. File maintenance requirements**

Army installations use the STORES to pass orders from the approved automated system to the PV. Some isolated units use the STORES-on-the-Web system. The electronic catalog on all STORES systems supports customers for a specific geographic region, including all DOD and some non-DOD customers. It may, therefore, contain numerous items that were not intended, suitable, or approved for Army use.

*a.* The C for Army subsistence purchases is the AFMIS MIF. The AFMIS recipe file provides food operations personnel access to item ordering and preparation information. The MIF controls the ordering and inventory control of all items. Do not pass items not entered to the MIF to the recipe file. The AFMIS system should not provide information or accept orders for items not on the MIF. Proper maintenance of these files should ensure that installations purchase only authorized subsistence items and should aid DFAC managers’ inventory control, menu preparation, costing, and ordering functions.

*b.* Maintenance of the MIF is the responsibility of the installation SSM with item approval of the installation FPM. For items that are to be deleted from the installation catalog, the FPM must ensure that DFACs deplete their inventory. The AFMIS system should not permit deletion of an item as long as there is inventory recorded in even one DFAC.

*c.* Maintenance of the AFMIS recipe file is the responsibility of the installation FPM. For OCONUS areas, this responsibility rests with the food advisor or FPM which supports the SSMO and the AFMIS system.

## Appendix J

### Organization and Operations Plan for Subsistence Requirements Outline

#### J-1. General

To ensure Class I availability and the ration mix in quantities required to meet the commander's mission, adequate guidance must be included in all training plans. The command personnel or the training planning group, with input from the logistics planners (to include the SSM, food advisory personnel, and the Class I officer), should complete the requirements identified in paragraphs J-2 and J-3. Coordinate these data in time to meet established order or ship time for Class I item desired. Provide these data to all personnel (unit, food service, and supply) participating in the training.

#### J-2. Command determinations

*a.* As a minimum, address the following areas in planning documents (letters of instruction and operations orders) when training or training operations are conducted using these procedures.

(1) Determine a supporting Subsistence Supply Management Office or prime vendor. When training is conducted at a supporting installation, the SSMO or PV should provide planning and ration support and should report required data to DCS, G-4. When training is conducted away from a supporting installation, contact the responsible ACOM, which should designate the supporting SSMO or PV and Class I officer.

(2) Designate a Class I officer. The Class I officer should be at the highest Class I supply activity participating in the training operation.

(3) Determine the subsistence supply distribution channels. Prescribe the elements that should be involved in reports, requests, and actual supply flow.

(4) Determine the menu or ration mix. This is a list, day by day and meal by meal, of the rations to be used during the duration of the training (for example: first 14 days UGR-H&S/MRE/UGR-A, day 15 through duration UGR-A/MRE/UGR-A; see AR 30-22).

(5) Determine the ration requisition or issue cycle. This is the number of days between submission of the food service sergeant's DA Form 3294 (Ration Request/Issue/Turn-In Slip) and consumption of the ration. The command should publish the schedule of issues, which lists the required dates by day for requests, issues, and turn-ins.

(6) Establish the start and stop dates of the training. Develop a projected troop density during buildup and draw down.

(7) Establish procedures for collecting cash (if payroll deduction is not accomplished in accordance with AR 30-22 for field duty over 3 days). Determine the procedures to collect cash for meals consumed by nonparticipants (evaluators and visitors) at the training site. As a minimum, procedures must address the following:

*(a)* Assignment of personnel to collect cash.

*(b)* Location of cash collection points.

*Note.* Depending on the anticipated volume of cash collection or mission requirements, cash collection points may be established at the training operations control headquarters, a designated kitchen location, or every feeding location.

*(c)* Security of sheets and funds while in the field.

*(d)* Turn-in of sheets and cash collected at the end of the training.

(8) Additional guidance for handling cash. This information is in AR 30-22 and this pamphlet.

*b.* In conjunction with the S-1 adjutant officer, develop a method to ensure all commanders have advance notice of required finance action (as prescribed in DOD 7000.14-R) to implement reimbursement for all meals available during the training or training operation.

#### J-3. Additional determination by the command group

*a.* Determine procedures to ensure that the designated Class I officer is provided personnel data (DA Form 5913). This unit report must include a breakdown of total participants by Service components and the total number of days the unit should participate in either the training or training operation. Provide these data through channels to the supporting SSMO or PV. Data is used at the HQDA level to effect reimbursement from other Service components for rations or meals provided their participants.

*b.* Determine whether or not there are local host nation support facility requirements and, if so, do they meet U.S. sanitation guidelines?

*c.* Determine whether additional warming or cooling beverages are required.

*d.* Determine and establish the method and the required funding to ship unconsumed rations at the end of the field training operation if required.

*e.* Determine applicable contingency plans for use upon deployment.

#### **J-4. Operational consideration**

Additional considerations or determinations to be addressed by the planners are as follows:

- a.* When ice is desired or required, designate the authorized issue factor per person per day.
- b.* When expendable supplies are required or authorized by the command, purchase them using OMA, OMAR, or OMARNG. Use MPA funds only to purchase subsistence items. Ice should not be included as a subsistence item.
- c.* Arrange to transport trash to established trash collection points. Contract support or procedures for unit disposal at local trash points should be selected.
- d.* Determine whether any local procurement, other than SSMO or PV provided, of subsistence should be required. Coordinate requirements with supporting contracting and VSP.
- e.* Determine whether VSP are adequate for subsistence support requirements.
- f.* Determine whether supply and service locations (Class I, water, fuels, landfill) have been identified and provided to the user.
- g.* Determine whether a method has been developed to retrograde unconsumed rations.
- h.* Determine the extent of religious rations required to support operations.

## **Glossary**

### **Section I**

#### **Abbreviations**

**A/E**

architect/engineer

**ACES**

Army Center of Excellence, Subsistence

**ACOM**

Army command

**AFARS**

Army Federal Acquisition Regulation Supplement

**AFFS**

Army Field Feeding System

**AFMIS**

Army Food Management Information System

**AFSB**

Army Field Support Brigade

**AG**

adjutant general

**AIT**

advanced individual training

**ALFOODACT**

All Food Activities

**AMC**

Army Materiel Command

**AR**

Army Regulation

**ARCS**

Army Ration Credit System

**ARIMS**

Army Records Information Management System

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ASC**

Army Sustainment Command

**ASCC**

Army service component command

**AT**

annual training

**ATP**

Army Techniques Publication

**B**

breakfast

**BAS**

basic allowance for subsistence

**BCOES**

bid ability, constructability, operability, environmental, and sustainability

**BCT**

basic combat training

**B DFA**

basic daily food allowance

**BEQ**

bachelor enlisted quarters

**CAC**

common access card

**CCP**

critical control point

**CCS**

cash control supervisor

**CNGB**

Chief, National Guard Bureau

**CONOPS**

contingency operations

**CONUS**

continental United States

**COR**

contracting officer's representative

**CSPD**

concepts, systems, and policy division

**CTA**

common table of allowances

**D**

dinner

**DA**

Department of the Army

**DA Pam**

Department of the Army pamphlet

**DCS**

Deputy Chief of Staff

**DD Form**

Department of Defense Form

**DFAC**

dining facility

**DFAS**

Defense Finance and Accounting Service

**DLA**

Defense Logistics Agency

**DLA-TS**

Defense Logistics Agency—Troop Support

**DO**  
disbursing officer

**DOC**  
director of contracting

**DOD**  
Department of Defense

**DODAAC**  
Department of Defense Activity Address Code

**DODD**  
Department of Defense directive

**DODI**  
Department of Defense instruction

**DOL**  
directorate of logistics

**DPW**  
director of public works

**DRMO**  
Defense Reutilization and Marketing Office

**DRU**  
direct reporting unit

**DSN**  
defense switched network

**DVD**  
direct vendor delivery

**EPDF**  
enlisted personnel dining facility

**ER**  
engineer regulation

**EUM**  
essential unit messing

**F**  
Fahrenheit

**FALCPA**  
Food Allergen Labeling and Consumer Protection Act of 2004

**FD**  
field duty

**FFS**  
full food service

**FLIPL**  
financial liability investigation of property loss

**FM**  
Family member

**FMAT**  
Food Management Assistance Team

**FORSCOM**  
U.S. Army Forces Command

**FPM**  
food program manager

**FPMO**  
Food Program Management Office

**FSC**  
Federal supply classification

**FSE**  
food service equipment

**FSMB**  
Food Service Management Board

**FSMP**  
Food Service Management Plan

**FY**  
fiscal year

**GBL**  
government bill of lading

**GP**  
general purpose

**GPC**  
government purchase card

**GSA**  
General Services Administration

**HACCP**  
hazard analysis critical control point

**HC**  
headcount

**HQ**  
headquarters

**HQ**  
Headquarters, Department of the Army

**HQUSACE**  
Headquarters, United States Army Corps of Engineers

**IDIQ**  
Indefinite Delivery, Indefinite Quantity (Contract)

**IDT**  
inactive duty training

**IGE**  
independent government estimate

**IMCOM**  
Installation Management Command

**IMT**  
initial military training

**JCCoE**  
Joint Culinary Center of Excellence

**JTR**  
Joint Travel Regulation

**KO**

contracting officer

**L**

Lunch

**LB**

pound

**LOGCAP**

Logistics Civil Augmentation Program

**LRC**

logistics readiness center

**LTA**

local training area

**MCA**

military construction, Army

**MCN**

movement control number

**MCW**

meal, cold weather

**MEC**

Meal Entitlement Code

**MED**

medical

**MEDCOM**

Medical Command

**METT-TC**

mission, enemy, terrain, troops, time, civil considerations

**MFR**

memorandum for record

**MG**

milligram

**MHE**

material handling equipment

**MKT**

mobile kitchen trailer

**m-NEAT**

Military Nutrition Environment Assessment Tool

**MOI**

memorandum of instruction

**MOS**

military occupational specialty

**MPA**

military personnel, Army

**MRE**

meal, ready to eat

**MSC**

Major Subordinate Commands

**MSG**  
monosodium glutamate

**MTOE**  
modification table of organization and equipment

**NAF**  
nonappropriated fund

**NAMI**  
North American Meat Institute

**NBC**  
nuclear, biological, and chemical

**NCO**  
noncommissioned officer

**NGB**  
National Guard Bureau

**NGPA**  
National Guard Personnel, Army

**NGR**  
National Guard regulation

**NRA**  
National Restaurant Association

**NSN**  
national stock number

**OCONUS**  
Outside Continental United States

**OD**  
Operations Directorate

**OFTS**  
Operational, Functional, Training, and Support

**OMA**  
operation and maintenance, Army

**OMAR**  
operation and maintenance, Army Reserve

**OMARNG**  
Operation and Maintenance, Army National Guard

**OPA**  
other procurement, Army

**OTCnet**  
Over-the-Counter Channel Network

**OZ**  
ounce

**PAC**  
personnel administration center

**PAO**  
public affairs office

**PBO**  
property book officer

**POS**

point of sales

**PV**

prime vendor

**PVNTMED**

preventive medicine

**PWS**

performance work statement

**QASP**

quality assurance surveillance plan

**RA**

Regular Army

**RBP**

ration breakdown point

**RC**

reserve component

**RCSS**

Reserve Component Subsistence System

**RDN**

registered dietitian nutritionist

**RDT&E**

research, development, testing, and evaluation

**RMO**

resource management office

**ROTC**

Reserve Officers' Training Corps

**RPA**

reserve personnel, Army

**RRC**

regional readiness command

**SB**

supply bulletin

**SF**

standard form

**SFI**

Soldier fueling initiative

**SIK**

subsistence in kind

**SOP**

standard operating procedure

**SPV**

subsistence prime vendor

**SSM**

subsistence supply manager

**SSMO**

Subsistence Supply Management Office

**STORES**

Subsistence Total Order and Receipt Electronic System

**TB**

technical bulletin

**TDY**

temporary duty

**TFA**

temporary field assignment

**TM**

technical manual

**TOE**

table of organization and equipment

**TRADOC**

Training and Doctrine Command

**TS**

troop Support

**TSFC**

tri-Service food code

**UBL**

unit basic load

**UGR**

unitized group ration

**UGR-A**

unitized group ration-A

**UGR-H&S**

unitized group ration-heat and serve

**UGR-SO**

unitized group ration-short order

**UHT**

ultra-high temperature

**UIC**

unit identification code

**USACE**

United States Army Corps of Engineers

**USAF**

U.S. Air Force

**USAPHC**

U.S. Army Public Health Command

**USAR**

U.S. Army Reserve

**USARC**

U.S. Army Reserve Command

**USARPAC**

U.S. Army Pacific

**USDA**

U.S. Department of Agriculture

**USMC**

U.S. Marine Corps

**USN**

U.S. Navy

**USPFO**

U.S. property and fiscal officer

**VRGC**

voucher register and general control

**VSP**

veterinary service personnel

**Section II****Terms****A la carte**

A system in which a wide variety of food items is available for selection and purchased separately. Each food item is individually priced based on cost.

**A ration**

Perishable (fresh or frozen) and semi-perishable items necessary to comply with garrison menu standards are described in paragraph 3–74 of this pamphlet.

**Army command**

Designated by the Secretary of the Army, commands that perform multiple Army Service Title 10 functions across multiple disciplines. As used in this pamphlet, the term also applies to any ASCCs and DRUs that have appropriated fund food service operations.

**Army Ration Credit System**

The Army's garrison subsistence requisitioning and accounting system. Procedures prescribed in chapter 3 of this pamphlet for subsistence estimates, requisitioning, receipt, and inspection should apply for subsistence either used in garrison or used for garrison support for field training or operations.

**Basic allowance for subsistence**

Cash allowance paid to Soldiers, officer and enlisted, to help reimburse them for the expense of subsisting themselves. When used in this pamphlet to describe enlisted personnel, it applies to those who receive BAS, must reimburse in cash when eating a Government supplied meal, and do not reside in a barracks on an Army installation.

**Box lunch**

A meal prepared in the DFAC using in-house food items as part of the normal ration or box lunches obtained from the PV. Each box lunch contains sufficient subsistence for one person for one meal.

**Brunch**

Combines an enhanced breakfast and a more substantial lunch served during an extended meal period. It is 45 percent of the BDF. When a brunch meal is served, a supper meal must be served also.

**Catered meal**

A meal prepared in a commercial establishment for consumption there, delivered to a specific location for consumption, or prepared at the consumption site using the caterer's portable equipment and subsistence supplies.

**Central reimbursement/central billing**

Reimbursement accomplished at the departmental level. It occurs when meals are served to individuals or units and reported to HQDA.

**Choice architecture**

The design of different ways in which choices can be presented to consumers and the impact of that presentation on consumer decision making.

**Civilian food handlers**

Civilian personnel working in a DFAC, including civilian cooks, kitchen helpers, bakers, DFAC attendants, and other persons engaged in preparing or serving meals, including contractor employees.

**Commander**

A commissioned or warrant officer who, by virtue of their grade and assignment, exercises primary command authority over a military organization or prescribed territorial area that is recognized as a command by official directive.

**Common service feeding**

A meal provided by one military Regular or RC to personnel of another Regular or RC, for which individual or Service reimbursement is not required.

**Consolidating headquarters**

A headquarters that consolidates requirements of subordinate elements and provides required subsistence support.

**Cook support and dining facility attendant service**

Provision of a limited number of fully qualified cooks to supplement the military food service staff within a DFAC and performance of all DFAC functions.

**Cooling beverage**

Water, fruit juices, or beverage base mixes that have been chilled to be more palatable to the Soldier in hot weather.

**Cost price**

The amount per item paid by the DD Form 200 for subsistence.

**Culinary management noncommissioned officer**

A food service sergeant or civilian equivalent managing a DFAC.

**Deferred payment**

Generally used in emergency feeding or for other unusual situations. If the diner is unable to pay for meals (as determined by the senior commander or by the local disaster coordinator (or representative)) the diner signs DA Form 3032 for each meal served. Reimbursement for all meals served is made by the individual or coordinating agency at a later date. When it is not feasible to obtain individual signatures, one line entry accounting may be used.

**Dining facility attendant service contract**

Activities required to perform janitorial, custodial duties within DFACs, including sweeping, mopping, scrubbing, trash removal, dishwashing, waxing, stripping, buffing, window washing, pot and pan cleaning, and other sanitation related functions.

**Discount meal rate**

The rate paid by personnel required to reimburse the Government for only the food cost portion of meals consumed in an appropriated fund DFAC or extended delivery options.

**Entitlement**

Daily A ration for enlisted Soldiers for each day of active duty service except when entitled to monetary payment (BAS) or the meal portion of per diem instead. Officer personnel are authorized a monetary payment to defer subsistence expenses.

**Essential unit messing**

Any group messing declared by appropriate authority as essential for operational readiness or the conduct of military operations or as necessary for the effective conduct of training where members are required to use messing provided by or on behalf of the Government. Members are entitled to travel reimbursement for incidental expenses but not for subsistence. Designation for EUM should be applied only to organizational units and to operational elements and detachments, not to individual service members.

**Family member**

A person residing with or under the sponsorship of a military member and entitled to a military identification card, even though the military member may be a prisoner of war, missing in action, or serving in an isolated area.

**Field duty**

Maneuvers, war games, field exercises, or similar operations in excess of 180 days where a member is subsisted in a mess operated by or on behalf of the Government or with an organization drawing field rations.

**Field operations**

Units training in the field who require billeting in field accommodations for DFAS action for participants.

**Field training (local training area)**

Training in the field that is less than 24 hours in duration and does not require DFAS action (that is weapons NBC, common task training, and so forth).

**Food cost index**

A representative list of specific quantities of food items used to compute the monetary value of the BDFA.

**Food program manager**

The senior food analyst (military or civilian) and advisor to the senior commander. When used in this publication, the term also refers to the state food advisor for the ARNG and the OFTS command food advisor for the USAR.

**Food service personnel**

Persons engaged in food preparation, food service supervision, or serving of food.

**Guest**

A person other than an FM who is invited and escorted by a military member, as authorized by the senior commander and according to the provisions of this pamphlet.

**Gull food service contracts**

Contracts governing those activities that comprise the full operation of an Army DFAC. This includes, but is not limited to, requisitioning, receiving, storing, preparing, and serving of food. Also included is the performance of related administrative, custodial, and sanitation functions.

**Holiday meal rates**

The rates to be charged for the Thanksgiving, Christmas, and Army birthday special meals.

**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 to each DFAC based on the number of meals required to be prepared. It is also the amount of food required for 50 persons, when used to determine supplements and enhancement to the UGRs.

**Local national personnel meal rates**

The rate to be charged to local national DFAC employees for meals consumed while on duty.

**Management and food production contracts**

Contracts governing those activities which comprise the management of an Army DFAC to include requisitioning, receiving, storing, preparation, and serving of food. Also included is the performance of related administration and sanitation functions. DFAC attendant services are not included.

**Meal**

A specific quantity of nutritionally adequate food provided to one person during one scheduled serving period.

**Meal Entitlement**

Applies primarily to authorized individuals to subsist at Army dining facilities using the Common Access Card.

**Meal Entitlement Code**

Applies to the authorization written on the Common Access Card for individuals to subsist at Army dining facilities.

**Meal, ready-to-eat**

A packaged operational meal designed for issue as individual packets or in multiples of three for a complete ration. The components are packaged in flexible envelopes.

**Officer**

A commissioned officer, warrant officer, civilian, or an NCO when performing the duties normally assigned to a commissioned officer or when specifically authorized.

**Operating charge**

The charge established to recover operating expenses in appropriated fund food service activities.

**Operational ration**

A ration prescribed for individuals performing duty in time of war or other emergencies and composed of semi-perishable items. Operational rations are used in peacetime for emergencies, in travel and training to assist in the rotation of war reserves, and to ensure that units train as they fight.

**OTCnet**

A web application that lets federal agencies manage and report all check and cash deposits in one place.

**Performance work statement**

A document normally prepared by or under the supervision of the chief or commander of the function involved. It 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.

**Quality assurance**

Standards established by the Government to evaluate the quality of contractor performance and to assure compliance with contract requirements. In food service contracting, quality assurance has the same meaning as the word inspection.

**Quality assurance evaluator**

An individual assigned duties of inspecting a 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 the quality standard and time of performance of the delivery date(s) set forth in the contract.

**Receiving point**

A location where Class I supplies are received, inspected for condition, counted, and weighed (when applicable).

**Remote sites**

A location where alternative food facilities do not operate during prescribed installation meal hours or are not located within practical commuting distance.

**Reserve Component Subsistence System**

The mandatory accounting system for all USAR and ARNG feeding for IDT and AT not performed at an RA installation.

**Sampling (of food)**

The consumption of two or three bites of food items to determine palatability and the application of proper cooking procedures.

**Senior commander**

A commander responsible for the garrison operations of an Army installation, USAR installation, area support group for U.S. Army, Europe area command for Eighth U.S. Army, State AG for ARNG, and OFTS commander for the USAR.

**Standard meal rate**

A fixed rate that includes the cost of the food and a charge for related operating costs.

**Standard price**

The price per item charged to the DFAC account by the SSMO. It is calculated by rounding the cost price according to the 5-mil rule.

**Subsistence in kind**

Describes Soldiers who do not receive BAS, who are authorized to subsist for free in an appropriated fund DFAC or extended delivery options, and who reside in the barracks on an Army installation.

**Subsistence Supply Management Office**

The element of an installation responsible for processing requisitions and receipts for subsistence items. When required, it should also receive, store, and issue subsistence items for organizations and activities authorized to purchase.

**Supper**

A more substantial meal than the typical dinner. It is 55 percent of the BDFA and is served as the second of two meals for the day whenever a brunch meal is served.

**Temporary field assignment**

Any maneuvers, war games, field exercises, or similar operations of 180 days or less where a member is required to use messing provided by or on behalf of the Government. The member's travel reimbursement is the same as for FD.

**The 5mil rule**

The 5mil rule is used when computing figures. Round all data to the nearest whole figure unless directed otherwise. When the decimal part is 0.5 or more, round up. Round to the next lowest whole number if the decimal part is below 0.5. See table 3-1.

**Unit**

Any constituted, activated, or organized military element with an assigned unit identification code, whose structure is prescribed by competent authority, such as a suitable modified table of organization or table of distribution and allowances. For this pamphlet, a unit may or may not be part of a parent organization.

**Unitized group rations**

UGRs are composite stocks that are configured to provide a definite number of meals. It is configured for ease of distribution, accounting, and preparation.

**Unitized group rations–A**

Unitized rations made of the types of items normally found in a garrison environment and used to provide a higher quality meal in a less austere field environment. They require more subsistence personnel and equipment than other operational rations, and they replaces line item A rations for field feeding.

**Unitized group rations–heat and serve**

Unitized, tray-packed rations used to provide meals that are more pleasing than individual meals but require less subsistence personnel and equipment than the UGR–A.

**Warming beverage**

Coffee, tea, hot chocolate, and soups served to Soldiers in cool or cold environments.

**UNCLASSIFIED**

**PIN 080238-000**