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**Air Force Instruction (AFI) 34-241, 1 November 1997, is supplemented as follows:**

4.1.1. The original AF Form 220, **Request Authorization and Pay Order Basic Allowance of Subsistence (BAS)**, must be either hand-carried or sent through distribution to 62 SVS/SVMF. Food service staff verifies the effective date on the form and either adds or deletes personnel from the master file. Food service personnel must initial the top right corner of the AF Form 220 and maintain one copy prior to forwarding two copies to Accounting and Finance. Finance will not process an AF Form 220 without initials from the food service staff office (62 SVS/SVMF). A McChord Form 552, **Subsistence in Kind (SIK) Authorization**, is not required when an AF Form 220 is accomplished.

4.1.2. Refer to **4.1.1**, **4.1.4**, and **4.1.5**.

4.1.4. Completes McChord Form 552 in lieu of a letter. McChord Forms 552 may be faxed to the food service staff office to enable personnel to be added to the master file immediately.

4.1.5. Ensures that a completed McChord Form 552 is submitted for personnel separating or going PCS from the installation to the food service staff office for deletion from the master file. Effective dates of the McChord Forms 552 should be no earlier than one workday prior to final out-processing or date entering TLA or TLE status. If individuals cannot report personally to the food service office, a McChord Form 552 may be faxed or sent through distribution to 62 SVS/SVMF.

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