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**AIR FORCE RESERVE COMMAND  
Supplement 1**

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**Services**

**FOOD SERVICE MANAGEMENT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Mr. Charles C. Ervin)  
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This instruction tells how to order, inventory, and account for food in dining facilities, flight kitchens, and field feeding. It does not apply to hospital dining facilities. It implements AFPD 34-2, *Air Force Community Service Programs*, DODR 7000-14, *DoD Financial Management Regulation*, Volume 12, Chapter 19, 1 Oct 96, and DoD Instruction (DODI) 1338.10, *Department of Defense Food Service Program*, 5 Jun 91. Additionally, this change provides guidance and procedures for operating Troop Support Activities worldwide. It applies to all personnel who requisition, receive, store, inventory, and issue troop subsistence stocks to authorized charge sale customers. A | indicates a change from the previous edition.

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(AFRC) This supplement applies to AFRC units within the command that operate dining facilities during weekend unit training assemblies (UTA) and active duty training periods.

**SUMMARY OF REVISIONS**

This publication implements the realignment of Services publications from AFPD 34-4, *Food Service*, to AFPD 34-2, *Air Force Community Service Programs*. It has been extensively revised. Additionally, since the Air Force assumed the troop support mission from the Defense Commissary Agency on 1 October 1995, it adds responsibilities pertaining to the troop support operation and the War Reserve Materiel (WRM) subsistence program.

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## Chapter 1

### FOOD SERVICE PROGRAM MANAGEMENT

- 1.1. Unauthorized Uses** . Do not use appropriated fund (APF) food from food service for social activities.
- 1.2. Nutrition Education** . Refer to AFI 40-104, *Nutrition Education*, for specific information on meeting recommended nutritional standards.
- 1.3. Menu Patterns** . The food service officer (FSO) makes sure the menu patterns in the Worldwide Menu are used.
- 1.4. What People Do** . Refer to [Attachment 2](#)
- 1.5. Use of Air Force APF Dining Facilities** . Refer to [Attachment 3](#)
- 1.6. Types of Flight Meals and Allowances** . Refer to [Attachment 4](#)
- 1.7. Customer Feedback** . Use AF Form 27, **Food Service Customer Survey**, base or major command (MAJCOM) approved form to get feedback from customers in dining facilities. Flight kitchens use AF Form 468, **Flight Meal Questionnaire**.

## Chapter 2

### FOOD SERVICE CONTRACTS

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

**2.2. The Performance Work Statement (PWS).**

2.2.1. MAJCOM Services and HQ AFSVA/SVOH maintain PWSs for all food service contracts.

2.2.2. Food service managers request and use the current PWS when they convert from in-house to a contract, or resolicit an existing contract.

## Chapter 3

### FOOD SERVICE ACCOUNTING

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

3.1.1. FSOs:

3.1.1.1. Safeguard AF Form 1339, **Dining Hall Signature Records**, and AF Form 79, **Cash Collection Record**.

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

3.1.1.3. Investigate if safeguarded forms are missing.

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

3.1.1.5. Request reimbursement for cross-service billing on AF Form 3515, **Cross Service Billing**, from Air Force Reserve, Air National Guard, and other agencies that do not pay cash for their meals and are required to reimburse the Subsistence in Kind (SIK) account.

3.1.1.6. Prepare AF Form 249, **Food Service Operations Report**, Report Control Symbol (RCS): HAF-MWR(M)9219. Refer to [Attachment 5](#)

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

**3.2. Food Service Managers :**

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

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

3.2.3. Recap the number of meals served in Subsistence Credit Allowance Management System (SCAMS) dining facilities on AF Form 1650, **Daily Dining Facility Summary**.

3.2.4. Recap the number of meals served in non-Services Information Management System (SIMS) A La Carte System (ALACS) dining facilities on AF Form 1650a, **ALACS Daily Dining Facility Summary**.

3.2.5. Account for flight and ground support meals and record the cash collected for them on AF Form 463, **Request for Flight Meals**.

3.2.6. Keep a daily accounting on AF Form 1119, **Monthly Monetary Record**, RCS: HAF-MWR(M)9122. Refer to [Attachment 6](#)

3.2.7. Keep a daily accounting for flight and ground support meals on AF Form 467, **Monthly Summary of Flight/Special Meals**.

3.2.8. Keep a daily accounting for central pastry kitchens on AF Form 1648, **Central Food Preparation Monetary Record**.

3.2.9. Record all instructions to the cooks about what food to prepare, how much to make, when to prepare meals, and how to use leftovers on AF Form 662, **Food Services Production Log**.

3.2.10. At non-SIMS locations, use AF Form 1212, **ALACS Item Pricing**, to compute the selling price for local recipes.

3.2.11. Account for food served at a la carte satellite facilities on AF Form 812, **ALACS Meal Order Record**.

**3.3. Gains and Losses** . The food manager must try to keep the base food account within two percent of the monthly earned income. If a manager records greater losses for three consecutive months:

**3.3. (AFRC) Gains and Losses.** AFRC installations must keep the base food account within 5 percent of the monthly earned income. AFRC dining facilities will not zero out the accumulative gain/loss at the end of the fiscal year.

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

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

3.3.1.2. The MAJCOM/SV may drop from accounts the portion of the loss that exceeds two percent if the Support Group Commander decides that the loss can't be recovered without affecting the quality and quantity of food to the Subsistence-In-Kind (SIK) customers.

3.3.1.3. Any financial gains/losses that are within authorized tolerances at the end of the fiscal year will be dropped. If an account exceeds the tolerance, the MAJCOM/SV must approve the zeroing of the gain/loss.

**3.4. Basic Daily Food Allowance (BDFa).** The FSO will provide dining facility and flight kitchen managers a monthly BDFa. The FSO computes the BDFa on AF Form 200, **Basic Daily Food Allowance Computation** (computer generated). At non-automated locations, bases obtain a computer generated AF Form 200 from their MAJCOM. The FSO adds a supplemental allowance to the BDFa when:

**3.4. (AFRC) Basic Daily Food Allowance (BDFa).** Air Force Reserve enlisted members on inactive training in a pay status are authorized three meals if their training or duty period total 8 hours or more in a 1 day period.

3.4.1. A dining facility serves fewer than an average of 100 daily weighted rations over the month (add 15 percent).

3.4.2. A dining facility serves a unit that has fewer than 150 people (add 15 percent).

3.4.3. A dining facility that serves a local birthday meal that includes high cost items like steak, shrimp, chicken breast (add 15 percent).

3.4.4. A dining facility serves a lunch or dinner meal at the following Federal Holidays, Easter, or the Air Force Anniversary (add 25 percent):

- 3.4.4.1. Air Force Birthday.
- 3.4.4.2. Veterans Day.
- 3.4.4.3. Columbus Day.
- 3.4.4.4. Labor Day.
- 3.4.4.5. Memorial Day.
- 3.4.4.6. Presidents Day.
- 3.4.4.7. Martin Luther King Birthday.
- 3.4.4.8. New Year's Day.
- 3.4.4.9. Easter.
- 3.4.4.10. Independence Day.
- 3.4.4.11. Thanksgiving Day
- 3.4.4.12. Christmas Day.

**3.5. Food Credit** . Food service managers can get credit for excess costs when they:

- 3.5.1. Serve a meal using a forced issue, a substituted item, or operational rations costing more than the original item scheduled.
- 3.5.2. Must dispose of food because of hidden defects.
- 3.5.3. Must dispose of food condemned by public health inspectors.
- 3.5.4. Issue mission essential beverages directed by the installation commander.
- 3.5.5. Must dispose of food that has been used in training and is unfit to serve.

**3.6. Ground Support Meals** . When FSOs and managers use a dining facility or flight kitchen to prepare meals that will be served away from the dining facility, the food cost for these ground support meals must not exceed 40 percent of the BDFA. Request meals on AF Form 2039, **Ground Support Meal Request**.

**3.7. Field Feeding** . Use a meal allowance instead of the BDFA for field feeding when at least one unique "B" ration is used. Compute the meal allowance in SIMS using the "B" ration meal allowance calculation. When strictly "A" rations are used, use 33 percent of the local "A" ration BDFA for the meal allowance. To keep accurate accounts on field feeding meal allowances, food service managers:

- 3.7.1. Keep a weekly record of the meals served on AF Form 1650b, **Field Feeding Summary**.
- 3.7.2. Keep a weekly monetary accounting on AF Form 1119-1, **Field Feeding Monthly Monetary Record**, RCS: HAF-MWR(M)9122. Refer to [Attachment 6](#)
- 3.7.3. Take a weekly physical inventory to determine the food expenses.

## Chapter 4

### FOOD ORDERING AND INVENTORY

**4.1. Forecasting** . The FSO gives the troop support supervisor the forecast for food requirements 60 days in advance for Continental United States (CONUS) locations and 120 days for overseas locations. A forecast is also used under the Subsistence Prime Vendor (SPV) concept (or more commonly known as Prime Vendor (PV)) when first implementing the system. The PV forecast allows contracts to be tailored to the customer's requirements and allows the customer maximum flexibility.

**4.2. Ordering** . The storeroom clerk uses AF Form 287, **Subsistence Request**, to order food. Use DeCA Form 70-20, **Subsistence Request for Issue, Turn-in or Transfer**, when purchasing from the Defense Commissary Agency (DeCA) resale store. Under PV, the user orders directly from the PV through an electronic catalog that lists all the items available for the customer to order. Catalog updates, requisitions, purchase orders, acknowledgments and receipts are transmitted electronically using a closed loop Electronic Commerce system between the customer, the Defense Personnel Support Center (DPSC), and the contractor.

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

4.3.1. Keep storage areas secured.

4.3.2. Account for food issued to the kitchen and compute excess costs on AF Form 148, **Senior Cook's Requisition** (use automated version at SIMS locations).

4.3.3. Record all food transactions at non-automated locations on AF Form 147, **Dining Hall Stock Record**.

4.3.4. Record all food returned to troop support, transferred between facilities, or condemned on AF Form 3516, **Food Service Inventory Transfer Receipt**.

4.3.5. Identify food products purchased through DPSC not meeting standards using DD Form 1608, **Unsatisfactory Material Report**.

**4.4. Physical Inventory** . The FSO assigns a member other than the storeroom clerk to take a physical inventory of all food items at the close of business on the last day of the month.

4.4.1. The person taking the inventory:

4.4.1.1. Records the inventory count on AF Form 3514, **Inventory Count Worksheet**.

4.4.1.2. Accounts for any discrepancies between the physical and book inventory on AF Form 85, **Inventory Adjustment Voucher**.

4.4.2. The FSO reviews and certifies the inventory.

4.4.2.1. At the end of the FY, the FSO assigns someone outside of food service to conduct the physical inventory using procedures described above.

**4.5. Forms .** AFMAN 34-240, *Food Service Program Management*, details forms in this instruction. It states the purpose of each form. Refer to AFMAN 37-139, *Records Disposition Schedule*, for disposition instructions.

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

## Chapter 5

### TROOP SUPPORT RESPONSIBILITIES

**5.1. Specific Application.** The Air Force provides subsistence to its installations to support their assigned missions. The Air Force Troop Support Program is the means for carrying out this policy.

5.1.1. Air Force Troop Support operations determine, obtain, and distribute Air Force subsistence requirements in coordination with the single manager for subsistence, DPSC.

5.1.2. Department of Defense (DoD) guidance governs budgeting and financing for the Troop Support Division, Supply Management Business Area, Defense Working Capital Fund. Refer to Allowance Standard (AS) 019, *Vehicles*, for authorized equipment for troop support operations.

5.1.3. The Personal Computer (PC) Troop Operator "How To" Guide contains detailed procedures regarding the automated program to support the troop support mission. PC Troop is an automated PC system used by all troop support activities worldwide. The computer software includes programs for processing requisitions, receipts, issues and other transactions affecting inventory, inventory worksheets, subsistence item pricing, and end-of-day reports.

**5.2. Purpose.** Air Force Troop Support Program provides for:

5.2.1. Developing the framework for setting up subsistence support worldwide.

5.2.2. Developing requirements and guidance for Air Force subsistence on requisitioning, receiving, storing, transferring, and issuing authorized subsistence items.

5.2.3. Facilities and equipment sufficient to furnish quality service to charge sale customers.

5.2.4. Controlling and reviewing inventories to ensure wholesome and high quality subsistence is provided.

5.2.5. Inspection and rotation of subsistence.

5.2.6. Disposal of aged or deteriorated subsistence items.

**5.3. Establishing a Charge Sale Account.** Each activity desiring subsistence from troop support establishes a charge sale account before issues can be made. Refer to [Attachment 7](#)

## Chapter 6

### TROOP SUPPORT SUBSISTENCE MANAGEMENT

**6.1. Requirements** . Troop warehouse managers obtain requirements from all authorized customers (APF, nonappropriated fund (NAF), Guard, Reserves, DeCA, etc.) and use the requirements listing as a guide when placing requisitions to DPSC.

6.1.1. Include the following information when requesting items: name of organization, point of contact, telephone number, charge sale account number, consumption month, nomenclature of item, unit of issue, 13-digit National Stock Number (NSN), and quantity requested.

6.1.2. Send requirements listing to charge sale customers to allow them the opportunity to indicate required items and quantities.

6.1.3. Only subsistence items in the *Federal Supply Catalog (FSC) C-8900 Stock List (SL)* will be requested from troop support unless prior approval has been granted by HQ AFSVA.

6.1.4. Verify requirements before finalizing order by using the AF Form 1331, **Subsistence Consumption Record**.

6.1.5. Use projected requirements and historical consumption when computing amount of requisition. Adjust for order ship time (OST) for outside the Continental United States (OCONUS) locations, anticipated changes in feeding programs, fluctuations due to menu changes, mission changes, etc.

**6.2. Requisitioning**. Ensure directives, stock lists, price lists, handbooks (Defense Logistics Agency (DLA) Customer Assistance Handbook; PC Troop Operator “How To” Guide; DPSC Handbook 4235.1, *Overseas Subsistence Requisitioner’s Handbook*; DPSC Handbook 4235.2, *CONUS Semiperishable Subsistence Requisitioner’s Handbook*; and DPSC Handbook 4235.6, *CONUS Perishable Subsistence Requisitioner’s Handbook*), and other publications are available for requisitioning. Priority designators 01 through 08 will not be used without approval of HQ AFSVA, Troop Support Branch (SVOHT). Source of supply, depot or local purchase (LP), will be indicated in the acquisition advice code column for each item in the C8900-SL. Fresh fruits and vegetables (FF&V) for troop support are ordered from the supporting Defense Subsistence Office (DSO).

6.2.1. Follow DPSC requisitioning cycles according to geographical location.

6.2.2. Requisitions are based on two factors: customer requirements and monthly consumption data.

6.2.3. Verify requisition quantities and required delivery date (RDD) prior to submitting to DPSC.

6.2.4. Consolidate requisition quantities on the PC Troop Inventory Worksheet.

6.2.5. Requisition from DPSC using Military Standard Requisitioning and Issue Procedures (MIL-STRIP).

6.2.6. Emergency requisitions to support exercises, deployments or Navy ships docking must be approved by HQ AFSVA/SVOHT prior to submission of requisitions to DPSC.

6.2.7. All requisitions for B-Rations and unitized rations must be approved by HQ AFSVA/SVOHT prior to ordering from DPSC.

**6.3. Receiving.** DPSC Form 2005-2, **Standard Multi-Use Requisitioning/Shipping Document**; DD Form 1348-1A, **Issue Release/Receipt Document**; and Seavan CONSIST documents are the primary receiving documents for MILSTRIP items. Use company invoice for receiving LP merchandise.

6.3.1. Public health inspectors conduct a Class 4 inspection on LP and a Class 5 inspection on DPSC subsistence prior to receiving shipments into the troop support account. All government bill of lading shipments must be received.

6.3.2. Date stamp LP merchandise using the 4-digit Julian date (Example: 1 Mar 95 is 5060). Date stamping DPSC merchandise is not required. Troop personnel placing calls to vendors cannot physically receive the merchandise into the troop account.

6.3.3. Send original receipt and transfer documents to the PC Troop operator on the same day of receipt or transfer.

6.3.4. The troop support warehouse person will prepare Standard Form (SF) 364, **Report of Discrepancy (ROD)**, on all shipping discrepancies amounting to \$25.00 or more. Do not use SF 364 for transportation discrepancies by common carriers. Do not refuse delivery of any DPSC subsistence without prior authority from DPSC and HQ AFSVA/SVOHT. Use SF Form 361, **Transportation Discrepancy Report**, for common carrier discrepancies.

6.3.5. Send SF 364 to the PC Troop operator for review and processing to DPSC. Forward one copy to the DFAS-SA/AOBT, 500 McCullough Avenue, San Antonio TX, 78215-2100.

6.3.6. Key receipt and transfer documents into PC Troop by close of business daily.

6.3.7. When receiving variable weight items from DPSC, receive at actual net weight.

**6.4. Pricing.** DPSC supplies prices for troop support items. Prices are published quarterly and are not changed until the next published price list. LP prices are based on the monthly price quote from the vendor and are sold at the same price for the entire issuing month.

6.4.1. Prices are listed in the *FSC C8900 Price List (PL)* and entered into the PC Troop automated system by NSN.

6.4.2. Prepare and furnish the Troop Price List (TLIST) to authorized customers by the 26th of the month for prices to be effective in the next issuing month.

6.4.3. At locations with PC Troop, an inventory price adjustment is produced for DPSC and LP items based on price changes by running a program on the automated system.

**6.5. Warehousing/Subsistence.** Determine and set the layout of the warehouse by Federal Supply Class (NSN sequence). Consider all aspects of the facility to enable maximum use of space, manpower, and equipment. Coordinate with the installation fire marshal to determine the location and width of fire aisles.

6.5.1. Determine space allocation requirements (cases needed to cover operating level) by reviewing past consumption history.

6.5.2. Segregate items by date-of-pack so the oldest quantities are issued first.

6.5.3. Determine recommended storage times and temperatures in accordance with AFJMAN 23-210, *Joint Service Manual for Storage and Materials Handling*.

6.5.4. If adequate space is not available in current troop support facilities, the installation commander should provide space for subsistence items to be stored on base under lock and key control of troop support personnel. Erect a physical barrier (floor to ceiling) to prevent theft or pilferage should the facility be jointly used with another base activity.

6.5.5. Reduce on-hand troop support inventory levels to the lowest possible level and maintain inventory to sales ratios to levels as outlined by Headquarters Air Force Services Agency, Director of Operations (HQ AFSVA/SVO) Memo, 13 December 1996, Subject: Inventory Management, for Each Geographical Area. Geographic areas are established as the CONUS, Alaska and Hawaii, OCONUS (Germany, United Kingdom, Italy), Turkey and Lajes Field, Guam, Korea, Okinawa, and mainland Japan. Calculate the ratio by dividing the end of month physical inventory value by the charge sales plus the transfers out for the month (Example: Physical inventory dollar value of \$80,000, monthly charge sales of \$99,000, and transfers-out of \$1,000 = Inventory to sales ratio of 0.8 to 1). Do not include the following items in the inventory when calculating the ratio:

6.5.5.1. Meals, Ready to Eat (MRE) or Rations, Cold Weather (RCW) in the Troop Support inventory.

6.5.5.2. War Reserve Material (WRM) inventory items.

6.5.5.3. Report the Inventory to Sales Ratio at the end of each month on the Record of Operation. Authorized inventory to sales ratios are established by location, and will be published in AFMAN 34-240.

6.5.6. Damaged/Deteriorated Subsistence should be stored in covered containers and disposed of as soon as possible after public health inspectors inspect the items. All losses in the Troop Support account will be reported to the PC Troop operator for credit regardless of value. Losses of less than \$250 per line item per month or \$250 per occurrence are considered normal operating losses. Document these items on AF Form 129, **Tally In/Out**, and give a brief statement of the circumstances on the form and the items will be certified by the public health inspector as being unfit for human consumption, and also signed by the FSO. Operating losses of more than \$250 per line item per month or more than \$250 per occurrence will be treated as abnormal losses, and will be reported on a Report of Survey. Refer to AFMAN 23-220, *Reports of Survey for Air Force Property*, for additional guidance for all Report of Survey actions.

**6.6. Issues, Charge Sales, and Transfers.** All charge sale activities submit AF Form 287 or a mechanized facsimile before picking up subsistence. A separate AF Form 287 is required for perishable and semiperishable subsistence. The PC Troop Operator reviews all AF Forms 287 for accuracy, completeness, and assignment of a subvoucher number and forwards to the troop support warehouse.

6.6.1. Troop support personnel establish an agreeable schedule of days with all customers on which subsistence requests are submitted and days when issues are made.

6.6.2. Issue variable weight merchandise at the actual net weight. Refer to [Attachment 8](#)

6.6.3. Coordinate with the requesting activity when a requested item cannot be provided. Not-In-Stock (NIS) codes have been established for APF food service customers, they are NIS and NIS-T. The NIS-T is used when troop support provides a suitable substitute from troop stocks or LP. It also allows food service to use excess cost. The standard for in-stock rates is established at 99 percent for operations in CONUS and 98 percent for overseas locations.

6.6.4. Distribute a letter of instruction establishing issuing procedures, pick-up times, and replenishment schedules to all authorized charge sale customers.

6.6.5. Direct vendor deliveries (DVD) are authorized and encouraged. The PC troop operator assigns a call number for each DVD. A call register will be maintained according to Federal Acquisition Regulations for purchase agreements (PA) and delivery orders (DO). Authority to receive DVD may be suspended if a charge sale customer doesn't provide timely proof of receipt, fails to obtain a call number prior to delivery, or orders items that are not authorized to be procured.

6.6.6. DD Form 1149, **Requisition and Invoice/Shipping Document**, is used to transfer troop subsistence to other troop support activities. AF Form 129 is used for transfers within the troop support account.

6.6.7. Second destination transportation (SDT) airlift expenses for subsistence movement must be approved by HQ AFSVA/SVOHT.

**6.7. Inventory.** Conduct inventories to determine the monetary value of Defense Working Capital Fund assets, physical quantities on-hand, facilitate reordering, prepare inventory adjustments, or certify the financial status of the troop support activity. The authorized operational variance in the troop support account is .4 of 1 percent of sales. No variance is authorized for the WRM account. The operational variance is monitored monthly and at year-end during each FY. Additionally, the value of WRM assets will not exceed the established funded level.

6.7.1. Perform an accountable inventory at the end of each month to determine the financial status of the troop support account. The inventory will be two separate line item counts for all troop support warehouse items. The two individuals will reconcile all differences between the two counts. Record all entries in ink, line through any changes with a single mark and both teams will initial.

6.7.2. The book inventory is the dollar value computed monthly after processing all transactions affecting the troop inventory, and should agree with the dollar value reflected on the trial balance produced by the supporting Defense Finance and Accounting Service (DFAS).

6.7.3. After the inventory is conducted monthly, validate the status of the troop support account and determine requisition quantities.

6.7.4. The PC Troop operator must print a copy for the FSO to review within five workdays, and take immediate action to correct out of tolerance conditions. AF Form 603, **Record of Operation**, will be prepared manually when the computer software program is not working. Refer to [Attachment 9](#)

## Chapter 7

### WAR RESERVE MATERIEL (WRM) MANAGEMENT

**7.1. Requirements.** This section expands on responsibilities and policies in DoD Directive (DODD) 3110.6, *War Reserve Materiel Policy*, 25 Apr 94, and AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*. The *War Consumable Distribution Objective* (WCDO), USAF *War and Mobilization Plan* (WMP-1), and MAJCOM Ration Requirements summary specify the number of days, quantity and type of rations to be maintained as WRM by the principle MAJCOM for storage and use at the operational level.

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

7.1.2. MAJCOM/SVX/LGX provides their WRM ration requirements in writing to HQ AFSVA/SVOHT by

15. March annually. Requirements identified for locations that do not have an Air Force troop support activity assigned will be stored at the nearest Air Force installation that has a troop support activity.

7.1.3. MAJCOM/SVX identifies and approves all self-sustaining unit ration requirements in their annual rations requirements summary. These are units that may store their rations instead of troop support.

7.1.4. The total Air Force wartime requirement for operational rations (B-Rations (Unique) and MRE) to support the Air Force Regional concept as identified in the Defense Guidance and WMP-1 are budgeted for by HQ AFSVA/SVO for storage at active duty bases having a requirement and with the DLA in CONUS.

**7.2. Requisitioning.** WRM subsistence funds are specifically approved by Congress.

7.2.1. HQ AFSVA/SVO approves any new or increased WRM requirements prior to requisitioning. WRM rations will only be approved for storage at bases that have an Air Force troop support activity.

7.2.2. WRM-funded levels will not be exceeded.

7.2.3. HQ AFSVA/SVOHT approves the release of depot stocked rations for exercise use prior to requisitioning.

**7.3. Storage.** Store all WRM rations under refrigeration (ideal temperature is 35-50 degrees Fahrenheit) to the maximum extent possible to extend their shelf life.

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

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

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

7.3.4. Troop Support will not break down or store WRM rations individually on separate pallets for units.

7.3.5. Rations stored by self-sustaining units are issued on AF Form 1297, **Temporary Issue Receipt**, with a Memorandum of Understanding (MOU) signed by the services and self-sustaining unit commanders. Refer to **Attachment 10**. These rations must still be accounted for in the WRM account by troop support.

**7.4. Issues and Transfers.** Rations cannot be issued directly from the WRM account. If sufficient rations are not available in troop support and WRM rations have to be used for emergency situations, transfer them to the troop support account prior to issue. The services commander or designated representative must approve the release of all WRM rations on AF Form 287.

7.4.1. Active duty Air Force units cannot use unit funds to purchase operational rations, except for survival packets, and emergency drinking water. Active duty units must obtain rations through food service. Food service will then issue the rations to the unit with accountable forms and guidance for control of SIK funds when the rations are used.

Survival packets and drinking water will not be stored in the troop warehouse. Storage of these items are the unit's responsibility.

7.4.2. All operational rations will be issued in full case lots only.

7.4.3. Include date-of-pack and lot number of the rations issued on AF Form 287.

7.4.4. Transfer operational rations requiring public health inspection, in full cases only, from WRM to troop using AF Form 129. DD Form 1222, **Request for and Results of Tests**, is provided to troop support personnel by public health inspectors for the quantity of rations being destroyed during inspection.

7.4.5. Operational rations can only be returned to troop support if there is a recurring demand for them. Accept full cases only and have public health inspectors to inspect the rations for serviceability prior to acceptance.

7.4.6. For support of exercises and contingencies, operational rations may be transferred from one base to another using DD Form 1149. A document number must be obtained from HQ AFSVA/SVOHT and rations must be inspected by public health inspectors prior to shipment in accordance with DPSC Handbook 4155.2, *Inspection of Meal, Ready-To-Eat (MRE) Rations (Appendix A)* and DPSC Handbook 4155.2, *Inspection of Ration, Cold Weather (RCW) Rations (Appendix C)*. A copy of the inspection report will accompany the shipment.

**7.5. Rotation.** MAJCOM/SV develops and monitors rotation of all prepositioned WRM assets including those stored in troop support or WRM facilities, and self-sustaining units. Rotate MREs and RCW annually. Program and requisition one-third or one-seventh of all WRM-funded levels of MREs annually (in November) based on storage conditions. Program and requisition one-third of RCW-funded levels annually. HQ AFSVA/SVOHT will also inform the MAJCOM/SV of the quantities and types of WRM stocks stored by DPSC in CONUS that require rotation.

7.5.1. Identify rations not used in local exercises to the MAJCOM/SV for redistribution to other installations.

7.5.2. New rations are placed in WRM upon receipt of annual replacement rations. Transfer the same quantity of the oldest date-of-pack in WRM to troop support for rotation.

7.5.3. Rations not rotated by the MAJCOM during exercises, etc. will be turned-in to the Defense Reutilization and Marketing Office (DRMO) with at least 90 days shelf life remaining. Air Force Food Service SIK appropriation account reimburses the troop support division Defense Working Capital Fund account for the net amount of the turn-in. SIK alpha sub-account codes are contained in AFMAN 65-604, *Appropriation Symbols and Budget Codes*.

7.5.4. Use AF Form 28, **War Reserve Materiel (WRM) Ration Report**, to report each type of operational ration (MRE, RCW and B-Rations) by lot number and date-of-pack in the WRM account quarterly. Refer to [Attachment 11](#) for additional guidance on reporting timeframes.

7.5.5. Use AF Form 29, **Troop Ration Report**, to report each type of operational ration by lot number and date-of-pack in the troop account monthly. Refer to [Attachment 12](#) for additional guidance on reporting timeframes.

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

7.6.1. Post results of the WRM inventory to AF Form 1331.

7.6.2. The book inventory of WRM is the dollar value computed monthly after processing all transactions affecting the WRM inventory, and should agree with the dollar value reflected on the trial balance produced by DFAS.

7.6.3. Self-Sustaining units will inventory rations issued on an AF Form 1297 quarterly, and report the results to troop support personnel. Include these rations on all physical inventories and reports.

**7.7. Forced Issue .** A forced issue is an issue of perishable items that must be used immediately to preclude a loss to the government through spoilage. Perishable items can be forced issued with consent of the FSO.

## Chapter 8

### TROOP SUPPORT SAFETY, SECURITY, SANITATION, AND EQUIPMENT

**8.1. Safety.** Troop Support operations present a variety of hazards requiring care and attention to prevent injuries and property damage. All troop support personnel are responsible for following safety rules and regulations. Employees must use and wear required protective clothing and equipment in accordance with Air Force Occupational Safety and Health guidelines.

**8.2. Security.** Security of the warehouse is a responsibility shared by all troop support personnel. Security controls are primarily directed at the prevention of losses resulting from forced or unauthorized entry, pilferage, and receiving irregularities.

**8.3. Sanitation.** Sanitation in the warehouse can present major problems. Warehouses must be kept clean, neat, and orderly at all times. Specific standards are covered in AFI 48-116, *Food Safety Program*.

**8.4. Equipment.** The AS for Services Vehicles is AS 019 (part and section "AZ"). It is an installation responsibility to provide and maintain the necessary equipment required for troop support operations. Other equipment requests are submitted through Base Supply on AF Form 601, **Equipment Action Request**.

WILLIAM P. HALLIN, Lt General, USAF  
DCS/Installations and Logistics

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

DoD Directive 3110.6, *War Reserve Materiel Policy*, 25 Apr 94

DoD Directive 5154.29, *DoD Pay and Allowances, Policy, and Procedures*, 9 Mar 93

DoD Directive 7000.14-R, Volume 12, Chapter 19, *Financial Management Regulation*, 1 Oct 96

DoD Instruction 1338.10, *Department of Defense Food Service Program*, 5 Jun 91

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

AFPD 34-2, *Air Force community Service Programs*

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

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

AFI 40-104, *Nutrition Education*

AFI 48-116, *Food Safety Program*

AFMAN 23-210, *Joint Service Manual for Storage and Materials Handling*

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

AFMAN 34-240, *Food Service Program Management*

AFMAN 37-139, *Records Disposition Schedule*

AFMAN 65-604, *Appropriation Symbols and Budget Codes*

AFPAM 34-602, *Government Quarters and Dining Facilities*

AS 012, *Vehicles*

*Federal Supply Catalog C8900-SL, Stock List*

*Federal Supply Catalog C8900-PL, Price List*

*DLA Customer Assistance Handbook*

DPSC Handbook 4155.2, *Inspection of Meal, Ready-To-Eat (MRE) Rations (Appendix A)*

DPSC Handbook 4155.2, *Inspection of Ration, Cold Weather (RCW) Rations (Appendix C)*

DPSC Handbook 4235.1, *Overseas Subsistence Requisitioner's Handbook*

DPSC Handbook 4235.2, *CONUS Semiperishable Subsistence Requisitioner's Handbook*

DPSC Handbook 4235.6, *CONUS Perishable Subsistence Requisitioner's Handbook*

*War Consumable Distribution Objective (WCDO)*

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

*Abbreviations and acronyms*

**AFI**—Air Force Instruction  
**AFJMAN**—Air Force Joint Manual  
**AFPD**—Air Force Policy Directive  
**AFMAN**—Air Force Manual  
**AFROTC**—Air Force Reserve Officer Training Corps  
**ALACS**—A La Carte System  
**APF**—appropriated fund  
**AS**—allowance standard  
**BAS**—Basic Allowance for Subsistence  
**BDA**—Basic Daily Food Allowance  
**CONUS**—Continental United States  
**DeCA**—Defense Commissary Agency  
**DFAS**—Defense Finance and Accounting Service  
**DLA**—Defense Logistics Agency  
**DO**—delivery order  
**DoD**—Department of Defense  
**DODAAC**—Department of Defense Activity Address Code  
**DODD**—Department of Defense Directive  
**DODI**—Department of Defense Instruction  
**DODM**—Department of Defense Manual  
**DPSC**—Defense Personnel Support Center  
**DRMO**—Defense Reutilization and Marketing Office  
**DSO**—Defense Subsistence Office  
**DVD**—direct vendor deliveries  
**FFV**—fresh fruits & vegetables  
**FSC**—Federal Supply Class  
**FSO**—Food Service Officer  
**FY**—fiscal year  
**HQ AFSVA**—Headquarters Air Force Services Agency  
**LGX**—Logistics Plans Office  
**LP**—local purchase

**MAJCOM**—major command

**MILSTRIP**—Military Standard Requisitioning and Issue Procedures

**MOU**—Memorandum of Understanding

**MRE**—meals, ready to eat

**NAF**—nonappropriated fund

**NIS**—not-in-stock

**NSN**—national stock number

**OCONUS**—Outside the Continental United States

**OPLAN**—Operational Plan

**OST**—Order Ship Time

**PA**—purchase agreements

**PC**—personal computer

**PV**—prime vendor

**PWS**—performance work statement

**RCW**—ration cold weather

**ROD**—Report of Discrepancy

**RDD**—required delivery date

**ROTC**—Reserve Officer Training Corps

**SCAMS**—Subsistence Credit Allowance Management System

**SDT**—Second Destination Transportation

**SIK**—subsistence-in-kind

**SIMS**—Service Information Management System

**SL**—stock list

**SPV**—subsistence prime vendor

**SV**—Director of Services

**SVFRS**—Troop Support Stock Fund Branch

**SVO**—Directorate of Operations

**SVOH**—Food, Lodging, and Club Division

**SVOHF**—Food Branch

**SVOHT**—Troop Support Branch

**TLIST**—troop price list

**WCDO**—War Consumable Distribution Objective

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

**WRM**—war reserve materiel

### *Terms*

**Accountable Inventory - Troop**—A physical count of all items at month end to validate the financial status of the troop support account and determine requirements for reorder. Two separate counts must be done and differences reconciled.

**Accounting Period - Troop**—Time frame consisting of a calendar period for which all financial activity is reported by the Defense Working Capital Fund accountant.

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

**A La Carte System (ALACS)**—A system in which the dining facility charges the Basic Allowance for Subsistence (BAS) customer and other cash customers for each menu item selected. Subsistence-In-Kind (SIK) customers are furnished their meals without charge as under SCAMS.

**Adjusted Gain or Loss**—The monthly monetary gain or loss after the authorized inventory adjustment for the same period.

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

**Authorized Inventory Adjustment**—A debit or credit adjustment for a difference between the book and physical inventory.

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

**Basic Daily Food Allowance (BDFA)**—The computed monetary value entitlement of nutritionally adequate food for one person for one day. This normally consists of three meals.

**"B" Ration**—An operational ration designed for mass feeding where food service equipment is available, but for which refrigeration is limited or unavailable. It consists of approximately 113 semi-perishable items, mainly canned, and some that are dehydrated. These items are normally stocked as WRM.

**Book Inventory - Food**—The dollar value of the opening inventory, plus purchases, plus or minus transfers, minus gross issues to the kitchen.

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

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

**Brunch**—The meal served that combines the breakfast and lunch meals. It includes both breakfast and lunch items and is scheduled only on weekends and holidays (excluding Christmas and Thanksgiving).

**Carryout Service**—Food available for takeout from a dining facility or independent facility (frequently located near the flight line).

**Carryover Gain or Loss**—The dollar value of the cumulative gain or loss for the preceding month.

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

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

**Condemned Items**—Subsistence items certified by medical food inspection personnel as unfit for human consumption. Other items certified as unfit for the use originally intended may or may not be condemned due to defects. Condemned items are accounted for as excess costs and chargeable to subsistence funds. Condemned items in troop support will be documented on AF Form 129 or processed as a report of survey on DD Form 200 and processed in PC Troop as a loss to the Troop stock fund.

**Consist**—A detailed shipping list of the contents of a seavan or other shipment.

**Cumulative Gain or Loss**—The dollar value of the adjusted gain or loss for the present period, plus or minus the carryover from previous period.

**Cross Service**—Service provided to members of Reserve components, Air National Guard, other agencies, and foreign governments that requires reimbursement from the activity receiving support. In food service, the term is used to describe the procedures and charges for meals provided to this category of personnel.

**Defense Working Capital Fund**—A large revolving fund combining previously existing commercial or business operations in the Department of Defense under a single Treasury code but which keeps prior organizational structures and command authority relationships.

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

**Defense Personnel Support Center (DPSC)**—The center designated by DLA to provide subsistence support to all services worldwide.

**Defense Personnel Support Center - Europe (DPSC-E)**—The supply point which provides subsistence to a specific geographical area.

**Defense Personnel Support Center - Pacific (DPSC-P)**—The supply point which provides subsistence to a specific geographical area.

**Defense Subsistence Office (DSO)**—The DPSC perishable supply point which provides fresh fruits and vegetables (FF&V), frozen food, and chill items.

**Delivery Order (DO)**—An order written against an existing government contract.

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

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

**Earned Income**—The monetary credit obtained from the number of weighted rations served multiplied by the BDFA. Under ALACS, it is the monetary credit obtained by multiplying the number of weighted rations served SIK personnel by the BDFA, plus cash receipts minus operating charges.

**Excess Costs**—Authorized additional food costs that exceed the monetary value authorized for individual food components or meals.

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

**Food Cost Index**—A list of commonly used foods in specific quantities per 100 persons, prescribed by DoD. The index is used to compute the monetary value of the BDFA.

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

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

**Forced Issue**—Subsistence issued by the troop support to preclude a loss through spoilage. Generally, this action is restricted to perishable items that cannot be reasonably substituted for other items.

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

**Forced Substitution**—Subsistence issued by the troop support as replacement of items in the same food group appearing on the approved menu.

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

**Gain or Loss - Troop**—The difference between the book inventory and accountable inventory at the end of an accounting period.

**Headcount**—The number of personnel who eat meals in dining facilities, according to AF Forms 79, **Cash Collection Record** and 1339, **Dining Facility Signature Record**, or electronically recorded data.

**Holiday Meal Charge**—A special meal rate for holiday meals, easter, and the Air Force birthday . These are the only meals with a 25 percent additional meal rate.

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

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

**Listed Item**—A C8900-SL item purchased or authorized for LP with a price listed in the C8900-PL.

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

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

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

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

**Operational Rations**—Specially packaged, processed, or prepared food for operational or emergency conditions, as identified in FSC 8900 SL. Packaged operational rations, designed for individual use in the field, are sometimes enhanced with beverages and other food items.

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

the receipt of the items.

**Participation Rate**—The percentage obtained by dividing the actual number of SIK mandays served by the entitled number of SIK mandays. One manday equals one weighted ration.

**PC Troop**—PC Troop is an automated PC system used by all troop support activities worldwide. The computer software includes programs for processing requisitions, receipts, issues and other transactions affecting inventory, inventory worksheets, subsistence item pricing, and end-of-day reports.

**PC Troop Operator**—Responsible for maintaining the troop support voucher and control records, price records, purchase contract records, and financial status reports.

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

**Perishable Item**—A subsistence item which normally requires some type of refrigeration to prevent spoilage during transportation and storage.

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

**Prime Vendor (PV)**—A new method of procuring subsistence. A single vendor provides all subsistence (except milk and bread) directly to dining facilities, replacing troop support. Troop support must still procure operational rations for rotation through dining facilities and for use during exercises.

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

**Purchase Agreement (PA)**—An agreement between the government and a vendor to furnish supplies and services for a specific period of time.

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

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

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

**Satellite**—A food service location, operated as an annex of a parent dining facility, that does not maintain a separate account. It provides operating data for the parent facility's Monthly Monetary Record.

**Seavan CONSIST**—A DPSC computer generated listing itemizing subsistence items loaded in a container, tri-wall, or other similar consolidated method usually for shipments to overseas locations. The CONSIST listing may be used as a receiving report document upon receipt of the container, etc.

**Seconds**—The serving of a second portion, at the request of a customer, on items determined by base policy and dining facility monetary constraints. The serving of a second portion is not an additional headcount.

**Semiperishable Item**—A subsistence item which does not normally require refrigeration during transportation and storage.

**Services Information Management System (SIMS)**—The automated system for all APF food service

dining facilities, lodging, and squadron administration. The food management computer software includes programs for menu planning, inventory, requisitioning subsistence, food production controls, menu item pricing, and accounting reports.

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

**Site Automation System**—The automated system for Services activities at small Air Force sites and remote locations.

**Special Food Allowance**—A prescribed amount of food, defined by quantity or monetary value, required if BDFA is not practical.

**Subsistence Credit Allowance Management System (SCAMS)**—The traditional system used for determining and managing the cost of subsistence and the earned income for food service facilities. It is based on a headcount and the BDFA.

**Subsistence-In-Kind (SIK)**—Food furnished to enlisted personnel at government expense. SIK is also termed "Rations-In-Kind (RIK)."

**Subsistence Prime Vendor (SPV)**—A Congressional mandated program designed to buy subsistence for appropriated facilities from a DPSC contract to a full line food distributor. The same companies that support restaurants, hotels, hospitals and school cafeterias, will also support the military dining facilities and other appropriated activities.

**Supper**—It is the second meal of the day on days the two meal concept is offered.

**Supplemental Food Allowance**—A prescribed amount of food, defined quantity, monetary value, or percentage of the BDFA, authorized, in addition to the BDFA for small dining facilities including satellite food service locations.

**Transfers. Troop**—The movement of subsistence supplies from one location to another within the overall troop support division of the Air Force Defense Working Capital Fund.

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

**Troop Support Activity**—Provides support primarily to APF activities and its operating and maintenance costs are paid by APFs.

**Unitized Rations**—Components of operational rations that are assembled into issue quantities of items necessary to provide complete meals (less liquids) for a designated number of personnel.

**War Consumable Distribution Objective**—A classified document which lists bases and war consumable items, including rations, that must be on hand to support current Air Force war reserve plans.

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

**Weighted Ration**—A ration value in which the number of meals served is weighted by percentage factors for each type meal to balance the cost and attendance variances between the meals. The current ration factors are: breakfast, 20 percent; lunch, 40 percent; dinner, 40 percent; brunch, 45 percent; supper, 55 percent. The night meal is 40 percent. The total weighted rations served are sometimes referred to as "mandays fed."

**Year End Formal Inventory**—The actual physical count of all subsistence items on hand at the end of the FY to determine the exact accountability of the troop support activity. A dollar value inventory certificate will be prepared.

**Attachment 2****WHAT PEOPLE DO****A2.1. HQ USAF/ILV.**

- A2.1.1. Issues policies for conducting the Air Force Food Management and Troop Support Program.
- A2.1.2. Develops and implements nutritional awareness programs.
- A2.1.3. Coordinates food service and troop support matters with the other military departments and the DoD and maintains contact with other government agencies and industrial associations.
- A2.1.4. Plans and programs new construction or modification of troop support facilities.
- A2.1.5. Appoints a representative to the DoD Food and Nutrition Research and Engineering Board.

**A2.2. HQ AFSVA/SVO.**

- A2.2.1. Develops food management program procedures.
- A2.2.2. Provides technical assistance and guidance to MAJCOMs and bases on food service matters.
- A2.2.3. Helps to introduce new food management systems by participating with other DoD agencies in the DoD Research, Development, Testing, and Engineering program.
- A2.2.4. Recommends changes to the food service program.
- A2.2.5. Coordinates and approves food specifications and resolves problems involving food quality and service.
- A2.2.6. Conducts food quality assurance and inspection training at the School of Aerospace Medicine.
- A2.2.7. Provides qualified food service personnel to give technical help to MAJCOMs and bases.
- A2.2.8. Develops and updates the Air Force Worldwide Menu.
- A2.2.9. Runs training workshops for food service managers.
- A2.2.10. Reviews plans for food service renovation and construction projects for functional adequacy.
- A2.2.11. Establishes and monitors new food item tests and acceptability studies.
- A2.2.12. Provides functional expertise for developing and using state-of-the-art automated food service systems.
- A2.2.13. Oversees the Hennessy Trophy Awards Program to promote excellence in food service.
- A2.2.14. Trains base food service personnel during periodic Food Management Assistance Team visits to base food service operations.
- A2.2.15. Develops customer-service standards.
- A2.2.16. Prepares PWSs, quality assurance plans, and other guidelines for food service contracts.
- A2.2.17. Participates in the maintenance of the Armed Forces Recipe Service.

- A2.2.18. In conjunction with other services, updates the Food Cost Index annually.
- A2.2.19. Develops Troop Support management program procedures.
- A2.2.20. Sets, publishes, distributes, and provides technical assistance and guidance to MAJCOMs and bases on troop support matters.
- A2.2.21. Recommends changes to the troop support program.
- A2.2.22. Trains troop support personnel and conducts training workshops.
- A2.2.23. Reviews plans for troop support modification, renovation, and construction projects for functional adequacy and sizing.
- A2.2.24. Provides functional expertise for developing and using state-of-the-art automated troop support systems.
- A2.2.25. Performs staff assistance visits to troop support activities.
- A2.2.26. Provides WRM funding authorization to all MAJCOMs when WRM funds are approved by Congress.
- A2.2.27. Coordinates supply of subsistence with MAJCOMs and deployed units.
- A2.2.28. Aggregates and consolidates wartime subsistence prepositioning requirements from MAJCOMs.

### **A2.3. HQ AFSVA/SVF**

- A2.3.1. Prepares Defense Working Capital Fund, Troop Support Division budget.
- A2.3.2. Submits and defends requirements for the Troop Support Division, Defense Working Capital Fund budget including WRM.
- A2.3.3. Submits and defends SDT funding for shipping overseas and rotating excess subsistence and WRM rations.

### **A2.4. MAJCOM/SV and ANGRCS/SVX**

- A2.4.1. Supervises and oversees operations of food service and troop support activities as stated in established policies and procedures.
- A2.4.2. Analyzes command problems.
- A2.4.3. Provides direction for reaching MAJCOM and program goals.
- A2.4.4. Provides training and staff assistance to the bases' food service and troop support operations.
- A2.4.5. Updates AFPAM 34-602, *Government Quarters and Dining Facilities*.
- A2.4.6. Provides well-managed, quality troop support activities for all customers.
- A2.4.7. Maintains liaison with installation commanders.
- A2.4.8. Acts as focal point on subsistence matters with HQ AFSVA/SVOHT and deployed units during wartime, contingencies, exercises, and emergencies.
- A2.4.9. Advises HQ AFSVA/SVOHT of any significant subsistence problems encountered.

A2.4.10. Recommends policy or procedural improvements to the Air Force Troop Support Program to HQ AFSVA/SVOHT.

A2.4.11. Identifies their total prepositioned wartime subsistence requirements to HQ AFSVA/SVOHT.

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

A2.4.13. Ensures troop support activities do not exceed the WRM funded level.

A2.4.14. Obtains WRM and troop ration reports from assigned troop support activities and submits accurate reports to HQ AFSVA/SVOHT.

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

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

### **A2.5. Installation Commander.**

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

A2.5.2. Funds all troop support equipment and supplies.

### **A2.6. Services Commander or Division Chief.**

A2.6.1. Acts as accountable officer for all troop support subsistence and WRM stocks.

A2.6.2. Oversees operation of troop support activities.

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

A2.6.4. Forwards recommendations to improve the Air Force Troop Support Program to MAJCOM/SV.

A2.6.5. Budgets for all troop support equipment and supplies.

A2.6.6. Budgets in conjunction with the base transportation officer sufficient transportation funds for shipment of excess troop support subsistence and MRE's.

A2.6.7. Certifies Troop Support year end trial balance.

### **A2.7. FSO .**

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

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

A2.7.3. Ensures manual procedures are available for continued operations if the cash register or computer is down.

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

A2.7.5. Trains food service staff.

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

- A2.7.7. Provides input for change to MAJCOM/SV on AFPAM 34-602.
- A2.7.8. Acts as responsible officer for troop support.
- A2.7.9. Reviews and approves troop support requisitions prior to submission to DPSC.
- A2.7.10. Ensures WRM rations are requisitioned when notified by the MAJCOM/SV.
- A2.7.11. Reviews and forwards WRM and troop ration reports to the MAJCOM/SV.
- A2.7.12. Gives instructions with the appropriate forms to any organization requesting MREs

**A2.8. Troop Support Personnel.**

- A2.8.1. Orders, receives, stores, transfers, and issues subsistence to all authorized activities.
- A2.8.2. Establishes controls for issue of troop subsistence to APF and NAF customers.
- A2.8.3. Maintains inventories within approved variances to support current and projected needs.
- A2.8.4. Reviews budget requests for new or replacement equipment.
- A2.8.5. Develops a program for replacing and upgrading facilities and equipment.
- A2.8.6. Keys into PC Troop all requisition, receipt, transfer, issue and other documents affecting inventory by close of business daily.
- A2.8.7. Submits SF 364 when required.
- A2.8.8. Maintains AF Form 1331 on all DPSC ordered merchandise.
- A2.8.9. Forwards requisitions to the FSO for review and approval prior to submitting to DPSC.
- A2.8.10. Establishes a schedule for submission of AF Form 287.
- A2.8.11. Complies with procedures contained in AFMAN 23-210.
- A2.8.12. Establishes and furnishes troop prices to authorized customers by the 26th of each month with an effective date on the first of the following month.
- A2.8.13. Identifies by letter the quantity of WRM rations requiring rotation during the next 12 months to the installation plans office through the Services Commander or Division Chief no later than 15 October annually.
- A2.8.14. Monitors inventory balances, date-of-pack, rotation, and expiration dates of all subsistence.

### Attachment 3

#### USE OF AIR FORCE APF DINING FACILITIES

**A3.1.** The Air Force operates APF enlisted dining facilities in order to provide the subsistence entitlement to enlisted members who reside in dormitories, to provide a training environment for food service personnel to meet our warfighting mission, and to provide flight and ground meal service in support of daily operations. As a general rule, use of dining facilities is restricted to enlisted members and those individuals authorized by the installation commander to meet mission requirements. **Attachment 13** lists the meal rates for the following customers and other situations where it is appropriate for the installation commander to authorize other customers to eat meals in the dining facility. Meal rate charges are determined by the Under Secretary of Defense, Comptroller (USD/C), and are published annually.

#### **A3.2. Enlisted Members:**

A3.2.1. Enlisted members who are subsisted-in-kind are authorized to use the dining facility at no charge.

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

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

#### **A3.3. Officers:**

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

A3.3.2. Officers receiving a meal portion of per diem are authorized to use the dining facility when the authorization is included in the TDY orders by the orders authorizing official. Officers may only be authorized to use the dining facility at locations where the installation commander has determined government meals are available for DoD TDY travelers. Locations where government meals are available to TDY travelers are listed in AFPAM 34-602.

#### **A3.4. Civilians:**

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

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

#### **A3.5. Dependent family members of military personnel:**

A3.5.1. As a general rule, dependent family members of military personnel are not authorized to use the enlisted dining facility. When family members of military personnel E1-E4 are authorized to eat in the enlisted dining facility they are charged the discount meal rate (food cost only). The installation commander may authorize family members of military members and family members of DoD civilians assigned overseas to eat meals in the dining facility after determining that other facilities, including NAF food activities, base exchange cafeteria, and base restaurant, are not available or adequate.

### **A3.6. Retirees:**

A3.6.1. Installation commanders have the authority to allow retirees to use the enlisted dining facility. When making such a decision, the installation commander should consider the capability of the dining facility, the service impact on delivering the subsistence entitlement to active duty enlisted members, and the service impact on TDY travelers. Where such permission does not degrade our ability to serve our primary customers, use of the enlisted dining facility may be granted.

## Attachment 4

## TYPES OF FLIGHT MEALS AND ALLOWANCES

FLIGHT MEALS	
TYPE	ALLOWANCE
Sandwich/Entree Meal	Limited to 65 percent of the BDFA.
Meal Cooked, Frozen	Limited to the cost of the meal, plus the cost of the enhancement. Cost of enhancements is limited to 20 percent of the BDFA.
Bite Size Meal	Limited to 75 percent of the BDFA.
Meal, Ready-to-Eat	Limited to the price of the meal plus the cost of the enhancements. The cost of the enhancements is limited to 15 percent of the meal cost.
Snack Meal	Limited to 30 percent of the BDFA.
Bulk Subsistence for Preparation Aloft	Limited to 65 percent of the BDFA.
Hospital Patient Flight Meal	Limited to 80 percent of the hospital BDFA.
High-Protein, Low-Residue	Limited to 65 percent of the BDFA.
A La Carte Flight Meals	Limited to actual cost of ingredients, up to 65 percent of the BDFA.

## Attachment 5

**FOOD SERVICE OPERATIONS REPORT PROCEDURES**

**A5.1.** Report Control Symbol (RCS): HAF-MWR(M) 9219, Food Service Operations Report, is used to consolidate data from the Monthly Monetary Records and other food service reports for submission to higher headquarters.

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

A5.1.2. The FSO sends two copies of AF Form 249 to the MAJCOM within 10 calendar days after the close-out date. Use the remarks section of AF Form 249 to indicate the amount of surcharge collected and the SIK utilization rate for the month. Include these completed forms:

A5.1.2.1. One copy of AF Form 1119 for each dining facility.

A5.1.2.2. One copy of AF Form 467.

A5.1.2.3. One copy of AF Form 1648.

A5.1.2.4. Two copies of excess cost breakdown.

A5.1.2.5. Two copies of AF Form 1119-1.

**A5.1.2.6. (Added-AFRC) One copy of AF Form 200, Basic Daily Food Allowance (BDFA) Computation.**

A5.1.3. The command food service representative sends these reports to the HQ AFSVA, Troop Support Stock Fund Branch (SVFRS) by the 25th day of the month following the close of the period (end of month):

A5.1.3.1. A consolidated food service operations report for CONUS bases along with a copy of each base report.

A5.1.3.2. A consolidated report for overseas activities along with a copy of each base report.

**Attachment 6****MONTHLY MONETARY RECORD PROCEDURES**

**A6.1.** RCS: HAF-MWR(M)9122, Monthly Monetary Record. AF Form 1119 is used to account for meals served, subsistence cost and daily financial cost for base dining facilities. The AF Form 1119-1 is used for the same purpose when feeding under field conditions.

A6.1.1. This report is designated emergency status C2. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of higher priority reports.

A6.1.2. The Monthly Monetary Record is submitted as described in [Attachment 5](#).

**Attachment 7**

**ESTABLISHING A CHARGE SALE ACCOUNT**

**A7.1.** The requesting customer will provide the following information to the Services Commander or Division Chief:

A7.1.1. Name of Troop Support Activity, and Department of Defense Activity Address Code (DODAAC).

A7.1.2. Customer name and address, using minimal abbreviations.

A7.1.3. Point of contact with a phone number to be contacted for billing questions.

A7.1.4. Full accounting classification, if APF customer.

A7.1.5. Indicate branch of service, active, reserve, national guard, APF or NAF.

A7.1.6. Billing office and address (Where the bill will be sent).

A7.1.7. Type of billing (nonnegotiable):

A7.1.7.1. APF Activities: SF 1080, **Voucher for Transfers Between Appropriations and/or Funds**, with details.

A7.1.7.2. All Others: SF 1080 Voucher with details.

A7.1.8. Signature and title of requesting and approving official. (Note: These should be separate individuals)

**A7.2.** The Services Commander, Division Chief, or designated representative endorses the customer request with the following information:

A7.2.1. Name and phone number of employee processing charge sales.

A7.2.2. Stock Record Account Number or DODAAC.

A7.2.3. Commander/Division Chief signature and date.

**A7.3.** Submit to the San Antonio DFAS location identified by HQ AFSVA.

**A7.4.** DFAS will establish the customer account in the financial system and provide the assigned customer code and PFMR to the PC TROOP operator.

## Attachment 8

## CONVERSION WEIGHT CHART

HUNDREDTHS

1	ounce = .06
2	ounces = .13
3	ounces = .19
4	ounces = .25
5	ounces = .31
6	ounces = .38
7	ounces = .44
8	ounces = .50
9	ounces = .56
10	ounces = .63
11	ounces = .69
12	ounces = .75
13	ounces = .81
14	ounces = .88
15	ounces = .94

QUARTER POUNDS TO HUNDREDTHS

1/4 lb = .25

1/2 lb = .50

3/4 lb = .75

**Attachment 9****TROOP SUPPORT RECORD OF OPERATION**

**A9.1. RCS:** HAF-SV(M) 9606, Troop Support Record of Operation. AF Form 603, is used to track the status of each troop support account monthly. It also allows HQ AFSVA/SVOHT/SVFRS and MAJCOMS to monitor each location and ensure they are operating within the authorized fill rate percentage and authorized variance. If a base exceeds the gain/loss tolerance, the Record of Operation must be reviewed and signed by the Services Commander/Division Chief.

A9.1.1. This report is assigned emergency status code "C-2" and minimize code "N". Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports. Continue reporting during MINIMIZE.

A9.1.2. The PC Troop operator will prepare an AF Form 603 manually when the computer software program is not working. Refer to paragraph 6.6.3 for fill rate percentages authorized for CONUS and Overseas locations. Additionally, refer to paragraph 6.7 for the authorized operational variance. If the fill rate percentage is not met, or variance is exceeded, services management at base level and MAJCOM will research records to determine causes and take corrective action to bring the fill rates or operational variance within the authorized tolerance.

A9.1.3. Prepare the report in three copies:

A9.1.3.1. 1 original for HQ AFSVA/SVOHT.

A9.1.3.2. 1 copy for MAJCOM/SV

A9.1.3.3. 1 copy for Troop file

A9.1.4. Reports are due by the 10th of each month.

**Attachment 10****SAMPLE MEMORANDUM OF UNDERSTANDING (MOU) FOR RATIONS  
MEMORANDUM OF UNDERSTANDING (MOU)**

This document establishes a MOU between the (unit) and the Troop Support Activity.

1. **PURPOSE.** This MOU establishes the conditions and responsibilities of the signatories to the agreement under which the Troop Support Activity will provide operational rations for (unit/MAJCOM) in support of the self-sustaining unit tasked under OPLAN (number).
  
2. **SCOPE AND CONDITIONS.** The scope and conditions under which support will be rendered are contained in this memorandum.
  
3. **GENERAL AGREEMENT.** The (unit) and Troop Support Activity agree, that in the event a dispute or disagreement arising out of the support covered by this agreement which cannot be resolved at the operational level, the matter will be referred from the Services Commander or division chief to the MAJCOM/SVX. Should further resolution of the matter be required, it will be referred from the MAJCOM/SVX to HQ AFSVA/SVO, 10100 Reunion Place, Suite 401, San Antonio, TX 78216-4138.
  
4. **DURATION, CANCELLATION, AMENDMENT.** This memorandum is effective on the date the memorandum is signed by the last signatory. It stays in effect for a period of three years unless formally ended in writing. This memorandum may be modified at any time by formal amendment signed by the signatories.
  
5. **INSPECTION OF RATIONS.** All operational rations under the terms of this memorandum are subject to inspection by public health inspection personnel prior to pickup by (unit). The Troop Support Personnel are responsible for ensuring rations are reinspected as determined by public health inspection reports prior to the Inspection Test Date, which is normally three years from date-of-pack, to determine whether the shelf life remains satisfactory or can be extended by inspection and certification by the public health inspection personnel.
  
6. **SCOPE OF SERVICE AND RESPONSIBILITIES.** The (installation name) Troop Support Activity agrees to provide (quantity in cases) of operational rations (type of rations, date-of-pack, and lot number) from the Troop Support warehouse, for storage by (unit) in building number \_\_\_\_.
  - a. The Troop Support Personnel are responsible for:
    - (1) Requisitioning operational rations (MREs or RCWs).
    - (2) Maintaining accountability for operational rations until issued to a unit for use during emergencies, contingencies, local alerts, exercise, disasters, etc.

(3) Obtaining a funded AF Form 287, to charge installation/unit or Food Service SIK funds at any time when WRM rations stored by the unit are short or were consumed.

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

(5) Receiving and issuing operational rations (MREs or RCWs).

(6) Having the local public health inspection personnel inspect operational rations prior to pickup by the (unit).

(7) Ensuring the DoD Food Inspection Stamp is on the back of all copies of AF Form 1297, to indicate rations were inspected.

(8) Ensuring the operational rations are palletized on standard (40" X 48") wood pallets.

(9) Keeping a signed copy of the original AF Form 1297 and MOU on file for audit and inspection purposes.

(10) Ensuring all rations issued on AF Form 1297 are added to the accountable inventory.

(11) Ensuring AF Forms 1297 are revalidated annually.

(12) Ensuring operational rations are loaded onto installation vehicles sent by the (unit or installation Activity).

(13) Monitoring all rations to ensure they are rotated 180 days prior to the final expiration date.

b. The (unit) is responsible for:

(1) Ensuring adequate funding is available to support reimbursement to the Troop Support Activity for any shortages (lost, missing, or stolen) of operational rations stored at the unit.

(2) Arranging any required banding/netting needs with installation transportation.

(3) Appointing responsible officers for controlling the rations.

(4) Notifying the Troop Support Manager, in writing, when responsible officer changes occur due to change of command, transfer, PCS, etc.

(5) Picking up and signing for operational rations from the Troop Support Warehouse on AF Form 1297.

(6) Providing the Troop Support Manager with a funded AF Form 287 at any time operational rations are short (installation operations and maintenance funds), or Food Service SIK funds when rations are used.

(7) Notifying the Troop Support Manager when operational rations need replenishment to replace any consumption or losses.

(8) Performing a physical inventory count of all operational rations under its control quarterly (per AFI 34-239) and providing the results of the inventory to the Troop Support Manager.

(9) Controlling and reimbursing for operational rations used according to AFMAN 65-604.

(10) Ensuring the oldest rations on hand are used or rotated first.

(11) Returning all operational rations to the Troop Support Activity when required and picking up replacement rations.

(12) Ensuring operational rations stored by the unit are reinspected by public health inspection personnel in accordance with DPSC Handbook 4155.2 at least 180 days prior to the ITD stamped on each case or placard. *NOTE:* Expected shelf life is four years unrefrigerated or eight years refrigerated at 35-50 degrees Fahrenheit; however, shelf life may be extended or shortened by certification from public health inspection personnel per applicable directives.

(13) Starting report of survey action on DD form 200, **Financial Liability Investigation of Property Loss**, for any lost, stolen, or missing rations stored by the unit, that were issued on AF Form 1297 by the Troop Support Activity. Refer to AFMAN 23-220 for guidance.

FOR: (AF UNIT)

FOR: Services Commander/Division Chief

(Name/Rank/Grade)

(Name/Rank/Grade)

Position

Position

Date:

Date:

- Distribution: 1 copy HQ AFSVA/SVOHT
- 1 copy MAJCOM/SV
- 1 copy Services Commander/Division Chief
- 1 copy Self-Sustaining Unit
- 1 copy Troop Support Office
- 1 copy Public Health Inspector

**Attachment 11****WAR RESERVE MATERIEL (WRM) RATION REPORT**

**A11.1. RCS:** HAF-SV(Q) 9601, War Reserve Materiel (WRM) Ration Report. AF Form 28, is used to report each type of ration in the WRM account in support of USAF War Plans quarterly.

A11.1.1. This report is assigned emergency status code "C-2" and minimize code "N". Continue reporting during

emergency conditions, normal precedence. Submit data requirements assigned this category as prescribed, or as

soon as possible after submission of priority reports. Continue reporting during MINIMIZE.

A11.1.2. The Troop Support manager prepares a consolidated AF Form 28 for all WRM rations at the end of each

quarter as of 31 March, 30 June, 30 September, and 31 December. Reports are prepared and submitted to the

MAJCOM/SV by the 10th calendar day following the reporting period. MAJCOM/SV must forward reports to

HQ AFSVA/SVOHT by the 20th calendar day following the reporting period.

A11.1.3. Prepare the report in three copies:

A11.1.3.1. 1 original for HQ AFSVA/SVOHT

A11.1.3.2. 1 copy for MAJCOM/SV

A11.1.3.3. 1 copy for Troop file

A11.1.4. Negative reports, if applicable, are required.

A11.1.5. Any differences from previous report must be fully explained.

A11.1.6. Reports may be legibly hand written in blue/black ink or typed.

**Attachment 12**

**TROOP RATION REPORT**

**A12.1.** RCS: HAF-SV(M) 9602, Troop Ration Report. AF Form 29, is used to report each type of operational ration on hand requiring rotation in the troop support account monthly. These rations can be used to support local exercises, alerts, contingencies, natural disasters, etc.

A12.1.1. This report is assigned emergency status code "C-2" and minimize code "N". Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports. Continue reporting during MINIMIZE.

A12.1.2. The Troop Support manager prepares a consolidated AF Form 29 for all troop support operational rations at the end of each month. Reports are prepared and submitted to the MAJCOM/SV by the 10th calendar day following the reporting period. MAJCOM/SV will forward reports to HQ AFSVA/SVOHT by the 20th calendar day following the reporting period.

A12.1.3. Prepare the report in three copies:

A12.1.3.1. 1 original for HQ AFSVA/SVOHT

A12.1.3.2. 1 copy for MAJCOM/SV

A12.1.3.3. 1 copy for Troop file

A12.1.4. Negative reports, if applicable, are required.

A12.1.5. Any differences from previous report must be fully explained.

A12.1.6. Reports may be legibly hand written in blue/black ink or typed.

## Attachment 13

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

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

THESE CUSTOMERS	PAY THIS AMOUNT		
	No Charge	Discount Rate (Cost of food)	Standard Rate (Cost of food plus surcharge)
Military members (officer and enlisted) receiving the meal portion of per diem, when the installation commander determines capacity is available to serve meals to TDY travelers and the TDY orders authorize use of dining facilities.			X
DoD civilians receiving the meal portion of per diem when the installation commander determines capacity is available to serve meals to TDY travelers and the member presents TDY orders			X
Enlisted members not entitled to the meal portion of per diem nor a monetary allowance for subsistence when on field duty, sea duty, group travel, or essential unit messing as defined in the Joint Travel Regulations, Vol 1. Orders shall be in writing and shall specify the time period covered in all situations.	X		
<b>OTHER CATEGORIES OF PERSONNEL</b>			
Civilian and Military personnel of a foreign government. <b>Refer to Note 7</b>			
Anyone on official duty engaged in flight operations as a crew member or as a passenger requiring a flight or snack meal. <b>Refer to Note 5</b>			
Spouses and dependent children of military and DoD civilians, when the installation commander determines no other adequate facilities are not available.			X
DoD civilian employees on official duty as a result of an act of providence or civil disturbance when no other adequate food service facilities are available.			X
On duty civilian food service workers and contract food service workers.			X

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

THESE CUSTOMERS	PAY THIS AMOUNT		
	No Charge	Discount Rate (Cost of food)	Standard Rate (Cost of food plus surcharge)
Subsistence in Kind (SIK) members may invite one guest and immediate family members, when the installation commander has determined the service will not have an impact on SIK members and TDY travelers. Guests and family members must be accompanied by the SIK member.			X
Members and chaperones of all other ad hoc (ad hoc is defined as a group that does not have continuity over time, or an organized structure) nonprofit youth groups when extended the privilege of visiting a base or when operating on base and the installation commander permits them to eat.			X
United Service Organization personnel authorized by the installation commander, at locations where no other adequate food service facilities are available.			X
Dependents of service members deployed in support of an overseas operation when participating in weekly sponsored programs at the base dining facility			X
Non-prior Service and Delayed Enlistment Program applicants to the Air Force.			X
Anyone who the installation commander allows when considered to be in the best interest of the Air Force and no other adequate food service facilities are available			X

## NOTES:

1. USD/C Memo, dated 9 Sep 96, Y 1997 Food Service Rates and the Cancellation and Rescission of Nonstatutory Waivers and Exemptions, and Delegations of Authority to Approve Waivers and Exemptions, to the Requirement to Pay Meal Operating Charges, states "Except as provided for in the attachment, nonstatutory exemptions to paying the full meal rate (or meal operating charges), as previously provided for in Chapter 6m "Financial Management," of DoD 1338.10-M, "Manual for the Department of Defense Food Service Program," are hereby canceled. Additionally, all nonstatutory waivers and exemptions to paying the full meal rate (or operating charges), as well as delegations of authority to grant such waivers or exemptions, that were previously granted by the Office of the Secretary of Defense are hereby rescinded effective October 1, 1996."

2. National Guard and Air National Guard, the ROTC (all services), and the Army, Air Force, Navy, Marine, and Coast Guard Reserves, on active duty or inactive duty for training, pay the same rates as their active duty counterparts.
3. The discount rate includes the cost of food only.
4. The standard rate includes the cost of food and a proportional charge, formerly known as surcharge.
5. The charges for flight and snack meals will be a flat rate
6. Charges for meals based on annual DoD rates. HQ AFSVA/SVO provides these rates to FSO's by message in September of each year.
7. Civilian and military personnel of a foreign government shall be furnished meals in accordance with specific arrangements made between the US Government and the foreign government. Charges for costs and related food service operating expenses are the same as their US Government counterpart of equal rank.
8. Spouse and dependent children of active duty E-1 through E-4 will pay only the discount rate.