

1 FEBRUARY 1999

Operations

**MISSILE ALERT FACILITY
CHEF MANAGEMENT**



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This instruction implements [AFPD 10-2, *Space*](#) and [AFI 10-1201, *Space Operations*](#). It applies to the Missile Alert Facility (MAF) Chef force. It applies to all military personnel assigned to Air Force Space Command MAF duties and Intercontinental Ballistic Missile (ICBM) operations organizations containing MAF Chefs. Users should send comments and suggestions to HQ AFSPC/DOM, 150 Vandenberg St., Suite 1105, Peterson AFB CO 80914-4180. Organizations at any level may supplement this instruction after HQ AFSPC/DOM approval. Process supplements as shown in [AFI 33-360V1, *Publications Management Program*](#). This instruction is consistent with the Air Force Occupational Safety and Health Standards (AFOSH). It does not apply to the Air Force Reserve Command nor Air National Guard units. The reporting requirements in this directive are exempt from report control symbol (RCS) licensing in accordance with [AFI 37-124, *The Information Collections and Reports \(ICR\) Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*](#), paragraph 2.11.12.

1. General Responsibilities:

1.1. Missile Alert Facility Chef Program. The primary mission of the Missile Alert Facility (MAF) Chef program is to provide trained personnel to perform chef tasks. The MAF Chef will assist Facility Manager (FM) with emergency response procedures and provide buddy care for the FM during initial maintenance troubleshooting and minor repairs at the MAF. Additional duties and other taskings that do not directly support the mission should be kept to a minimum to avoid interfering with the successful accomplishment of that mission.

1.2. Missile Alert Facility Chef Management Staff. Staff personnel must remain knowledgeable of the tasks and activities being performed to effectively manage resources. Personnel in leadership positions should use periodic MAF visits as a management device to ensure the quality and effectiveness of the chef tasks being performed.

1.3. Resource Utilization. Assigned personnel and resources must be utilized to maximize mission accomplishment. The following limitations may be waived by the Operations Group commander (OG/CC) when operational requirements dictate:

- 1.3.1. The maximum alert days per month should not exceed 12. Those authorized to perform less than nine alert days per month will be designated in writing (operating instructions or memorandum) by the OG/CC.
- 1.3.2. The minimum duration of an alert tour is 24 hours. This time begins when personnel report for alert duty.
- 1.3.3. All MAF Chefs, with the exception of the Chef Superintendent and troop support (accounting and storeroom personnel), will perform at least three alert days per quarter.
- 1.3.4. Reduced MAF alert tours, leaves, TDYs, additional duties, etc., must be closely monitored to ensure equitable alert load distribution.
- 1.3.5. MAF Chef activities should be limited to permit at least eight hours rest during each 24-hour alert period. This does not preclude response to abnormal indications requiring immediate response.
- 1.3.6. In order not to interfere with the MAF Chef's primary duties, the Chefs will not be routinely used for scheduled maintenance. Chefs are to be used for buddy care and emergency response support only. They will not perform hands-on maintenance.
- 1.3.7. MAF Chefs normally perform duties at the MAFs within their assigned missile squadron. In order to equalize work loads, MAF Chefs can be utilized at any MAF. Develop schedules which best use MAF Chef personnel resources.
- 1.3.8. MAF Chef personnel earn a minimum of 12 hours uninterrupted rest on completion of alert-related activities after return to the main base.

1.4. Testing Procedural Improvements. Before field testing new procedures, forward a copy of the test proposal, to include all necessary supporting information, to HQ AFSPC/DOMO and 20 AF/DOV, with an information copy to HQ AFSPC/SVX. Proposals affecting real property (RP) and real property installed equipment (RPIE) require AFSPC CEF coordination through the base missile engineer [AFSPCI 32-1005](#), *ICBM Real Property/Real Property Installed Equipment Responsibilities*.

- 1.4.1. Limit proposals to management or procedural areas governed by this instruction. Include:
 - 1.4.1.1. New procedure or concept.
 - 1.4.1.2. Anticipated management improvement.
 - 1.4.1.3. Impact outside this instruction.
 - 1.4.1.4. Time required to fully test.
 - 1.4.1.5. Unit point of contact and telephone number.
 - 1.4.1.6. Specific test objectives.
- 1.4.2. If field testing is approved, HQ AFSPC/DOM will provide appropriate notification and implementing authority.

1.4.3. Units will coordinate any decision to stop, suspend or resume testing with HQ AFSPC/DOMO and 20 AF/DOV, with information copies to HQ AFSPC/SVX.

1.4.4. Forward progress reports and field test results to HQ AFSPC/DOMO for final evaluation. Include information copy to HQ AFSPC/SVX and 20 AF/DOV. Address each specific objective and assess attainment of that objective in quantifiable terms.

1.5. Clarification and Guidance. Units requiring clarification or guidance on MAF Chef activities may request this information by memorandum or message.

1.5.1. Request should be sent to HQ AFSPC/DOM, through 20 AF/DOV, with information copies to HQ AFSPC/SVX.

1.5.2. Originators should ensure all units which could be affected are included as informational addressees on the request.

1.5.3. After staffing a response, HQ AFSPC/DOMO will answer the request via message to the requesting unit with information copies sent to HQ AFSPC/IGI, SVX, 20 AF/DOV, and the other missile units.

1.6. Waiver Authority. HQ AFSPC/DOM is the waiver authority for this instruction unless specifically stated otherwise. Waivers will be granted on an individual and controlled basis. Waiver authority may not be delegated. The intent of waivers is to temporarily obtain authorization for an existing condition. Permanent solutions must be implemented as soon as practical.

1.6.1. Submit fully justified waiver request, through each intermediate level of command, to HQ AFSPC/DOM, with information copies to HQ AFSPC/SVX.

1.6.1.1. Describe the specific requirement and state the reason a waiver is required.

1.6.1.2. Indicate when the waiver will no longer be required.

1.6.2. Intermediate command levels will recommend approval or disapproval.

1.7. AF Form 27, Food Service Customer Survey . This form will be available at all sites.

1.7.1. The Squadron Chef NCOIC will provide direct feedback to the customer. At the end of each month, the Squadron Chef NCOIC will consolidate and forward a report listing customer satisfaction ratings and corrective actions to the Group Chef Superintendent with an information copy sent to the appropriate squadron commander by the fifth of the following month.

1.7.2. The Group Chef Superintendent will also forward an information copy of the all consolidated reports to the Operations Group CC.

2. Duties and Responsibilities:

2.1. HQ AFSPC:

2.1.1. The Directorate of Operations (DO) will develop policy and guidance for the MAF Chef program and provide assistance on problems affecting compliance when resolution is beyond the scope or resources of 20 AF.

2.1.2. The Directorate of Services (SV) will provide assistance to the DO in the development of chef policy and guidance for the MAF Chef program and inform the DO when changes to services policies affect this instruction or MAF Chef and 3MOX1 career field issues.

2.2. 20 AF:

- 2.2.1. Organize as required by [AFPD 38-1](#), *Organization* and [AFI 38-101](#), *Air Force Organization*.
- 2.2.2. Implement and supplement policies and requirements established by this and other DoD and Air Force directives or instructions as required.
- 2.2.3. Supervise and monitor subordinate unit activities and provide assistance on problems affecting compliance when resolution is beyond the scope or resources of subordinate units.
- 2.2.4. Monitor and assess unit mission readiness effectiveness. This includes performing unit proficiency evaluations in accordance with paragraph [4.1](#).
- 2.2.5. Standardize operations and procedures where possible.

2.3. Operations/Missile Groups. The operations/missile group commander (OG/MG CC) is responsible for MAF Chef management, training and evaluation within their group.

- 2.3.1. Organize as required by [AFPD 38-1](#) and [AFI 38-101](#).
- 2.3.2. Implement and supplement policies and requirements established by this and other DoD and Air Force directives or instructions as required and provide assistance on problems affecting compliance when resolution is beyond the scope or resources of missile squadrons.
- 2.3.3. Ensure adequate availability of refrigerated vehicles for transportation of subsistence to the MAFs.
- 2.3.4. Group Chef Superintendent:
 - 2.3.4.1. Develops a program to ensure standardized MAF Chef management within the group to include MAF Chef task requirements listed in the Command Job Qualification Standard (CJQS) or Career Field Education and Training Plan (CFETP).
 - 2.3.4.2. Establishes a MAF Chef evaluation program implementing the requirements established in paragraph [4.1](#).
 - 2.3.4.3. Maintains close coordination with Iron Eagle Foods regarding requirements and delivery cycles.
 - 2.3.4.4. Coordinates all 3MOX1 manning within the group, to include the equal distribution of chefs, personnel rotation to Services Squadron process and scheduling review.
 - 2.3.4.5. Responsible for consolidating squadron inputs to develop a 5-year schedule for replacement of equipment. Coordinate all MAF equipment purchases with the local BCE Missile Engineering section.
 - 2.3.4.6. Establishes a MAF Chef training program implementing the requirements established in [AFI 36-2201](#) and paragraph [3.1](#) of this instruction.
 - 2.3.4.7. Acts as the single point of contact within the group concerning MAF Chef and AFSC 3MOX1 issues, to include reviewing 3MOX1 Status Of Resources and Training System (SORTS) reportable items.
 - 2.3.4.8. Coordinates the 2-year rotation plan and assignment availability code 45 with the missile squadrons and host base Services Squadron. A 6-month projection of permanent

change of assignment actions will be coordinated with base services.

2.4. Squadrons:

- 2.4.1. Organize as required by [AFPD 38-1](#) and [AFI 38-101](#).
- 2.4.2. Implement policies and requirements established by this and other DoD and Air Force directives or instructions as required.
- 2.4.3. Effectively manage all resources available to optimize mission effectiveness.
- 2.4.4. Effectively utilize available personnel resources and maximize the number of alert qualified MAF Chefs from available resources.
- 2.4.5. Ensure additional duties do not interfere with individuals' responsibilities to accomplish their primary mission.
- 2.4.6. Squadron Chef NCOIC. Individuals assigned to squadrons are functionally responsible to the Group Chef Superintendent for the effective performance of MAF Chefs.
 - 2.4.6.1. Ensures assigned 3M0X1 personnel are aware of all applicable operating procedures and publication changes.
 - 2.4.6.2. Ensures assigned personnel maintain required proficiency by implementing training programs established by the group, [AFI 36-2201](#), *Developing, Managing and Conducting Training*, and paragraph [3.1](#) of this instruction.
 - 2.4.6.3. Ensures assigned personnel adhere to safe food handling, storage procedures, and equipment operating procedures.
 - 2.4.6.4. Acts as the single point of contact within the squadron concerning MAF Chef issues.
 - 2.4.6.5. Provides job specific feedback for enlisted performance reports, awards and decorations of all assigned squadron MAF chefs.
 - 2.4.6.6. Provides oversight on all 3M0X1 issues including career development courses (CDCs), mentoring programs, and professional development.
 - 2.4.6.7. Ensures all necessary equipment is available, serviceable and used as required to complete tasks.
 - 2.4.6.8. Performs a monthly MAF inspection of all assigned MAF kitchens and food operations. Submits a written report.
 - 2.4.6.8.1. A copy of the report will be forwarded to the Group Chef Superintendent by the fifth duty day of the following month. List the corrective actions taken, if applicable. A copy will be maintained in the squadron and at the appropriate site.
 - 2.4.6.8.2. The report will encompass a 100 percent physical inventory, overall sanitation/condition of the kitchen, safety practices, funds control, complete AF Form 282, **Un-announced Spot Check of Cashier**, storage procedures, equipment condition and other areas deemed appropriate. Positive comments will be also included in each report.
 - 2.4.6.9. Furnishes a copy of previous month's final chef schedule and projected month's schedule to the Group Chef Superintendent no later than the fifth duty day of each month.
 - 2.4.6.10. Reviews and updates site inventory goals quarterly. Coordinates all changes with

Central Distribution Section.

2.5. MAF Chefs:

- 2.5.1. Individuals assigned to a flight are functionally responsible to the Squadron Chef NCOIC and operations officer for the effective performance of MAF Chef tasks.
- 2.5.2. Effectively utilizes all resources available to optimize mission effectiveness.
- 2.5.3. Maintains required proficiency and adherence to safe equipment operating procedures, proper food handling, inventory, and food/equipment storage procedures. Responsible for security of kitchen rations and funds.
- 2.5.4. Uses appropriate chain of command when a condition exists, either physical or mental, which may prevent mission accomplishment or endanger personnel safety.
- 2.5.5. Turn in documents immediately after tour to the squadron NCOIC.

3. Training:

3.1. General. MAF Chefs will be trained and certified in their required tasks before performing unsupervised duties in the field. Groups will develop a viable program that implements the requirements of 3MOX1 training, initial and recurring, as directed by AFI 10-, 34- and 36-series.

3.2. Group Responsibilities:

- 3.2.1. Establish an initial training program for MAF Chef tasks.
 - 3.2.1.1. MAF Chefs will be required to accomplish a minimum of three supervised training tours prior to performing unsupervised duties.
- 3.2.2. Establish a remedial training program for individuals requiring additional training as a result of poor evaluation results, deficiencies discovered, or as identified by Squadron NCOICs.
 - 3.2.2.1. Personnel will be evaluated/recertified on assigned tasks if they have failed to perform an alert for a 90-day period. Personnel will also complete missed recurring training prior to performing tasks unsupervised.
- 3.2.3. Instructional Material:
 - 3.2.3.1. Groups will develop instructional material and lesson plans for use by supervisors and training personnel. Training material will be coordinated with Group Chef Superintendent in the following essential tasks:
 - 3.2.3.1.1. Initial and refresher training on emergency breathing apparatus as prescribed by local procedures and operating instructions.
 - 3.2.3.1.2. Below ground emergency response team responsibilities in coordination with the Facility Manager Superintendent as established by local and Air Force directives and requirements.
 - 3.2.3.1.3. Self-Aid Buddy Care and CPR training as required by directives.

3.3. 3MOX1 Career Field Specific Training Requirements:

- 3.3.1. Homestation training will be conducted annually using host base Services Squadron readiness assets.

- 3.3.2. Food Handlers training will be conducted and documented on an annual basis.
- 3.3.3. Formal Field Training will be completed every three years. Requests for training slots will be coordinated annually to HQ AFSPC/DOM, who will request from HQ AFSPC/SVX.
- 3.3.4. When assignment notification is received, the Group Chef Superintendent will contact the gaining unit to determine if Mission Ready Airman (MRA) training is required.
- 3.3.5. All MRA training will be coordinated through HQ AFSPC/SVX.
- 3.3.6. MAF Chefs in 5- or 7-level upgrade training should receive hands-on training in 3MOX1 core area tasks, especially the lodging and fitness core areas. Coordinate this training with the base services squadron.
- 3.3.7. Individuals projected for permanent change of assignment to the base services squadron should receive hands-on training in the projected position. Coordinate this training with the base services squadron.
- 3.3.8. Personnel projected for PCA to base services will have at least 6 to 12 months of Formal Field training currency left.

3.4. Training Education and Management System (TEAMS):

- 3.4.1. The TEAMS training program will be utilized to document all 3MOX1 training.
- 3.4.2. Squadron NCOICs will ensure trainers and supervisors update all training into TEAMS.
- 3.4.3. TEAMS will be kept and maintained at a central location within the squadron or group level.

4. Quality Assurance:

4.1. Quality Assurance Program. The program is used to assess the effectiveness and capability of assigned MAF Chef personnel, procedures, facilities, equipment, and managerial guidance. Quality assurance is the responsibility of the Group Chef Superintendent. The superintendent will establish a program to provide the OG/MG CC, squadron commanders and supervisors with an objective and comprehensive assessment of assigned facilities, MAF Chef programs and resources.

4.2. Quality Assurance Evaluator (OGV) Responsibilities:

- 4.2.1. Reviews all new and revised instructions pertaining to MAF Chef operations for completeness and technical accuracy. Informs affected work centers of instructional changes.
- 4.2.2. Conducts review of instruction/equipment/facility modifications and determines whether:
 - 4.2.2.1. Unit has current and compatible technical data and publication guidance.
 - 4.2.2.2. MAF Chefs need more training.
 - 4.2.2.3. MAF Chefs need supply items or equipment items.
- 4.2.3. Assists chef training NCO and Squadron Chef NCOICs in identifying training requirements.
- 4.2.4. Reviews the CFETPs for task coverage and compliance.
- 4.2.5. Establishes a method to track annual proficiency checks.

4.2.6. Determines evaluation report content, format, distribution and routing procedures. Forward copies of proficiency evaluation reports quarterly to 20 AF/DOV. At a minimum ensure copies are forwarded to Chef Superintendent.

4.2.7. Ensures the evaluation reports will identify positive efforts as well as underlying causes of substandard quality. Make recommendations when applicable; however, ensure the inspected activity remains free to choose the solution that best fixes the problem. Include in the report:

4.2.7.1. Strengths and weaknesses of the MAF Chef.

4.2.7.2. Applicable references for documented deficiencies.

4.2.8. Ensures use of on-the-spot-training to correct discrepancies discovered during evaluations.

4.3. Manning, Qualification and Proficiency:

4.3.1. Group Chef Superintendent may use augmentee evaluators. Ensure augmentees are CFETP qualified to perform evaluations. When Squadron Chef NCOICs are used, they will not inspect their own unit.

4.3.2. Before performing unsupervised evaluator duties, evaluators must be certified on appropriate tasks and complete the unit evaluator training program.

4.3.3. Maintain the capability for 100 percent coverage of all MAF Chef core tasks as listed in this instruction.

4.4. Activity Inspections. Group Chef Superintendent may direct activity inspections be conducted to provide managers an objective appraisal of mission capability and management effectiveness. Inspections focus on efficiency, procedural compliance and adequacy of directives. Activity inspections are optional. If used, determine the inspection scope (what to inspect) and process (how to inspect). Consider the following when conducting activity inspections:

4.4.1. Using formalized checklists.

4.4.2. Basing inspections on regulatory requirements.

4.4.3. Standardizing report content, format, distribution and routing procedures.

4.5. Proficiency Evaluations. Proficiency evaluations are used to check the proficiency of MAF Chef personnel, determine the accuracy and efficiency of technical procedures and assess compliance with instructions and other directives.

4.5.1. Chef trainers will be evaluated performing training duties every 12 months.

4.5.1.1. MAF Chef personnel performing alert duty will receive a personnel proficiency evaluation every 12 months. Evaluation tasks will include physical inventory, overall sanitation/condition of kitchen, job knowledge, safety practices, funds control (complete AF Form 282), storage procedures, and customer service practices.

4.5.1.2. All MAF Chef personnel performing alert duty will receive a documented below ground emergency procedures evaluation every 12 months. This can be performed in conjunction with a Facility Manager evaluation.

4.5.2. Evaluators may be required to intervene in task performance. Evaluators must stop, correct, alert appropriate agencies and render an evaluation report for any of the following deviations (actual or possible):

- 4.5.2.1. Violations of food handling/storage requirements.
- 4.5.2.2. Safety deviations that could reasonably result in serious injury to personnel.
- 4.5.2.3. Deviations that could reasonably result in potential or imminent equipment damage.
- 4.5.3. Guidelines for proficiency evaluations:
 - 4.5.3.1. Evaluators must be certified on the tasks they inspect.
 - 4.5.3.2. Verify the individual to be inspected is certified to perform or instruct the tasks to be observed.
 - 4.5.3.3. Evaluators must ensure they see a variety of tasks and different equipment operated for each individual. Site specific tasks will be evaluated annually.
 - 4.5.3.4. Use no-notice evaluations whenever possible.
- 4.5.4. Conducting proficiency evaluations.
 - 4.5.4.1. Brief individuals before beginning an evaluation. For tasks already in progress, notify the individual that they are under evaluation and brief them as soon as practical.
 - 4.5.4.2. During the briefing, the evaluator should advise the individual:
 - 4.5.4.2.1. All actions performed are subject to observation.
 - 4.5.4.2.2. Do not compromise safety.
 - 4.5.4.2.3. Do not consider the evaluator as the second person to satisfy buddy care requirements.
 - 4.5.4.2.4. Take breaks during the evaluation, if required.
 - 4.5.4.2.5. Notify evaluator of applicable information and circumstances which could affect the task.
 - 4.5.4.2.6. The evaluator may ask questions to determine the individual's knowledge of a task. The individual may use formal instructions and publications as reference.
 - 4.5.4.2.7. The individual may ask for assistance from personnel or agencies normally available in day-to-day operations. The evaluator conducting the evaluation should be asked only as a last resort and when all other avenues of help have been exhausted.
 - 4.5.4.3. When performing an evaluation on a trainer conducting training, advise the trainer of the following items:
 - 4.5.4.3.1. The trainer must prevent or immediately correct any food handling/storage violation or safety deviation which could reasonably result in serious injury to personnel, or deviation which could reasonably result in potential or imminent equipment damage.
 - 4.5.4.3.2. The trainer must correct other deviations prior to completing the training session.
 - 4.5.4.3.3. Evaluators will consider the trainer's degree of control over the trainee.
 - 4.5.4.3.4. Evaluators will not generate an evaluation report on the trainee.
 - 4.5.4.3.5. The trainer will complete all applicable training documentation and make it

available for the evaluator's review.

4.5.4.4. During task observations, the evaluator must detect and correct all deviations. Select the best option available to correct the situation. It may be advantageous to correct insignificant deviations during the verbal feedback; other deviations may warrant prompt correction. Consider giving individuals the opportunity to make decisions on courses of action on their own, using the resources available to them.

4.5.4.4.1. For each deviation, conduct training to the level necessary to ensure the individual's understanding of the circumstances in question. The evaluator may be prohibited from conducting training by time, resources, attitudes or a combination of factors. If prohibited, note the situation in the evaluation report and defer the required training action to the Squadron Chef NCOIC. The evaluator may recommend the individual should not perform the task and other closely related tasks, if applicable, until retrained.

4.5.4.4.2. Apply the following guidelines when an individual cannot correctly or safely perform a task without excessive outside intervention or assistance.

4.5.4.4.2.1. Notify the individual's Squadron Chef NCOIC. Together, assess whether to:

4.5.4.4.2.1.1. Relieve the individual.

4.5.4.4.2.1.2. Supervise the individual to completion of the task.

4.5.4.4.2.1.3. Terminate the task.

4.5.4.4.2.2. Do not allow the individual to perform the task unless supervised or retrained.

4.5.4.4.2.3. State in the evaluation report that the individual should not perform the task and other closely related tasks, if applicable, until retrained.

4.5.4.5. Provide verbal feedback to the individuals as soon as practical after the evaluation. The evaluator should cover the following:

4.5.4.5.1. Explain each deviation and discuss the correct procedure.

4.5.4.5.2. Review the individual's strengths and weaknesses.

4.5.4.5.3. Recommend improved methods of task accomplishment.

4.5.4.5.4. Exchange ideas and techniques.

4.5.4.5.5. Award an overall subjective rating of pass or fail.

4.5.4.6. Notify the Squadron Chef NCOIC and Group Chef Superintendent of any failures that will effect mission accomplishment immediately. Identify the substandard performance that contributed to the rating and identify tasks that should not be performed unsupervised.

4.5.5. Proficiency evaluation report will be documented on locally developed forms. The original will be forwarded to the Group Chef Superintendent listing all corrective actions taken.

4.6. 20 AF Conducted Proficiency Evaluations. 20 AF will inspect MAF Chef programs, personnel, facilities, equipment, instructions and publications. These proficiency evaluations include evaluator proficiency evaluations, trainer proficiency evaluations and personnel proficiency evaluations.

Units will make every effort to have evaluators and trainers (appointed IAW [AFI 36-2201](#)) available during 20 AF conducted evaluations.

4.6.1. **Evaluator Proficiency Evaluations.** Inspect unit evaluators to assess their ability to conduct and document personnel proficiency evaluations. 20 AF evaluators have the authority to overrule unit evaluators and conduct retraining for both the individual and the evaluator. If retraining cannot be accomplished, the 20 AF evaluator will notify the appropriate Squadron Chef NCOIC and the Group Chef Superintendent. Use the guidance provided in paragraph [4.5.](#) for conducting the evaluation. Unit evaluators will complete the required evaluation reports and forward them to the 20 AF evaluator within 24 hours of the completion of the unit evaluator's verbal feedback.

4.6.1.1. When non-concurring with the unit evaluator's report, attach an addendum citing reasons for non-concurrence.

4.6.1.2. Do not award deviations for administrative documentation problems.

4.6.1.3. Award deviations for not documenting deviations.

4.6.1.4. Conduct a verbal feedback of the unit evaluator's performance as soon as possible after the unit evaluator has completed the personnel proficiency evaluation.

4.6.1.5. Accomplish an evaluator proficiency report.

4.6.2. **Trainer Proficiency Evaluation.** Inspect unit trainers to determine their ability to teach accurately. Also assess job knowledge, teaching methods and techniques, and adequacy and effectiveness of training programs. Use the guidance provided in paragraph [4.5.](#) for conducting the evaluation.

4.6.2.1. Coordinate with unit trainer on which tasks are to be inspected during the trainer proficiency evaluation.

4.6.2.2. Provide verbal feedback to the unit trainer as soon as possible after the training session is complete.

4.6.2.3. Accomplish a trainer proficiency report.

4.6.3. Conduct personnel proficiency evaluations using the guidance provided in paragraph [4.5.](#)

5. **Missile Alert Facility Accounting Procedures:**

5.1. General. It is imperative the following procedures are adhered to along with established directives to maintain public confidence and prevent fraud, waste and abuse. The Group Chef Superintendent has the overall responsibility to ensure the Accounting and Squadron Chef NCOICs follow proper accounting directives.

5.1.1. The accounting cycle, as a maximum, will be every 4 days in which the posting of accounts and money turn-ins will be accomplished by all sites. Electronically generated forms may be used where authorized.

5.1.2. MAF Chefs, upon completion of a scheduled tour, will be required to turn in monies and the following completed forms as prescribed by established directives:

5.1.2.1. AFSPC Form 16, **Missile Alert Facility Kitchens** or computer generated report.

5.1.2.2. AF Form 79, **Cash Collection Record**, for all meals sold during the accounting

period and moneys collected.

5.1.2.3. AF Form 1339, **Dining Hall Signature Record**, for all meals consumed by SIK meal card personnel.

5.1.2.4. AF Form 812, **Ala Carte System Meal Order Record**.

5.1.2.5. DD Form 1081, **Statement of Agent Officer's Account**, accounting for all money transfers.

5.1.2.6. AF Form 129, **Tally In/Out**, AF Form 3516, **Food Service Inventory Transfer Receipt** or computer generated report for all transfers in or out.

5.1.2.7. AF Form 1650, **Ala Carte System Daily Dining Facility Summary**.

5.1.2.8. Meal credit memorandums, if applicable.

5.1.3. The Squadron Chef NCOIC will review, validate, and reconcile all forms and moneys turned in by their MAF Chefs after changeover by 1200 hours the following duty day. The Squadron Chef NCOIC will sign all AF Form 79s and 1339s in the Dining Facility Supervisor signature block.

5.2. MAF Cash and Substance in Kind (SIK) Collection Procedures:

5.2.1. To avoid cross-contamination of food due to handling of money, the MAF Chef may collect moneys immediately after the serving period.

5.2.2. Combat Crew personnel performing alert duties may sign and pay for their meals consumed at the end of their alert tour prior to departure for the main base.

5.3. Credit Meals:

5.3.1. The following procedures will be followed in the collection of meal charges for Air Force members receiving Basic Allowance for Subsistence (BAS) who are extended credit for purchasing meals while under adverse conditions at missile sites.

5.3.1.1. The site commander must authorize the use of this credit using the sample memorandum in **Figure 1.**, Credit Meals Sample Memorandum.

5.3.1.2. The authorized user of the credit has 48 hours to clear the debt after returning from the missile field.

5.4. **Monetary Reporting Procedures.** See **Figure 2.**, Accounting Process Reporting, for the overall flow diagram for monetary reporting.

5.4.1. Squadron Commanders will sign AF Form 1119, **Monthly Monetary Record**, as the Food Service Officer.

5.4.2. Group Commanders will sign AF Form 249, **Food Service Operations Report**.

5.4.3. The OSS Commander signs AF Form 1648, **Central Food Preparation Facility Monetary Record**, as Food Service Officer.

5.4.4. Accounting Procedures. The monetary allowance (Basic Daily Food Allowance (BDFA)) + 15 percent) is authorized for all MAFs. Example: A-Ration $\$2.7081 \times 15\% = .4062 + 2.7081 = \3.1143 (BDFA).

Figure 1. Credit Meals Sample Memorandum.

MEMORANDUM FOR _____

FROM MAF _____

SUBJECT: Payment for Credit Meals

1. This memo is to certify _____, SSN _____

PRINT PATRON'S NAME

Unit _____, Duty Phone _____, was granted authorized credit feeding by my authority on _____.

DATE

SITE COMMANDER'S PRINTED NAME AND SIGNATURE

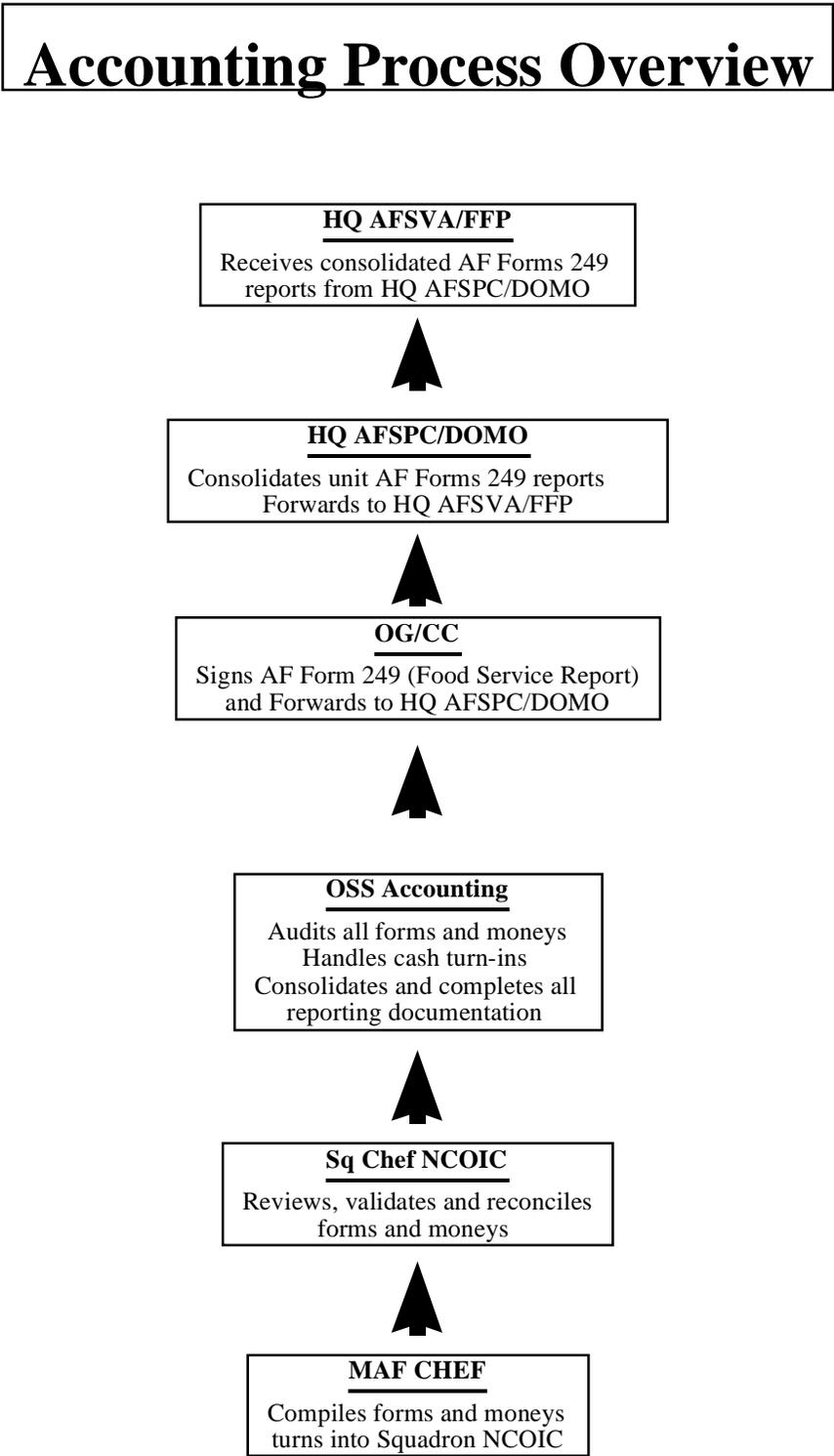
2. I will report to the Missile Facility Chef Account Office, Bldg _____, Room _____, within 48 hours of my return to _____ AFB to settle my debt in the amount of \$ _____. If payment is not submitted within the 48 hour period, a copy of this memo will be forwarded to my unit commander.

PATRON'S SIGNATURE

PRIVACY ACT STATEMENT

1. Authority: 10 USC 3012, E.O. 9397
2. Principle Purpose: Use of social security number is necessary to make positive identification of the individual.
3. Routine Uses: To identify the individual and aid in the collection of unpaid credit meal fees.
4. Disclosure is Mandatory: Failure to provide information required will result in inability to positively identify individual requesting credit for meals and could result in credit being denied.

Figure 2. Accounting Process Reporting.



5.5. Monetary Gains and Losses.

5.5.1. The Group Chef Superintendent must try to keep the MAF food account within 2 percent of the monthly earned income. If the Group Chef Superintendent records totals exceeding the 2 percent gain/loss for 3 consecutive months:

5.5.1.1. The Group Commander investigates the account and takes appropriate action, to include a report of survey when required.

5.5.1.2. The group commander informs HQ AFSPC/DOM of the actions taken to fix the problem.

5.5.1.3. HQ AFSPC/DOM may drop from accounts the portion of the loss exceeding 2 percent if the Group commander decides the loss can't be recovered without affecting the quality and quantity of food to the Subsistence In Kind (meal card) customers.

5.5.2. Excess Cost. Excess costs are defined and authorized in accordance with [AFMAN 34-240](#), *Food Service Program Management*.

5.5.3. Surcharge. Surcharge policies are defined in [AFI 34-239](#), *Food Service Management Program*.

5.6. Loss of Controlled Forms. Missing/lost controlled/safeguarded forms require Squadron Chef NCOICs to perform an investigation. A formal report of investigation will be kept on file in the central accounting section.

5.7. Central Distribution Section. This section will act as central point for condemning all food items.

6. Iron Eagle Foods And Environmental Health Office Operations:

6.1. General. Iron Eagle Foods has the overall responsibility to providing missile wings/groups with quality and nutritious entrees and other meal components for MAF Chef. The FE Warren AFB WY Environmental Health Office provides quality assurance for Iron Eagle Foods products.

6.1.1. References:

6.1.1.1. Official Methods of the Association of Official Analytical Chemists.

6.1.1.2. United States Department of Agriculture Food Code.

6.1.2. Definitions:

6.1.2.1. Lot. A lot is the amount of primary containers of a given food item prepared at one time (not to exceed an 8-hour period).

6.1.2.2. Meal Component. Individually packaged food items such as meats, vegetables, starches and desserts.

6.2. Iron Eagle Foods. Iron Eagle Foods, located at FE Warren AFB WY, will determine bulk food requirements, requisition subsistence from vendors, prepare, and store individual meal components, and distribute to using installations. This section is to provide missile units with background information and processes used by Iron Eagle Foods.

6.2.1. Iron Eagle Foods will provide each using installation with ordering production cycle at least annually to allow sufficient time for consumption projections.

6.2.1.1. All using installations will submit their Frozen Meal requirements according to the

published schedule provided by Iron Eagle Foods.

6.2.1.2. Frozen Meal components will be shipped according to the published schedule provided by Iron Eagle Foods. The proper rotation of components is essential.

6.2.1.3. Normal resupply will be accomplished every 60 days. However, bases experiencing unusual and unplanned consumption or deletion of certain food items must coordinate with Iron Eagle Foods in advance to ensure resupply is accomplished.

6.2.1.4. Bases may deviate from this normal resupply if coordinated and approved by Iron Eagle Foods.

6.2.1.5. Food items not normally available from Iron Eagle Foods foods will be ordered from other sources using established procedures.

6.2.2. Normal Shelf Life:

6.2.2.1. The estimated normal shelf life is 6 months for products prepared and packaged in accordance with this instruction and held at temperatures of 0 degrees F or below.

6.2.2.1.1. Should the storage life of any product exceed 6 months, organoleptic evaluation will be performed on the product using the hedonic scale rating in **Table 1**.

Table 1. Hedonic Rating Scale.

1	Extremely Poor
2	Very Poor
3	Poor
4	Below Fair, Above Poor
5	Fair
6	Below Good, Above Fair
7	Good
8	Very Good
9	Excellent

6.2.2.1.2. Extension of the shelf life of a product beyond 6 months will be on an individual lot basis and approved by Military Public Health.

6.2.2.1.3. It should be emphasized that the quality of frozen foods packaged in accordance with the procedures depicted in this regulation begin moderate deterioration after 4 months.

6.3. Functions of the Environmental Health Office, FE Warren AFB WY:

6.3.1. Provides in-processing inspections and quality assurance (reference the latest FDA Food Code).

6.3.2. Performs microbiological test and evaluations, when necessary.

6.3.3. Accomplishes sampling procedures for organoleptic evaluations of doubtful products or marginal quality products. A taste panel of five people, representatives of environmental health

and food service, is recommended. Use the hedonic scale rating of 1 through 9 in evaluating the products.

6.3.4. Consider a product with an average evaluation of 6.5 or below by the taste panel as unsatisfactory and not suitable for the purpose for which it was intended.

7. MAF Chef Recognition Awards Process:

7.1. General:

7.1.1. 20 OI36-2, *20 AF Awards Program*, will be used for submission of 20th AF and higher headquarters awards for all assigned 3MOX1s.

7.1.2. Operations Group annual award winners will be considered for HQ AFSPC/SV and HQ USAF/SV awards.

8. Types Of Meals And Meal Hours:

8.1. Frozen Meal. This is the normal MAF food meal component for all missile bases. This meal, by individual component, is authorized for all Missile Alert Facilities (MAFs) and authorized for other use when approved by the MAJCOM and when handling procedures are approved by base environmental health personnel. All meal items will be served on china and garnished appropriately. Authorized monetary allowance for MAFs is the BDFA plus 15 percent. The BDFA will be prorated at 20 percent breakfast, 40 percent lunch, 40 percent dinner and 40 percent midnight.

8.2. Ground Support Meals at Missile Alert Facilities. Ground support meals are authorized for personnel performing duty in the field where kitchen facilities or heating ovens are not available.

8.3. Short-Order Items:

8.3.1. Hamburgers, sandwiches, pizza, hot dogs, and other short-order items may be ordered. The intent of this service is to enhance the variety of food and customer service, not replace the frozen meal component. Frequency and quantity of items to be served should be determined by monetary allowance, space and equipment.

8.3.2. Items requiring grilling or frying will be ordered normally only at breakfast, lunch and dinner. Items requiring grilling or frying will not be available for the midnight meal.

8.3.3. Specialty meals, i.e. steaks, shrimp, and/or holidays meals, should be provided based on monetary allowance, space and equipment.

8.4. Meal Hours. Hours should be set to allow enough time for personnel to get their meals; however, care must be taken to ensure chefs aren't over tasked by extended meal hours. The chef should obtain meal orders at least 30 minutes prior to the start of the meal period to allow time for preparation. Meal times will be standardized throughout the Operations Group. Suggested hours are listed in [Table 2](#).

Table 2. Suggested MAF Meal Hours.

Breakfast	0630 - 0800
Lunch	1100 - 1300
Dinner	1600 - 1800
Midnight	2130 - 2230

8.4.1. All requests for meals at other than established meal hours must be coordinated with the site commander/facility manager before submittal to the chef. This will ensure the chef's down time is not abused by other personnel who have not planned for their meals.

8.4.2. Midnight Meal. To provide the chef with adequate undisturbed rest, the midnight meal will consist of non-grill items, with frozen meals being the main meal component.

9. Prescribed Forms:

9.1. AFSPC Form 16, **Missile Alert Facility Kitchens (MAFK) (SHIFT) Stock Control Record.**

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Director of Operations