

**BY ORDER OF THE
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 34-401**

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Support Division

OPERATING THE CADET DINING FACILITY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements AFD34-1, *Air Force Services Combat Support Programs*, and references Department Of Defense (DoD) Financial Management Regulation Vol 12, Chapter 20, *Military Academy Dining Hall Operations*. It establishes operating responsibilities and procedures for the United States Air Force Academy (USAFA) Cadet Dining Facility. It applies to all USAFA activities including tenants.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Clarifies and updates responsibilities, policies, and authorized use of the Cadet Dining Facility. It replaces changes formerly contained in policy letters.

1. Operating the Cadet Dining Facility (Mitchell Hall).

1.1. The Chief of the 34th Support Division Food Services Branch (34 TRW/SDF), operates the Cadet Dining Facility, Mitchell Hall, to provide complete subsistence for the Air Force Academy Cadet Wing and to USAFA activities directly related to the Cadet Wing.

1.2. Effective April 2002, Mitchell Hall will operate either as a government Most Efficient Organization (MEO) or as a privately managed contract. As such, both are required to operate under a detailed Performance Work Statement (PWS) that specifies what services and events they can support. The government has approved manpower and operating budgets to support only those services and events as identified in the PWS. If additional services or special events are requested in addition to what is identified in the PWS, additional funding and or manpower requests must be submitted by the Food Services Branch Chief to 34th Training Wing Commander (34 TRW/CC) for approval. If funding or manpower is approved, the event may be scheduled into the PWS. Further guidance can be found in paragraph **5.1.** of this instruction.

2. Who May Eat in Mitchell Hall:

2.1. Cadets and Others Authorized. The cadet dining facility exists for cadets and is generally limited to their use; however, other authorized users may subsist there under various circumstances, with appropriate approval, so long as they reimburse the dining facility at the current Table of Rates. Under this instruction, consuming any part of a meal is considered consuming a full meal and all charges apply.

2.2. Temporarily Authorized Diners:

2.2.1. Limited personnel other than Academy Staff or employees listed in paragraph 2.3. may subsist at meals if doing so is in the best interest of the Academy. Guests not specifically identified in this instruction require prior coordination and approval by 34 TRW/SDF or Assistant Chief, 34th Food Service Branch (34 TRW/SDFA). Guests will pay for meals at the appropriate Table of Rates unless otherwise noted in this instruction. For Special Functions such as banquets or dining-ins, guests pay at a higher rate as determined by the Special Functions Coordinator (34 TRW/SDFS), to include food cost and operating cost.

2.2.2. Special Orientation Groups. Generally, special groups may dine on the main floor with the Cadet Wing, provided there is a benefit to the cadets and the group is sponsored by an appropriate agency, such as Protocol (HQ USAFA/CCP), Director of the office of Admissions (HQ USAFA/RR), Plans and Programs (HQ USAFA/XP), or an Academic Department. A Point Of Contact for billing purposes will be identified at time of the request. Cadets must escort all guests. 34 TRW/SDF The Chief, 34th Food Service Branch, or designated representative, is the final decision authority regarding what is in the best interest of the Academy and Cadet Wing. A minimum of 14 days notice to the 34 TRW/SDFS is required.

2.2.3. Guests of Cadets or USAFA Staff (Air Officer Commanding (AOC) Military and or Civilian). Because the breakfast and noon meals are military formations, civilians normally may not attend. Neither cadets nor authorized diners may have guests (military or civilian friends or relatives) at either of these meals. Cadets or academy staff may invite guests, civilian or military, to optional evening and weekend buffet meals only. Guests pay for meals at the current Table of Rates and tickets should be purchased from the cashier located near the entry point for the buffet line. **NOTE:** Mitchell Hall employees may only purchase a meal for themselves or a guest during meal periods if they are working that shift (34 TRW/SDF has final approval or disapproval on requests).

2.2.4. Cadet Candidates. Bona fide cadet candidates registered with the HQ USAFA/RR may dine with the Wing when escorted by a cadet. They pay for meals at the current Table of Rates. HQ USAFA/RR notifies 34 TRW/SDFS, in writing, each candidates name and the date of their visit no later than (NLT) one week prior to their visit. Mitchell Hall may be contacted for last minute changes directly at <mailto:34TRW.SDFS@USAF.af.mil> (Special Functions) or call the Special Functions Coordinator at 333-4991.

2.2.5. Cadets of Other Academies. Cadets of other service academies visiting the USAFA on official invitations subsist at the expense of the Cadet Subsistence Fund. Non-reimbursable support has traditionally been a matter of exchange with other service academies. This does not include Officer Training School or Reserve Officers Training Corps cadets who must pay for their meal at the current Table of Rates. In addition, if a cadet of another academy is just visiting and on leave status, they must pay for any meals consumed.

2.2.6. Athletics. Visiting athletic recruits authorized through coordination with 34 TRW/SDFS may eat in the dining facility. The current Table of Rates applies. The Athletic Department provides athletic recruits with meal tickets that must be turned in to the waiter supervisor. Reimbursements will be billed to the Athletic Department for each ticket received. Staff members of the Athletic Department may dine at training tables with their teams, however staff members must pay for their meals at the current table of rates.

2.3. Permanently Authorized Diners:

2.3.1. On-duty employees of Mitchell Hall may eat in the dining facility at the current Table of Rates. Employees who are guests at special functions pay the full special meal rate and surcharge. Employees are limited to one meal per day unless authorized by 34 TRW/SDF to purchase an additional meal.

2.3.2. The following individuals may eat in the dining facility at the current Table of Rates if consumption of the meal is a function of their duty. Twenty-four hours prior notification to the Special Functions Coordinator <mailto:34TRW.SDFS@USAFA.af.mil> (Special Functions) or 333-4991 is required (AOC, USAFA Superintendent (HQ USAFA/CC) and Military Training Leaders (MTL) exempt). They pay full special meal price and applicable operating charge for special functions.

2.3.2.1. USAFA Superintendent. USAFA Director of Staff (HQ USAFA/DS).

2.3.2.2. 10th Air Base Wing Commander (10 ABW/CC). 10th Air Base Wing Vice Commander (10 ABW/CV).

2.3.2.3. Command Surgeon, Chief, Environmental Health Services.

2.3.2.4. Aide-de-camp, Superintendent (HQ USAFA/CCA).

2.3.2.5. Director of Protocol or a protocol-sponsored escort (only when escorting authorized guests).

2.3.2.6. 34th Training Wing Commander (34 TRW/CC). 34th Training Wing Vice Commander (34 TRW/CV).

2.3.2.7. Executive Officer to the 34th Training Wing Commander (34 TRW/CCE).

2.3.2.8. 34th Support Division Director (34 TRW/SD). 34th Support Division Deputy (34 TRW/SDD).

2.3.2.9. 34th Training Group Commander (34 TRG/CC). 34th Training Group Deputy Commander (34 TRG/CD).

2.3.2.10. 34th Education Group Commander (34 EDG/CC). 34th Education Group Deputy Commander (34 EDG/CD).

2.3.2.11. 34th Operations Group Commander (34 OG/CC). 34th Operations Group Deputy Commander (34 OG/CD).

2.3.2.12. Director, Center for Character Development (34 TRW/CWC). Deputy Director, Center for Character Development (34 TRW/CWC).

2.3.2.13. Group and Deputy Group Air Officers Commanding (AOC).

2.3.2.14. Squadron and Associate Air Officers Commanding (AOC).

- 2.3.2.15. Wing and Group Superintendents.
- 2.3.2.16. Dean and Vice Dean of the Faculty (DF), Executive Officer on official duty, and Department or Staff Agency heads on official duty DF.
- 2.3.2.17. Director of Athletics (34 TRW/AH) and Deputy Director of Athletics (34 TRW/AHV).
- 2.3.2.18. Director of the office of Admissions (HQ USAFA/RR).
- 2.3.2.19. Staff members of the Department of Athletics (when accompanying athletes).
- 2.3.2.20. Chaplains assigned to cadet-related functions.
- 2.3.2.21. Military Training Leaders, Officer of the Day, Squadron Training Officers, Squadron Professional Ethics Officers, Cadet Squadron Mentors, Associate AOC for Academics, and Squadron Athletic Representatives.
- 2.3.2.22. Faculty, Staff Officers and Civilian Professors are invited on a once a month basis to join a cadet squadron for breakfast or noon meal formation.
- 2.3.2.23. Inspector General (HQ USAFA/IG) and staff (as part of an official inspection) at a rate determined by the current table of rates and any applicable surcharges.

3. Smoking and Drinking Restrictions in Mitchell Hall.

- 3.1. No one--employees or using organizations--may bring or serve alcoholic beverages in the Formal Dining Room.
- 3.2. With 34 TRW/CC approval, alcoholic beverages may be served at events such as the 100th Night Celebration and the Ring Dining-Out. The 34th Training Group and Cadet Wing will ensure only those over 21 years of age consume alcohol at cadet events.
- 3.3. Smoking in Mitchell Hall is prohibited.
- 3.4. Mitchell Hall employees may smoke outside the building only in approved designated areas.

4. Special Functions and Using Special Dining Areas:

- 4.1. Mitchell Hall special dining areas are available only as described in this section. Due to resource limitations and its critical primary mission of feeding a large number of cadets, Mitchell Hall does not support meetings of any type either on the staff tower, main dining room floor or in the formal or informal dining rooms.
- 4.2. Main Floor Special Functions and banquets may be authorized to use the main dining floor at the discretion of 34 TRW/SDF. Requests must be made 60 days in advance of the desired date.
- 4.3. Staff Tower. The Staff Tower is reserved for HQ USAFA/CC and 34 TRW/CC and USAFA Dean of Faculty (HQ USAFA/DF). Additionally, Cadet Wing and Group Staffs each have a table reserved permanently. Other key staff may use the Staff Tower on a space-available basis as long the function directly supports the cadet-training mission. A rank of Lieutenant Colonel or above is required to host a 10-person (minimum of six-people) table. All reservations must be made at least 10 days in advance and require a 24-hour cancellation notice; otherwise the group or organization will be billed for the meals prepared. You may e-mail your reservation request(s) to

<mailto:34TRW.SDFS@USAFA.af.mil> (Special Functions) or call the Special Functions Coordinator at 333-4991.

4.3.1. The best interest of the Air Force Academy is served by entertaining certain groups of visitors on the Staff Tower. Historically, this privilege has been extended to Congressional staffers, Board of Visitors, and educators who are key elements in admissions, academics, and policy matters. 34 TRW/SDF or 34 TRW/SDEA determine final eligibility to dine on the Staff Tower.

4.3.2. During the academic year, the Staff Tower is normally open Monday-Friday during noon meals only. For anyone other than those listed in paragraph 2.3.2., to request use of the Staff Tower, write or e-mail, 34 TRW/SDFS at least 10 days prior to the requested date. The Staff Tower has 7 available tables, which can seat 10 people each on any given day. Guests or organizations will be ranked in regards to the availability of these seats. Guests or organizations with a higher mission or benefit to the Academy will have priority and could bump other groups. The Staff Tower does not usually fill up, but there are occasions when this may happen preventing us from supporting some requests.

4.4. Formal Dining Room. Cadet Squadrons, recognized cadet clubs, and other groups approved by 34 TRW/SDF may reserve the Formal Dining Room during the academic year on Tuesday through Thursday evenings. USAFA Form 19, **Mitchell Hall Food Support Request** should be submitted to 34 TRW/SDFS a minimum of 30 days in advance for tentative approval. The maximum capacity of the room is 134. Functions must normally meet the following criteria:

4.4.1. The function must be sponsored by and be primarily for cadets. There must be at least 75 people in attendance. At least 50 percent of the participants must be cadets.

4.4.2. A special menu must be coordinated with the Special Functions Coordinator (34 TRW/SDFS) NLT 30 days before the function.

4.4.3. Only 1 formal function may be booked by an organization per year.

4.4.4. The organization's Cadet-In-Charge (CIC) or Officer-In-Charge (OIC) completes arrangements using the Mitchell Hall Special Function Agreement through 34 TRW/SDFS. Signing the Special Functions Agreement constitutes a contract so that Mitchell Hall will be reimbursed for the full cost of food plus operating charges for all noncadet meals. Mitchell Hall will be reimbursed for cadets who are no-shows. Reimbursement will be the difference between food cost and the authorized cadet meal rate for the appropriate meal.

4.4.5. The CIC and or OIC reimburses the 34th Food Services Branch for all costs incurred for guests and pays for the function before the function taking place. The CIC and or OIC is responsible for the accuracy of the meal count. Any cancellations must be made 72 hours in advance. The CIC and or OIC may obtain reimbursement for advance payment by notifying 34 TRW/SDFS.

5. Supporting Special Functions Outside Mitchell Hall.

5.1. Mitchell Hall is only able to support those special functions identified in the current performance work statement. For consideration of a special function not identified in the current performance work statement, proposals must be submitted to 34 TRW/SDF at least 120 days in advance for events that would require additional manpower and funds to support and at least 90 days in advance for those events that would only require additional funds to support. Decision of whether or not the dining hall can support the event depends on the availability of additional funding and manpower that would be

needed and if the event interferes with the dining facility's ability to perform its primary mission of feeding the Cadet Wing.

5.2. Who Receives Support for Special Functions: Those personnel and organizations that may receive catering support (raw food products or pre-cooked items) outside the dining facility after coordination with the Special Functions Coordinator are as follows:

5.2.1. HQ USAFA/CC, 34 TRW, HQ USAFA/DF, and HQ USAFA/AH hosting special functions when such functions represent an extension of food service to the Cadet Wing. In addition, waiter support can be provided in HQ USAFA/CC and 34 TRW/CC homes when Mitchell Hall food is provided and if the event is identified in the cadet dining facility performance work statement.

5.2.2. Cadet Chaplain annual welcome-back activity specifically for cadets. This support is non-chargeable if in lieu of a regularly scheduled meal; otherwise, it must be reimbursed from the HQ USAFA Chaplain-controlled funds. A minimum 30-day notice is required for the request.

5.2.3. Official USAFA functions in direct connection with the Cadet Wing when authorized by 34 TRW/CC, 34 TRW/SD or 34 TRW/SDF. For example, meals at the Field House during Wing Open, Tailgates at the stadium and so forth. A 30-day notice is required and approval is dependant on current workload.

5.3. Support for Picnics. Picnic support starts the first weekend of the new academic year and ends the Sunday before Ring Dining Out. No picnic support is available during normal closed down or leave periods, i.e., Thanksgiving, Christmas, and Spring Break. Mitchell Hall issues bulk picnic supplies on weekends (Friday, Saturday, and Sunday) and holidays. Depending on current workload and the financial posture of the subsistence fund, Mitchell Hall can support a limited number of picnics on a given day. Mitchell Hall does not issue grills.

5.3.1. To obtain support, deliver one copy of USAFA Form 19 to 34 TRW/SDFS, Mitchell Hall, Room 415, NLT 14 days before the picnic event date. Only those items listed on the form are available. In addition, the second form must be signed by the Squadron AOC. This form is available electronically on the Air Force Website (<http://www.e-publishing.af.mil>) or you can get a hard copy from the Staff Tower office. Picnic support is on a first-come first-served basis.

5.3.2. The following are authorized to receive picnic support:

5.3.2.1. Group or Squadron AOCs or MTL may hold one picnic per month for their squadrons or groups and may hold their picnic at private homes or other designated area. 34 TRW/SDF will be the approval authority for designated areas. AOC must approve, in writing, all squadron picnics.

5.3.2.2. Each head varsity coach may hold one picnic per month for her or his varsity team. Head coaches must approve, in writing, all picnics.

5.3.2.3. Each department head or the department's recognized cadet club may hold one picnic per month. Department heads must approve, in writing, all picnics.

5.3.2.4. Each sanctioned cadet club (extracurricular activities) may hold one picnic per month. All club OICs must approve, in writing, all picnics.

5.3.3. Users may pick up picnic supplies on Friday, 1600–2000, and anytime on Saturday and Sunday between the hours of 0700-1800. If this time cannot be met, contact 34 TRW/SDFS during duty hours, Monday through Friday; or extension 333-4074 or 333-4075 after duty hours, week-

ends and holidays. Unless users make advanced arrangements, non-perishable items will be returned to stock, and the group will be billed for perishable picnic items that are not picked up. Pick-up point is the south dock entry on the east side of Mitchell Hall.

5.3.4. The CIC and or OIC must ensure the proper handling of perishable and non-perishable items. Perishable items must be consumed within 4 hours after pick-up if not refrigerated.

5.3.5. The Cadet Dining Facility will absorb costs at the current Table of Rates for cadets. The Chief, Food Services can waive the cost of picnics, which are above the Table of Rates allotted to the cadets. Anyone other than cadets that are consuming the meal must reimburse for the food. The CIC or OIC must provide accurate guest counts and submit payment for guests to 34 TRW/SDFS. Noncadets pay the current Table of Rates plus any applicable surcharges.

5.4. Support for Overnight Trips. Squadron-sponsored overnight trips to Farish and other week-end-long club activities receive only issued canned goods or dry, prepackaged food items. 34 TRW/SDFS must receive completed USAFA Form 19 at least 14 days before the requested date.

5.5. Pizza Delivery or Sub Pickup.

5.5.1. Each Cadet Squadron and Cadet Club is authorized one pizza or sub sandwich party per month when funds are available to support this program. The Special Functions office must receive the completed USAFA Form 19 at least 14 days before the event.

5.5.2. Pizza and sub parties can be ordered Fridays, Saturdays, and Sundays at a normal limit of 3 per day. The CIC or OIC must submit the signed pizza invoice to 34 TRW/SDFS NLT the next duty day after the event. This program is available during the academic year only and excludes break times. Subs must be picked-up at the business location since there is no delivery service for this item.

5.5.3. Both pizza and sub parties are subject to change in regards to how often they are available. This will be driven by how much surplus money may be available in a given year and can be terminated or re-established depending on the financial status of Mitchell Hall. Pizza and sub party support starts the first weekend of the new academic year and ends the Sunday before Ring Dining Out. Based on the current workload for Mitchell Hall and the financial posture of the subsistence fund, only a limited number of parties can be supported on a given day.

6. Issuing Box Lunches and Pre-Game Meals.

6.1. When Cadets May Receive Box Lunches. Box lunches are authorized for cadets or cadet groups (1 per individual) whose approved official function precludes eating in Mitchell Hall (*e.g.*, Airman-ship Training, athletic events, etc.). Organizations must schedule early or late meals in lieu of box lunches whenever possible. Organizations may not request box lunches merely for convenience in support of squadron, class, club meetings, or athletic practice sessions. Users must consume box lunches within 4 hours of issue if not refrigerated.

6.1.1. Clubs or departments on a trip may be authorized box lunches when Mitchell Hall approves; however, the CIC or OIC should request an early meal in lieu of box lunches whenever possible.

6.1.2. Box lunch requests should be submitted NLT 14 days before the date needed. Deliver or fax (333-4990) the USAFA Form 19 to the Special Functions Office, located on the Staff Tower of Mitchell Hall Room, 415A.

6.2. **Box Lunches for Cadets on Bed Rest.** The physician who places a cadet on bed rest determines whether the cadet receives a box lunch or dines in Mitchell Hall. If the cadet is to receive a box lunch, the physician so indicates on the Air Force Cadet Wing (AFCW) Form 18, **Cadet Injury/Illness Report** and specifies whether the cadet should receive the regular box lunch menu or clear liquid or soft diet. The AFCW Form 18 must be presented to personnel at Mitchell Hall.

6.3. **Reimbursement for Box Lunches.** Mitchell Hall provides box lunches for cadets on a non-reimbursable basis. Non-cadets pay for box lunches and surcharges as specified in the current Table of Rates.

6.4. **Pre-Game Meals.** The Athletic Department may request pre-game meals for all intercollegiate athletic teams, in writing, at least 14 days prior to the meal.

7. Managing Cadet Nutrition. Mitchell Hall provides a number of menus to support cadet health and nutrition in support of the Cadet Clinic. These menus include the following:

7.1. **Weight Gain**—assigned by The 34th Training Wing Nutritionist (34 TRW/SDFN) with concurrence of the AOC. All cadets who desire to participate in this program must first see the dietitian and receive permission from their AOC; weight gain evening box snack is provided Monday - Thursday. Weight gain tables are provided on weekdays at the lunch meal for cadets who meet 2 of the 3 following criteria:

7.1.1. Initial body weight of less than or equal to 83 percent of desirable body weight.

7.1.2. Recent illness or recent (in less than 3 months) weight loss of approximately 10 pounds or more.

7.1.3. Percent body fat measured at less than 10 percent for men and less than 17 percent for women.

7.2. **Vegetarian.** Assigned by 34 TRW/SDFN with concurrence of AOC. Vegetarian menus are provided on weekdays at the lunch meal.

7.3. **Lite tables** are provided to squadrons. Cadets sign-up in squadrons to sit at Lite Tables.

7.4. **Dental Soft.** Requires AFCW Form 18, 34 TRW/SDFN.

8. Reimbursing Food Expenses for Cadet Social Events.

8.1. **Who Receives Reimbursement.** The 34th Training Wing Vice Commander, 34th Training Group Commander and Deputy, Basic Cadet Training Commanders, Global Engagement Commanders, and Group or Squadron AOC receive a reimbursable allowance of \$400 for the fiscal year in support of cadet social training. The total reimbursable amount may change from year to year and is dependant on excess subsistence funds. Only the cost of food and nonalcoholic beverages may be reimbursed. The Cadet Subsistence Fund cannot pay for service, labor, paper products, tips, supplies, charcoal, taxes, or surcharges. Reimbursement is only authorized for cadet meals and not for commanders, AOC, guests, or family members. The 34 TRW/CC is not authorized social training funds because he or she can order food from Mitchell Hall. Requester must receive a control number from General Manager of Cadet Dining Facility MEO (34 TRW/SDFM) at 333-2377 before purchasing food.

8.2. Direct Cadet Support. Reimbursement can be applied to functions in the home or designated squadron area, but can only be used to offset the cost of food provided in direct support of cadets. Reimbursement is pro-rated based upon the number of cadets and non-cadets in attendance.

8.3. How to Get Reimbursed. Those who seek reimbursement must provide itemized receipts or invoices NLT 14 days after the event for processing payment. The control number must be on each receipt that is submitted along with a signed memo outlining what the event was for, and menu items served.

8.3.1. On request, the MEO Administration Office (34 TRW/SDFMA) will provide cumulative fiscal year totals monthly. Each Groups' AOC has the authority to transfer funds from one squadron to another. Request for transfer of funds up to \$300 must be in writing (or e-mail) and forwarded to 34 TRW/SDFMA for necessary action.

8.3.2. Address questions on account balance or administrative procedures to 34 TRW/SDFMA at ext. 333-2377 or 333-4244.

8.4. Cadet Unit Level Training Fund. Funds are designated for use by authorized 34th Training Wing and Dean of the Faculty personnel in support of programs associated with cadet social events.

8.4.1. Authorized Use of Funds. Cadet Unit Level (CUL) Training Funds are authorized for the purchase of lite refreshments such as cake, coffee, punch, and cheese or fruit trays, ice and paper products on a limited basis. They cannot be used to offset the cost of a cadet meal. Examples of when CUL funds can be used include open houses, receptions, and orientations. Unauthorized uses of this fund are: sales tax, tips, tobacco purchases, alcoholic beverages, meals, buffets, banquets, heavy hors d'oeuvres, serving costs, unit, charcoal, serving utensils, meat trays, or other non-food items. The intent is for these funds to be used at such events as parents weekend, commissioning ceremonies, and so forth. Inappropriate use includes such events as an active duty promotion party even if cadets are in attendance.

8.4.2. Personnel in the positions listed below are authorized \$150 per fiscal year.

8.4.2.1. 34 TRW/CC.

8.4.2.2. Group Air Officer Commanding (4 total).

8.4.2.3. Squadron Air Officer Commanding (36-40 total, dependent on Wing size).

8.4.2.4. 34 EDG/CC.

8.4.2.5. 34 OG/CC.

8.4.2.6. 34 TRW/SD.

8.4.2.7. 34 TRG/CC.

8.4.2.8. 34 TRW/CWC.

8.4.2.9. HQ USAFA/DF.

8.4.2.10. Faculty Department Heads (19 total).

8.4.2.11. The Office of the Registrar (HQ USAFA/DFR).

8.4.3. CUL user must receive a control number from 34 TRW/SDFMA before purchasing any food.

8.4.4. How To Get Reimbursed. Each authorized agency is allocated their funding on a fiscal year basis (October-September). All original receipts should be submitted the following workday after the event along with a memo outlining what the event was for. Allow approximately 14 days for processing.

9. Reimbursing Cadets for Food Expenses. Cadets may request reimbursement at the current Tables of Rates when they miss a meal because assigned official business away from the Academy prevents them from eating in Mitchell Hall, and if box meals support is not provided. Missed meals reimbursement is not authorized for recreational or social activities. Requests must be approved by 34 TRW/SDFS 7 days before an anticipated absence unless it is an emergency situation. Following the absence, submit a memorandum, signed by the CIC or OIC, containing cadet's names and social security numbers and original food expense receipts. Allow 14 days for processing payment. Reimbursement will be given only on Scheduling Committee Action (SCA) approved activities.

10. Paying for Subsistence. Advance payment for all meals is required prior to the event, unless coordinated with 34 TRW/SDFMA. 34 TRW/SDFMA will settle billed accounts according to the instructions provided with the invoice.

10.1. Due to the frequency of use, the following have been established and are billed on a recurring basis:

- 10.1.1. Superintendent's Contingency Fund
- 10.1.2. Superintendent's Mission Support Fund
- 10.1.3. USAFA Athletic Association
- 10.1.4. Installation Morale, Welfare and Recreation Fund

11. Accounting Systems for Mitchell Hall. Although the USAF Academy Cadet Subsistence Fund is exempt from part of AFI34-209, *Nonappropriated Fund Financial Management and Accounting*, and AFI65-107, *Nonappropriated Funds Financial Management Oversight Responsibility*, all rules pertaining to the accrual method of accounting apply. Financial reporting follows requirements established in DoD Instruction 1338.17, *Funding Military Academy Dining Hall Operations*.

12. Supporting Disaster Relief and Exercises. When directed by HQ USAFA/CC, 34 TRW/SDF will assist the 10th Services Squadron (10 SVS) with disaster relief activities and USAFA Search and Recovery exercises involving noncadets. 10th SVS or other personnel participating in these activities will pay for meals at the appropriate rate and surcharge if applicable.

13. Forms Prescribed. USAFA Form 19, **Mitchell Hall Food Support Request**.

14. Forms Adopted. AFCW Form 18, **Cadet Injury/Illness Report**.

STEPHEN C. TINDELL, GS15
Deputy Director, 34th Training Wing Support Division