

1338.10-M

**MANUAL
FOR THE
DEPARTMENT
OF DEFENSE
FOOD SERVICE
PROGRAM**



DEPARTMENT OF DEFENSE

Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics)

DEPUTY ASSISTANT SECRETARY

(Supply, Maintenance and Services)

Administrative Reissuance Incorporating
Through Change 17, March 23, 1990

November 1978

DoD 1338.10-M



MANPOWER,
RESERVE AFFAIRS
AND LOGISTICS

ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D. C. 20301

22 Nov 78

FOREWORD

Manual for the
Department of Defense Food Service Program

This manual is issued under the authority of DoD Directive 1338.10, Department of Defense Food Service Program, and is mandatory for use by all DoD activities. Heads of DoD Components may issue supplementary instructions when necessary to provide for unique requirements within their respective Components.

This manual supersedes DoD 1338.10-M, dated 19 June 1972, and is effective immediately.

JOHN P. WHITE
Assistant Secretary of Defense
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TABLE OF CONTENTS

	<u>Page</u>
FOREWORD	2
TABLE OF CONTENTS	3
CHAPTER 1 - GENERAL	5
C1.1. AUTHORITY	5
C1.2. PURPOSE	5
C1.3. APPLICABILITY AND SCOPE	5
C1.4. RESPONSIBILITIES	6
C1.5. ADMINISTRATION	6
C1.6. NUMBERING SYSTEM	7
CHAPTER 2 - ORGANIZATION	8
C2.1. OFFICE OF THE SECRETARY OF DEFENSE	8
C2.2. DEPARTMENT OF DEFENSE FOOD PLANNING BOARD	8
C2.3. ARMED FORCES RECIPE SERVICE COMMITTEE (AFRSC)	12
C2.4. ARMED FORCES PRODUCT EVALUATION COMMITTEE (AFPEC)	16
C2.5. ARMED FORCES MENU SERVICE COMMITTEE (AFMSC)	21
CHAPTER 3 - FOOD AND NUTRITION	23
C3.1. FOOD RESEARCH AND DEVELOPMENT	23
C3.2. NUTRITIONAL STANDARDS AND EDUCATION	25
C3.3. DoD POLICY ON THE USE OF 2-PERCENT LOW FAT MILK	26
CHAPTER 4 - EDUCATION AND TRAINING	28
C4.1. FOOD SERVICE EDUCATION AND TRAINING	28
C4.2. FOOD MANAGEMENT TEAMS	30
CHAPTER 5 - FLIGHT FEEDING	33
C5.1. STANDARDS AND MONETARY ALLOWANCES	33

CHAPTER 6 - EMPLOYMENT OF CIVILIANS	37
C6.1. USE OF CIVILIAN RESOURCES	37
CHAPTER 7 - FINANCIAL	40
C7.1. DEFINITIONS	40
C7.2. GENERAL	41
C7.3. CHARGES FOR MEALS SOLD	41
C7.4. REPORTING FOOD ALLOWANCES	47
APPENDICES	
AP1. TABLE OF RATES	53
AP2. FOOD ALLOWANCE AND COST REPORT	55

C1. CHAPTER 1

GENERAL

C1.1. AUTHORITY

Publication and use of this Manual is authorized by Department of Defense Directive 1338.10, "Department of Defense Food Service Program."

C1.2. PURPOSE

C1.2.1. This Manual consolidates into one document the previous DoD publications governing Food Service Education and Training, Use of Civilian Resources, Nutritional Standards, Meal Charges, Reporting Requirements, In-Flight Feeding, Research and Development, Food Management Teams, and Food Planning.

C1.2.2. It is not intended that this Manual be reproduced at the individual Military Service level, however, it may be supplemented to incorporate provisions that are unique to an individual Service.

C1.3. APPLICABILITY AND SCOPE

C1.3.1. The provisions of this Manual apply to the Office of the Secretary of Defense, the Military Departments, the Defense Logistics Agency, and the Coast Guard during time of war (hereafter referred to as "the DoD Components"). These DoD Components set policy, operate troop feeding and dining facilities under the subsistence-in-kind program, and furnish meals to authorized military and civilian personnel on a reimbursable basis when operating costs and food costs are financed from appropriated funds, except such special activities as may be specifically excluded by the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (ASD(MRA&L)), or supply items to support the system.

C1.3.2. The provisions cover Food Service, whether performed contractually or in-house, and include related research and development; nutrition; acquisition of food, supplies, and equipment; menu and recipe planning; meal preparation and service; and compliance with the provisions of DoD 5030.49-R, "Custom Inspections," for inflight meals on international flights; sanitation; design and layout of facilities; personnel; training; accounting and reporting; and consumer acceptability.

C1.4. RESPONSIBILITIES

C1.4.1. The ASD(MRA&L) is responsible for development of this Manual.

C1.4.2. The Defense Logistics Agency (DLA) will maintain the Manual.

C1.4.3. Each Military Service will implement these procedures and changes thereto by publishing orders, directives, or instructions to insure clarity of understanding and compliance. Each Service will forward two copies of such orders, directives, or instructions to the Assistant Secretary of Defense (MRA&L) and the DIA Director. The term, "Service," as used herein refers to the Army, the Navy, the Air Force, and the Marine Corps.

C1.4.4. The Services and DIA will forward requests for deviations from this Manual to ASD(MRA&L) for a decision.

C1.5. ADMINISTRATION

C1.5.1. Funding for copies of this Manual is the responsibility of each Service.

C1.5.2. Each DoD Component is responsible for internal distribution.

C1.5.3. Recommendations for additions, deletions and changes will be forwarded to the Defense logistics Agency (DLA-LF), Cameron Station, Alexandria, VA 22314. DLA will prepare revisions and forward them via the DoD Food Planning Board, (hereafter referred to as "the Board"), to ASD(MRA&L) for coordination with the Services prior to publication.

C1.6. NUMBERING SYSTEM

C1.6.1. The paragraph numbering system of this Manual is designed to indicate the chapter and paragraph for identification and reference purposes. Subdivisions of paragraphs are indicated by arabic numbers as follows:

Chapter C1., C2., etc.

Paragraph C1.1., C1.2., etc.

Subparagraph C1.1.1.

C1.6.2. Pages are numbered sequentially from page one to the end of the Manual.

C2. CHAPTER 2 ORGANIZATION

C2.1. OFFICE OF THE SECRETARY OF DEFENSE

The Assistant Secretary of Defense (Manpower, Reserve Affairs and logistics) (ASD(MRA&L)) is responsible for providing overall policy guidance and direction for the DoD Food Service Program, as prescribed by DoD Directive 1338.10. The ASD(MRA&L) staff office responsible for this function is the Directorate for Supply Management Policy within the Office of the Deputy Assistant Secretary of Defense (Supply, Maintenance, and Services).

C2.2. DEPARTMENT OF DEFENSE FOOD PLANNING BOARD.

The ASD(MRA&L) has established the Board to assist in providing guidance and direction to the DoD Food Service Program.

C2.2.1. Responsibilities. The Board is responsible for formulating and recommending subsistence policy covering the following areas:

C2.2.1.1. Specification development and improvement;

C2.2.1.2. Procurement and supply;

C2.2.1.3. Quality assurance requirements and inspections;

C2.2.1.4. Subsistence control and reporting systems;

C2.2.1.5. Manpower, personnel resources, qualifications, training, and utilization;

C2.2.1.6. Food preparation and serving systems, and energy utilization.

C2.2.2. Functions

C2.2.2.1. Discussing and resolving major problems that cannot be settled at the Service/Defense Logistics Agency (DLA) level;

C2.2.2.2. Filling policy formulation voids in the DoD Food Service Program;

C2.2.2.3. Developing revisions to food service policy and practices;

C2.2.2.4. Developing and coordinating Board positions in the areas of nutrition, research and development, finance and accounting, sanitation, training, food service management information system, and equipment and facilities to ensure a strengthening of the program;

C2.2.2.5. Prescribing uniform DoD menu standards;

C2.2.2.6. Providing standard DoD recipes;

C2.2.2.7. Determining food items to be authorized for use in appropriated funded dining facilities, excluding dining facilities in medical facilities;

C2.2.2.8. Prescribing uniform procedures and a Food Cost Index for computing the Basic Daily Food Allowance;

C2.2.2.9. Performing such other functions as assigned.

C2.2.3. Composition of the Board

C2.2.3.1. The Deputy Assistant Secretary of Defense (Supply, Maintenance, and Services) will designate a member of the staff as Chairperson of the Board.

C2.2.3.2. Each Service will provide one primary and (in their absence) one alternate food service officer/civilian, responsible for its respective food service policy, to be a member of the Board.

C2.2.3.3. The Defense Logistics Agency will provide one member and (in their absence) one alternate, fully qualified in requirements and procurement of subsistence, to be a member of the Board.

C2.2.3.4. The Army will provide a technical representative who is fully conversant with the DoD Food Research, Development, Testing, and Engineering Program (RDT&ENG Program).

C2.2.3.5. Each Service and DLA will make available technical consultants and advisers as may be required by the Board in fulfilling its responsibilities.

C2.2.4. Board Operating Procedures

C2.2.4.1. Policy

C2.2.4.1.1. The scope of operations of the Board will conform to responsibilities and functions outlined in paragraphs C2.2.1. and C2.2.2., and may be expanded when other specific assignment are made by the Deputy Assistant Secretary of Defense (Supply, Maintenance, and Services).

C2.2.4.1.2. Within the framework of assigned responsibilities and functions, Board members are considered to have final action authority for their respective Services/Agency with respect to matters under the cognizance of the Board. Board members have the option of deferring decisions on any given matter, when in their opinion it is necessary to obtain the position of their respective Services/Agency particularly on actions which require commitment of resources where no prior resource programming or budgeting has been accomplished.

C2.2.4.1.3. Matters of disagreement among Board members that cannot be resolved within the Board will be presented by the Chairperson to the Deputy Assistant Secretary of Defense (Supply, Maintenance, and Services) for resolution.

C2.2.4.1.4. Each Service and DLA shall have equal voting representation on all matters under the cognizance of the Board. The Chairperson will vote only in the event of tie.

C2.2.4.2. Administration

C2.2.4.2.1. Board proceedings will be conducted in accordance with parliamentary procedures.

C2.2.4.2.2. Each Service and DLA will designate an alternate member to attend meetings in the absence of the principal member.

C2.2.4.2.3. The Board will meet on dates and at places specified by the Chairperson. Normally, regular meetings will be held no less than quarterly. The Chairperson may call special meetings when warranted. The presence of the Chairperson and four Board members, or their designated representatives, is necessary for a quorum.

C2.2.4.2.4. The Board will convene on call of the Chairperson.

C2.2.4.2.5. The Services and DLA are responsible for the necessary programming, budgeting, funding, and other appropriate support required to discharge their responsibilities in connection with Board functions.

C2.2.4.3. Responsibilities

C2.2.4.3.1. The Chairperson will establish criteria and procedures for the functioning of the Board.

C2.2.4.3.2. The Chairperson will prepare a proposed agenda to be circulated to Board members at least 10-working days prior to the date of the next scheduled meeting. Board members will review the proposed agenda and submit recommendations to the Chairperson for additions/deletion/revisions or concurrence, simultaneously furnishing a copy to the other Board members.

C2.2.4.3.3. The Chairperson will prepare a draft of the minutes for each scheduled meeting to be circulated to Board members within 15 days of the meeting for review. Board members will review the draft copy and within 10-working days of receipt submit recommendations to the Chairperson for additions/deletions/revisions or concurrence, simultaneously furnishing a copy to the other Board members. The official minutes will be submitted to the Board at the next scheduled meeting for final action.

C2.2.4.3.4. The Board is responsible for establishing, staffing, and supervising standing committees to carry out the operational responsibilities and functions assigned to the Board. These standing Committees will include, but are not limited to:

C2.2.4.3.4.1. Armed Forces Recipe Service Committee;

C2.2.4.3.4.2. Armed Forces Product Evaluation;

C2.2.4.3.4.3. Armed Forces Menu Service Committee.

C2.2.4.3.5. The Chairperson will designate a Board member to be responsible for each committee program established. The Board will approve, as a meeting agenda item, the actions taken by its committees. The committee Chairpersons will ensure that copies of the minutes of committee meetings are distributed to Board members for review prior to the Board meeting.

C2.2.4.3.6. The DoD Food Planning Board will maintain a liaison with the DoD Food Service Facility and Equipment Planning Board (FSF&EPB) and the Joint Formulation Board (JFB). The Chairpersons, FSF&EPB and JFB will be invited to the meetings of the Board and will be provided a copy of the minutes of each meeting.

C2.2.4.4. Relationship. The Chairperson and Board members should communicate directly with each other and with other persons (technologists, technicians, specialists, etc.) who are working on projects under the jurisdiction of the Board.

C2.2.4.5. Correspondence

C2.2.4.5.1. The Chairperson will use Office of the ASD(MRA&L) letterhead when corresponding directly with Board members.

C2.2.4.5.2. Board members will use the letterhead stationery of their respective organizations when corresponding directly with the Chairperson at: DoD Food Planning Board, Directorate for Supply Management Policy, OASD(MRA&L), Room 3B724, Pentagon, Washington, DC 20301.

C2.2.4.6. Project Assignments

C2.2.4.6.1. The Chairperson may assign specific Board projects to designated members for necessary action.

C2.2.4.6.2. The Board member accepting a project assignment will be responsible for all administrative support required to complete the project. The term "administrative support," as used herein, includes budgeting, funding (less funding for travel for members, technologists, specialists, technicians, etc., of other Services or Agency), fiscal control, manpower utilization, facilities, supplies, and other administrative services.

C2.2.4.6.3. The appropriate Board member will submit the results of completed projects to the Chairperson, Food Planning Board. Completed projects will be presented to the Board for final action.

C2.3. ARMED FORCES RECIPE SERVICE COMMITTEE (AFRSC)

C2.3.1. Responsibilities

C2.3.1.1. The Board is responsible for developing and maintaining recipes and for determining the food items to be used in the Armed Forces Recipe Service.

C2.3.1.2. The Navy member of the Board is responsible for the Armed Forces Recipe Service Program.

C2.3.1.3. The committee is under the cognizance of the Board and is specifically responsible for developing, publishing, and maintaining the Armed Forces Recipe Service.

C2.3.2. Functions

C2.3.2.1. The review, selection, test/standardization, and publication of recipes recommended for inclusion in the recipe service;

C2.3.2.2. The test and revision of recipes recommended for improvement;

C2.3.2.3. The selection, test/standardization, and publication of recipes for use of newly authorized and new test program subsistence items;

C2.3.2.4. The review, analysis, and simplification of food preparation methods, and, as required, revision of recipes to reflect this work simplification;

C2.3.2.5. The review, analysis, and revision of recipes, as required, to ensure high quality standard products at reasonable costs;

C2.3.2.6. The determination of portion size consistent with good nutrition, acceptability, product/ingredient changes, and cost constraints;

C2.3.2.7. The deletion of obsolete, unacceptable, or seldom-used recipes from the Armed Forces Recipe Service;

C2.3.2.8. The selection of Armed Forces Recipe Service recipes to be illustrated with colored photographs, and the procurement of these photographs;

C2.3.2.9. The revision of recipe format, as required, to facilitate recipe utilization.

C2.3.3. Inter-Service Support. The Services are responsible for:

C2.3.3.1. Recommending new and improved recipes. Such recipes will be informally screened by the recommending Service prior to submission;

C2.3.3.2. Providing technical assistance for the development of recipe requirements for the Armed Forces Recipe Service and for the accomplishment of joint-Service recipe review, analysis, and improvement projects;

C2.3.3.3. Soliciting recipe suggestions, as appropriate, from operating food service personnel and the food and food service industries;

C2.3.3.4. Field testing standardized recipes, as required; and requested by the AFRSC prior to recipe publication. These tests are designed to validate product acceptability, adequacy of portion size, and utility;

C2.3.3.5. Coordinating the above functions within their respective Military Services and with the AFRSC;

C2.3.3.6. Funding and distributing the Armed Forces Recipe Service for its respective Service.

C2.3.4. The ARMY is responsible for laboratory testing to standardize recipes to ensure 100-portion yield, acceptability, adequacy of portion size, and utility.

C2.3.5. Composition of the Committee

C2.3.5.1. The Navy member of the Board will designate a Chairperson of the committee and an alternate to act in the absence of the Chairperson.

C2.3.5.2. Each Service will designate a technical representative to:

C2.3.5.2.1. Serve as a committee member; and

C2.3.5.2.2. Act as the primary point of contact within his respective Service in carrying out programmed recipe maintenance actions. Additionally, the Department of the Army will provide a representative normally from NARADCOM to provide technical support to the Committee.

C2.3.6. Committee Operating Procedures

C2.3.6.1. The committee Chairperson will, in coordination with the committee members, develop a biennial recipe maintenance program. Each recipe category will be scheduled for review biennially. A program plan for a complete revision to the Armed Forces Recipe Service in lieu of a biennial change Supplement may be developed at an appropriate time as directed by the committee members. Photographic requirements and proposed format changes, if any, will be incorporated into the biennial program plan.

C2.3.6.2. The Navy member of the Board will be responsible for advising the Board of committee actions, accomplishments and reports on the status of actions scheduled in the biennial Program Management Plan

C2.3.6.3. Meetings will be held as required to develop the Program Management Plan and to accomplish actions scheduled by the Plan at times and locations established by the Chairperson. The following functions will be performed during the meetings:

C2.3.6.3.1. Review all recommendations for new/improved recipes or for deletion of specific recipes. Recipes reviewed during the meetings will have been previously screened by the submitting member.

C2.3.6.3.2. Review and analyze recommendations for simplifying food preparation methods, for minimizing food production cost, for supporting requirements, and for improving recipe format.

C2.3.6.3.3. Determine recipe maintenance and testing actions that will be reflected in each published change to the Recipe Service.

C2.3.6.3.4. Determine finished product standards and establish uniform test and evaluation methods for standardizing recipes.

The Chairperson may call special meetings when required; however, the meetings will be kept to a "minimum."

C2.3.6.4. The Chairperson is responsible for:

C2.3.6.4.1. Scheduling meetings of the committee and preparing meeting agenda for committee approval;

C2.3.6.4.2. Preparing and signing official minutes of each meeting for AFRSC and ensuring timely completion of programmed actions;

C2.3.6.4.3. Preparing draft manuscript of tested recipes, forwarding the draft to the committee members for their review, coordinating resolution of Service comments, incorporating necessary changes into the manuscript, and submitting the completed document to the DoD Food Planning Board for final review/approval;

C2.3.6.4.4. Forwarding recipes to The Navy Publications and Printing Service Office for joint-Service publication after obtaining Board approval;

C2.3.6.4.5. Maintaining The Armed Forces Recipe Service Committee files;

C2.3.6.4.6. Preparing correspondence, as required, to:

C2.3.6.4.6.1. Accomplish committee functions;

C2.3.6.4.6.2. Provide Board reports; and

C2.3.6.4.6.3. Maintain liaison with food industry representatives and Government Agencies.

C2.4. ARMED FORCES PRODUCT EVALUATION COMMITTEE (AFPEC)

C2.4.1. Responsibilities

C2.4.1.1. The Board is responsible for:

C2.4.1.1.1. Determining the food items to be used in the Armed Forces food programs; and

C2.4.1.1.2. Initiating requests for development of new food items, packaging, and changes to existing items.

C2.4.1.2. The Army member of the Board is responsible for the Food Product and Food Packaging Evaluation Program.

C2.4.1.3. The committee is under the cognizance of the Board, and is specifically responsible for food product and packaging evaluation.

C2.4.2. Functions

C2.4.2.1. Evaluating unsolicited food items offered for use in the military feeding program;

C2.4.2.2. Evaluating new items generated through research and development in processing, packaging, or preservation;

C2.4.2.3. Evaluating the existing items for possible improvement in product or packaging;

C2.4.2.4. Establishing a need for a new or technically improved food item or packaging and initiating the request for development thereof;

C2.4.2.5. Coordinating on specification changes, item substitutions, and assisting in resolving specification and procurement problems;

C2.4.2.6. Coordinating on appropriate value engineering proposals and beneficial suggestions;

C2.4.2.7. Coordinating on the introduction of new or improved food items and packaging changes into the military feeding program. The procedures are outlined in DLA Regulation 4285.3, "Introduction of New or Improved Subsistence Items into the Military Supply System";

C2.4.2.8. Reviewing, on a continuing basis, the items included in the Federal Supply Catalog, C8900-SL, for the purpose of deleting and/or adding items, as appropriate.

C2.4.3. Composition of the Committee

C2.4.3.1. The Army member of the Board will designate a Chairperson of the committee and an alternate to act in the absence of the Chairperson.

C2.4.3.2. Service representation is not limited to but will include a representative(s) or alternate from each of the following and other representatives as may be necessary from time to time:

C2.4.3.2.1. U.S. Army Troop Support Agency;

C2.4.3.2.2. U.S. Navy Food Service Systems Office;

C2.4.3.2.3. U.S. Air Force Service Office, Air Force Engineering and Service Center;

C2.4.3.2.4. U.S. Marine Corps Headquarters (Code LFS-4);

C2.4.3.2.5. Office of the Surgeon General Department of the Army (for nutrition, wholesomeness and veterinary services matters);

C2.4.3.2.6. NARADCOM.

C2.4.3.3. DLA representation will include the Defense Personnel Support Center (DPSC) and other representation as necessary from time to time.

C2.4.4. Committee Operating Procedures

C2.4.4.1. Committee proceedings will be conducted in accordance with modified parliamentary procedure.

C2.4.4.2. The committee will meet on regularly scheduled dates and at places as established by the Chairperson. Normally, regular meetings will be held bimonthly.

C2.4.4.3. Decisions of the committee will be determined by a vote of the principal representatives to include one each from the Services and DLA.

C2.4.4.4. The Chairperson shall be responsible for the following:

C2.4.4.4.1. Designating the member(s) responsible for preparing presentations of agenda items, and for the implementation of decisions of the committee;

C2.4.4.4.2. Preparing and signing the official minutes of each meeting for approval of the committee;

C2.4.4.4.3. Preparing the agenda for each scheduled meeting. A copy of the proposed agenda will be circulated to committee members at least 12 days prior to the date of the scheduled meeting. Normally, the agenda will be mailed no later than the 20th day of the month preceding the meeting. Committee members will review the proposed agenda and submit recommendations for additions/deletions/revisions to the proposed agenda;

C2.4.4.4.4. Preparing correspondence to implement committee decisions on unsolicited food items. All such correspondence will be signed by the committee Chairperson with copies of such correspondence provided each committee member;

C2.4.4.4.5. Monitoring the execution of policies relative to the submission of unsolicited samples to the committee;

C2.4.4.4.6. Preparing data covering unsolicited items for presentation to the committee;

C2.4.4.4.7. Maintaining, publishing, and distributing the pamphlet, "How New Food Products from Industry are Authorized for Use by the U.S. Armed Forces;"

C2.4.4.4.8. Maintaining official committee files;

C2.4.4.4.9. Forwarding recommendations for advanced development of new food items to the DoD Food RDT & Eng Program via the Joint Formulation Board for presentation and program funding.

C2.4.4.5. Military Service representatives are responsible for:

C2.4.4.5.1. Contributing to the agenda for committee meetings;

C2.4.4.5.2. Identifying a need for a new or improved food item, of improved packaging, and initiating appropriate requests for the development thereof;

C2.4.4.5.3. Acting as an official representative of the committee as a contact for industry.

C2.4.4.6. The Army, normally through NARADCOM, is responsible for:

C2.4.4.6.1. Presenting new or improved items or packaging changes generated through research and development;

C2.4.4.6.2. Providing technical data, as required, on all agenda items;

C2.4.4.6.3. Furnishing information and data on problems related to specification development.

C2.4.4.7. DLA, normally through DPSC, is responsible for:

C2.4.4.7.1. Contributing agenda items;

C2.4.4.7.2. Presenting data on problems related to procurement and standardization of new or existing items as well as technical data, such as availability and cost, for agenda items, as appropriate.

C2.4.4.8. The following policy will be followed in the evaluation of unsolicited items:

C2.4.4.8.1. No more than three product samples per company will be evaluated per meeting;

C2.4.4.8.2. Previously evaluated product samples will not be reevaluated by the committee within a period of 12 months unless there has been a significant change either in the product or in the requirement for the product;

C2.4.4.8.3. Sufficient technical data will be included in the formal letter of submission by the vendor to enable the committee to properly evaluate the product. As a minimum, this data must include a description of the product, preparation instructions, information on acceptability, stability, cost and availability;

C2.4.4.8.4. The proceedings of all committee meetings will be closed to vendors or other industry representatives.

C2.4.4.9. Requests for specification changes, evaluation of value engineering proposals, and resolution of procurement problems shall be submitted to the committee in accordance with the following procedures:

C2.4.4.9.1. Requests for specification actions and for resolution of procurement problems must be provided to each committee member at least 3-working days before the committee meeting date at which the requests are to be considered. Requests for evaluation of value engineering proposals must be submitted in writing at least 5 days before the meeting. All requests for committee action must include a clear definition of the problem or proposed action and adequate data from which the member can make a valid decision;

C2.4.4.9.2. Further data and additional time to make its decision, may be requested by the committee;

C2.4.4.9.3. Exceptions to these procedures may be approved by the committee Chairperson prior to the beginning of the committee meeting.

C2.4.4.10. Matters that cannot be resolved with the committee or that require a decision at a higher level will be referred to the Chairperson of the Board.

C2.4.4.11. The Chairperson, AFPEC (or the Army member of the Board) is responsible for keeping the Board advised of significant committee actions and accomplishments. Such advice normally will be presented in the form of a status report during the regularly scheduled Board meetings.

C2.5. ARMED FORCES MENU SERVICE COMMITTEE (AFMSC)

C2.5.1. Responsibilities

C2.5.1.1. The Board is responsible for developing a standard menu service to support varying operating conditions and requirements.

C2.5.1.2. The Army member of the Board is responsible for the Armed Forces Menu Service (AFMSC) program.

C2.5.1.3. The AFMSC is under the cognizance of the Board and is responsible for developing and publishing a standard menu service that will support varying operating conditions and requirements. The completed menus and tasks will be reported to the Board for appropriate action or implementation.

C2.5.2. Functions

C2.5.2.1. Develop and maintain menu standards and a cyclic menu to support normal troop food service programs.

C2.5.2.2. Develop and maintain the Standard "B" Ration for the Armed Forces.

C2.5.2.3. Develop menus to meet special operational needs as required (e.g., Operation NEW ARRIVALS).

C2.5.2.4. Develop other special menus or food program related data as determined by the Committee or Board.

C2.5.3. Composition of the Committee

C2.5.3.1. The Army member of the Board will designate an Army representative as Chairperson of the committee and an alternate to act in the absence of the Chairperson.

C2.5.3.2. Each Service will provide a technical representative and an alternate who will act as a primary point of contact within his respective Service and will be responsible for accomplishing programmed actions.

C2.5.3.3. DLA will designate a representative and alternate who will be responsible for providing the committee with data regarding availability, seasonability, procurement, and supply of subsistence items selected to be included in the various menus.

C2.5.3.4. The Army will provide a technical representative who will provide technical assistance to the committee in the area of troop preferences, frequency of serving items, and automated menu planning.

C2.5.3.5. In addition to the regular members of the committee, each Service and DLA, will provide such other personnel as may be needed to assist their representatives in carrying out assigned tasks.

C2.5.4. Committee Operating Procedures

C2.5.4.1. The committee will meet on such dates and at such locations as established by the Chairperson in coordination with appropriate committee members.

C2.5.4.2. The Chairperson, in coordination with the committee members, will establish task groups and/or assign specific tasks to individual members for the purpose of accomplishing the mission of the committee.

C2.5.4.3. The committee will determine the criteria for and format of each cyclic menu and the selection and scheduling of menu items.

C2.5.4.4. The Army will be responsible for the administrative functions pertinent to menu manuscript development and publication.

C2.5.5. Funding and Distribution of Menus. Each Service will fund for and direct the distribution of pertinent menus and menu standards to its respective Service.

C3. CHAPTER 3
FOOD AND NUTRITION

C3.1. FOOD RESEARCH AND DEVELOPMENT

C3.1.1. The provisions herein encompass all food research, development, testing and engineering (RDT&ENG) except for those projects specifically excepted by the Under Secretary of Defense for Research and Engineering. It includes, but is not limited to the following elements of food and food service:

C3.1.1.1. Nutritional requirements and adequacy under all conditions.

C3.1.1.2. Food chemistry, microbiology, processing, preservation, packaging, stability, and consumer acceptance.

C3.1.1.3. Food preparation, holding, serving, and handling equipment.

C3.1.1.4. Food service systems, materiel, and facilities for all environments and all operating conditions.

C3.1.1.5. Recipes, menus, operational rations, and food packets.

C3.1.1.6. Specifications data for food and related packaging, equipment, and Systems.

C3.1.2. Policy and Objectives. A single, coordinated, and viable Food RDT&ENG Program will be formulated and executed consistent with available funds to continually upgrade the general and specialized military feeding programs and to meet feeding requirements as they change with changing modes of warfare. A major objective is to support the DoD Food Service Program in accordance with DoD Directive 1338.10 by ensuring the timely introduction of new and improved food items, preservation methods, packaging, and new feeding systems, as well as the improvement of feeding systems already in use.

C3.1.3. Responsibilities

C3.1.3.1. The Under Secretary of Defense for Research and Engineering is responsible for supervising and monitoring the Food RDT&ENG Program, DoD Directive 5129.1, "Director of Defense Research and Engineering," and for ensuring that it is responsive to the objectives and standards of the DoD Food Service Program as established by the ASD(MRA&L).

C3.1.3.2. The Assistant Secretary of Defense (MRA&L) is responsible for:

C3.1.3.2.1. Ensuring that the output of the Food RDT&ENG Program is properly integrated into the DoD Food Service Program; and

C3.1.3.2.2. For providing input to the Food RDT&ENG Program in the form of recommendations for research and development projects to support the DoD Food Service Program.

C3.1.3.3. Pursuant to DoD Directive 1338.10, the Secretary of the Army is responsible for formulating the DoD Food RDT&ENG Program, subject to the review and approval of the Under Secretary of Defense for Research and Engineering. Within constraints of the approved funding levels, the Department of the Army will execute the approved RDT&ENG program within fiscal guidance and in coordination with the appropriate DoD Components. Reprograming action will not be taken without prior coordination with the Office of the Under Secretary of Defense for Research and Engineering. Applicable program budgeting and financial guidance procedures will not be altered by this assignment of responsibility.

C3.1.3.4. The Departments of the Navy and the Air Force and the Defense Logistics Agency will designate representatives to support joint staffing of Department of the Army RDT&ENG activities for the purpose of providing individual viewpoints and expertise. The Secretaries of the Military Services and the Director, DLA, or their designees, will recommend to the Secretary of the Army those research, development, and engineering projects for which they may have unique requirements for incorporation into the DoD Food RDT&ENG Program and inform the Department of the Army of characteristics it requires in foods, food packaging, or food equipment in those areas in which they may be the sole user.

C3.1.3.5. The Department of the Army with appropriate Service participation will direct the conduct of tests to determine whether proposed standard items meet specialized Service requirements.

C3.1.3.6. DoD Components are responsible to program, budget, and finance the resources required by the responsibilities assigned in this Chapter in accordance with applicable program and financial guidance procedures.

C3.1.4. Relationships and Procedures

C3.1.4.1. In formulating and implementing the Food RDT&ENG Program, the Department of the Army will give full consideration to the requirements of the other DoD Components, and will apply appropriate efforts toward meeting these requirements.

C3.1.4.2. The Secretaries of the Military Departments will designate representatives for the exchange of information to formulate, accomplish, review, and make decisions concerning this program through:

C3.1.4.2.1. Program reviews as may be required by the Under Secretary of Defense for Research and Engineering. A representative of ASD(MRA&L) will be invited to participate in such reviews.

C3.1.4.2.2. Periodic and special meetings with Service representatives, as may be determined by the Department of the Army, its operating agency, or at the request of the other DoD Component engaged in or supporting food RDT&ENG.

C3.1.4.2.3. Exchange of technical, operational, and other reports.

C3.2. NUTRITIONAL STANDARDS AND EDUCATION

C3.2.1. Policy

C3.2.1.1. Nutritional levels for known human dietary requirements will be prescribed as nutritional standards for the daily food allowance of personnel of the Military Services. (All levels adopted as standards will be based on the latest National Academy of Sciences/National Dietary Council (NAS/NRS) publication, "Recommended Dietary Allowances.")

C3.2.1.2. Standards will be established for varying levels of physical activity and environmental conditions, as required.

C3.2.1.3. The requirements of men and women between the ages of 17 and 25 will be reflected in the established standards, since the majority of personnel subsisted are in this age group.

C3.2.1.4. Nutritional education will be administered so as to provide the members of the Military Services with a fundamental knowledge of normal nutrition.

C3.2.2. Designation of Executive Agent. The Secretary of the Army is designated with overall responsibility for prescribing nutritional standards; establishing dietary allowances for the daily food allowance and developing nutritional educational programs for use by the Services. The Secretary of the Army is authorized to redelegate this authority to the Surgeon General, Department of the Army. In the event of disagreement by any other Service with nutritional standards or dietary allowances established by the Secretary of the Army, the matter will be resolved by the Assistant Secretary of Defense (Health Affairs) and the Assistant Secretary of Defense (MRA&L).

C3.2.2.1. The Secretary of the Army will develop and coordinate joint-Service regulations to accomplish the above assignment. These regulations will be reviewed every 2 years and revisions made, when appropriate, to ensure that dietary allowances are consistent with new developments in the science of nutrition.

C3.2.2.2. The standards prescribed by joint-Service regulations will be utilized by the Board (paragraph C2.2.2.) in conformity with the provisions of DoD directive 1338.10 in planning menus and recipes for the daily food allowance for members of the Services.

C3.3. DoD POLICY ON THE USE OF 2-PERCENT LOW FAT MILK

C3.3.1. Objective. It is an objective of the Department of Defense to encourage the consumption of 2-percent low fat milk and to have it progressively become the primary milk source within military dining facilities.

C3.3.2. Policy

C3.3.2.1. Each Military Service shall ensure that 2-percent low fat milk is placed in at least one bulk milk dispenser in the military dining facilities located within the continental United States (CONUS).

C3.3.2.2. Two-percent milk shall also be placed in at least one bulk milk dispenser at overseas military dining facilities, dependent on the availability of 2-percent low fat milk.

C3.3.2.3. The requirement to place 2-percent low fat milk in at least one bulk milk dispenser in the military dining facilities may be waived by the Military Services in those instances where the dining facility cannot economically support the practice and provides evidence that customer demand for 2-percent low fat milk is insufficient to warrant being served through bulk milk dispensers or that excessive spoilage has occurred as a result of low patron demand.

C3.3.2.4. U.S. Navy ships and submarines are generally exempted from this requirement. However, the acquisition of 2-percent low fat milk should be encouraged for the initial ship load-out, when departing the United States. Loading out with 2-percent low fat milk from foreign ports is also encouraged, if 2-percent low fat milk is available.

C3.3.2.5. Although it is a DoD objective to increase the consumption of 2-percent low fat milk, whole milk and a variety of other types of milk, to include skim milk, are to continue to be made available in the dining facilities.

C3.3.2.6. The nutritional and health benefits associated with the consumption of low fat milk and the encouragement of military dining to do so shall be incorporated on a continuing basis into each Military Service's nutrition education program.

C3.3.3. Reporting. In order to measure the progress in introducing 2-percent low fat milk as the primary milk within the Department of Defense, the gallons consumed and the total dollars expended for both 2-percent low fat milk and whole milk is to be reported by each Military Service as part of the quarterly DoD Food Allowance and Cost Report (RCS: DD-Comp(Q)967).

C4. CHAPTER 4
EDUCATION AND TRAINING

C4.1. FOOD SERVICE EDUCATION AND TRAINING

C4.1.1. Applicability. The provisions herein apply to all DoD Components having responsibility for education and training programs for military and civilian food service personnel. These provisions will not usurp the already established authority for such education and training in each of the Services.

C4.1.2. Policy

C4.1.2.1. Food service educational facilities of each Service will be utilized by all the Services to the maximum extent, consistent with efficient utilization.

C4.1.2.2. Formal DoD-wide food service educational and training programs will be designed, to the maximum extent feasible, to permit uniform application among DoD Components; however, unless a program meets all of the requirements of an individual Service, participation in that program will be permissive.

C4.1.2.2.1. Duplication of such uniform training efforts by any Service will be eliminated or avoided, unless warranted for reasons of economy, practicability, or efficiency.

C4.1.2.2.2. Formal food service educational and training programs and/or on-the-job training programs will be administered so as to utilize efficiently the capabilities of all available DoD Component food service manpower.

C4.1.3. Responsibilities

C4.1.3.1. The Secretaries of the Military Services are responsible to:

C4.1.3.1.1. Ensure that a positive, dynamic, and continuing educational and training program is maintained to support the food service program.

C4.1.3.1.2. Ensure that training policies, objectives, and standards are consistent with DoD Directive 1338.10 and the provisions of this paragraph.

C4.1.3.1.3. Program, budget, and finance the program in accordance with DoD Directive 4000.19, "Basic Policies and Principles for Inter-Service, Inter-Department and Inter-Agency Support."

C4.1.3.1.4. Establish an educational program to train food service personnel engaged in the performance of management functions. The management program will be designed to:

C4.1.3.1.4.1. Provide personnel engaged in management functions with the necessary education to ensure maximum efficiency and skillful professional performance.

C4.1.3.1.4.2. Promote uniform implementation of approved policies and instructions.

C4.1.3.1.4.3. Encourage improvement in management practices.

C4.1.3.1.5. Develop and maintain a joint-Service regulation that will provide specific procedural guidance in the following areas:

C4.1.3.1.5.1. Development and maintenance of appropriate Programs of Instruction (POIs), syllabi, training aids, and on-the-job training programs to support requirements which are common to all of the DoD Components.

C4.1.3.1.5.2. Development, maintenance, and review of training curricula standards for training programs wherein the requirements are common to all the Services. Such procedures must ensure that the training standards are adequate to meet the needs of the food service programs of the individual Services and that such programs are applying the latest techniques and developments in the educational, training, and food service fields.

C4.1.3.1.5.3. Periodic review by the individual Services of training materials, programs, and training facility requirements.

C4.1.3.2. The Secretary of the Army is responsible for the preparation and maintenance of the joint-Service regulation. The Secretary of the Navy will designate two representatives (one Navy, one Marine Corps), and the Secretary of the Air Force will designate one representative to assist the Secretary of the Army in performing this function.

C4.2. FOOD MANAGEMENT TEAMS

C4.2.1. Purpose and Objectives. Uniform guidance governing the development of standards for and use of Food Management Teams (FMTs), authorized by DoD Directive 1338.10, to render assistance in raising the quality of food service, achieving economy, and increasing effectiveness is outlined below:

C4.2.1.1. Review installation food service program documents, i.e., plans for operation, financial plans, budgets; etc., to determine if food service requirements have been included.

C4.2.1.2. Instill food service management discipline in all responsible personnel with special emphasis on quality of prepared foods, improved merchandising of food items, productivity and efficiency of food service personnel, food service safety requirements, fire prevention, energy conservation, and sanitation.

C4.2.1.3. Induce and stimulate professional pride in food service personnel.

C4.2.1.4. Evaluate and encourage application of standard and uniform policies and procedures.

C4.2.1.5. Provide on-site training to food service personnel through a team concept utilizing the best senior food service managers and executives, and employing the most advanced training aids and training techniques.

C4.2.1.6. Review the use of facilities, equipment, personnel, subsistence, and other food service resources to obtain valid evaluations of installation food service programs. Identify limitations that hamper accomplishment of activity objectives.

C4.2.1.7. Participate actively in an advisory capacity in the operation of the local food service program, by working with local food service personnel, demonstrating proper techniques in all phases of food service (to include management, production, service of food, sanitation, training, and accounting), and motivating food service personnel toward increased efficiency and effectiveness.

C4.2.1.8. Assist food service personnel at each installation in the ways to conduct a patron education program, with emphasis on food conservation and other consumer oriented elements of the food service program, by suggesting ways and means to communicate and the principle points to be made.

C4.2.1.9. Evaluate the practical application of food service techniques learned through technical and on-the-job training, programs of instructions, curricula, and through formal training.

C4.2.1.10. Provide information on and demonstrate new developments in the food service and subsistence fields.

C4.2.1.11. Exchange, search for, and collect new ideas regarding food service for possible adoption and dissemination to all installations.

C4.2.1.12. Record observations that will provide a basis for follow-up actions that will assist in resolving problems beyond the control of the installation food service program managers.

C4.2.2. Responsibility and Policy

C4.2.2.1. The Services will maintain Food Management Teams as necessary to attain the objectives in paragraph C4.2.2. Location of FMTs is at the discretion of the Service concerned.

C4.2.2.2. All management and operating levels of the Department of Defense will be responsible for use of FMTs in furtherance of the foregoing objectives and those objectives contained in DoD Directive 1338.10.

C4.2.2.3. Heads of DoD Components and/or Commanders of activities will take advantage of this source of assistance to increase efficiency. In meeting this responsibility the Services will:

C4.2.2.3.1. Ensure that both command and working levels are fully aware of potential benefits of the use of FMTs.

C4.2.2.3.2. Ensure that FMTs provide additional training or assistance when the need is indicated by audit reports, staff reports, and other inspection and reporting data.

C4.2.4. The Services will develop operating procedures as necessary to ensure maximum effectiveness of the FMTs.

C4.2.5. The sponsoring Service will be responsible for all costs of establishing and operating an FMT. Each Service will ensure that FMTs are properly funded to provide requested assistance in a timely manner.

C5. CHAPTER 5

FLIGHT FEEDING

C5.1. STANDARDS AND MONETARY ALLOWANCES

C5.1.1. Standards. Meals authorized by the Services for flight feeding (depending on duration of flight, mission, and food preparation equipment aboard) will be the:

C5.1.1.1. Food Packet, In-Flight, Individual (IFP). Designed primarily as a combat or operational-type flight meal. However, it is used by air crews and passengers as a second meal on flights of long duration. It comes in ten different menus.

C5.1.1.1.1. Each packet contains a complete meal, averaging 1200 calories. Under normal circumstances the packet is supplemented with beverages, such as milk and fruit juice. The IFP, designed to be eaten cold, can be enhanced by heating meat and certain dessert components.

C5.1.1.1.2. The storage life on the IFP is approximately 3 years, subject to periodical inspection.

C5.1.1.2. Sandwich Meal (Box Meal, Box Lunch, or Bag Lunch). Used for breakfast, lunch, and dinner and provides a variety of food items in addition to sandwiches. This meal requires no installed aircraft equipment, except a hot cup for heating soups. It must be consumed within a limited time (usually 5 hours) depending on the storage or room temperature after issue.

C5.1.1.2.1. When stored at less than 40 degrees F sandwich meals may be held for more than 5 hours after issue, but not more than 24 hours after preparation. It may be prepared by flight kitchens in large quantities, by installation kitchens in small quantities, and aloft.

C5.1.1.2.2. Normally sandwich meals are used for flights requiring one meal or for the first meal on long flights. The sandwich meal is complete and requires no supplement.

C5.1.1.3. Meal, Flight, Cooked, Frozen (MFCE). Designed to provide highly acceptable hot meals to crew members and passengers on both administrative and operational flights of long duration (more than one meal aloft) aboard transport type aircraft.

C5.1.1.3.1. This meal consists of commercially processed main courses for breakfast, lunch or dinner. The types and number of meals available are determined by acceptability and requirements. The MFCF is packed in an aluminum disposable tray, covered with a sheet of aluminum. The MFCF is not a complete meal and must be supplemented with juice or soup, relishes or salad, bread, butter, dessert, and beverage.

C5.1.1.3.2. Maximum storage life is 6 months at a temperature of 0 degrees F or lower, subject to periodical inspection.

C5.1.1.4. Bulk Subsistence Items for Preparation Aloft. Prepared and served during flight when equipment aboard the aircraft is adequate and qualified personnel are assigned. This type feeding may also be used for air evacuation of patients. Any foods listed in Federal Supply Catalog C89005L, "Subsistence," may be used. The aircraft must be equipped with a sectional-type galley or suitable substitute, which contains both refrigerated and dry storage space. Normally, quickly and easily prepared items are used, such as but not limited to soups, sandwiches, beverages, breakfast meats, grilled meats, and eggs. No supplement is required for these items.

C5.1.1.5. Bite-Size Meal. Authorized when the serving of any other type meal is not practical because crew members are wearing oxygen masks. The components are bite-size to facilitate consuming quickly while the mask is momentarily lifted. The food items must not be sticky, crumbly, or greasy and normally consist of milk or juice, cubes of cooked meat, cookies, candy, nuts, gum, fruit pieces, relishes, and coffee or tea. Special preparation, packaging, and storage instructions are required for the bite-size meal.

C5.1.1.6. Lower Calorie Meal. Provided as a highly nutritious lower caloric meal for those members of the crew and/or passengers needing to maintain or lower their body weight.

C5.1.1.7. High Protein - Low Residue Meal. Authorized for preflight of jet aircraft crews embarking on flights of 6 hours or more when the flight entails the use of pressure suits, space restrictions, or lack of equipment and/or the capability for the in-flight meal preparation or disposal of body waste. It may also be used for post-flight feeding when the flight is resumed within 24 hours.

C5.1.1.8. Snack Meal. Authorized for use on short flights not requiring full meal service, or on long flights in addition to a meal. (Snack meals will be sold to all crew members or passengers who desire them. They may not be issued in lieu of a regular flight meal.) Snack menus or items may consist of any food authorized for flight feeding.

C5.1.1.9. Meat, Combat, Individual (MCI). Authorized for use during flights on which other types of flight meals are not available. Normally this meal will be supplemented with fruit or juice and milk. Designed primarily for use in tactical and combat situations, it can be consumed very satisfactorily during flight. The MCI is nutritionally balanced, contains approximately 1200 calories, and comes in 12 different menus. The meat item, fruits, and desserts can be eaten cold. Hot water is required for coffee or cocoa, unless bulk coffee is supplied separately.

C5.1.1.10. Cooked Therapeutic In-Flight Meal (CTIM). Designed to provide hot meals to therapeutic diet patients being moved through the aeromedical evacuation (A/E) system. The diet order for the individual patient may be any one or approximately 131 modifications of 12 basic therapeutic diets. The patient's physical condition dictates the specific diet he must follow during flight. Five CTIM menus, outlining the meal components to be used, have been designed to preclude repetition of the same menu as the patient moves through the A/E system. These menus consist of one breakfast meal and four lunch/dinner meals. The CTIM are to be furnished by the medical facility.

C5.1.1.11. Bulk Liquid Coffee. Authorized for use with sugar and cream during flights when meals are neither consumed nor required and it is sold to all personnel at actual ingredient cost.

C5.1.2. Special Food Allowance. The following monetary allowances for each special type flight meal and/or meal supplement listed below will be used as a basis for crediting the local food service subsistence monetary account of the respective Military Services:

C5.1.2.1. Food Packet, In-Flight -- Limited to the value of the packet, plus the value of the supplement. (The value of the supplement is limited to 10 percent of the value of the basic daily food allowance (BDFA).) Instructions governing the BDFA are prescribed by DoD Directive 1338.10.

C5.1.2.2. Sandwich Meal -- Limited to 65 percent of the value of the BDFA.

C5.1.2.3. Meal, Flight, Cooked, Frozen -- Limited to The cost of the meal used, plus the cost of the supplements used. (The cost of the supplements is limited to 20 percent of the value of the BDFA.)

C5.1.2.4. Bulk Issue for Preparation Aloft -- The resulting meal is limited to 65 percent of the value of the BDFA.

C5.1.2.5. Bite-Size Meal -- Limited to 75 percent of the value of the BDFA.

C5.1.2.6. Lower Calorie Meal -- Limited to 40 percent of the value of the BDFA.

C5.1.2.7. High Protein - Low Residue Meal -- Limited to 65 percent of the value of the BDFA.

C5.1.2.8. Snack Meal -- Limited to 30 percent of the value of the BDFA.

C5.1.2.9. Meal, Combat, Individual -- Limited to the value of the meal, plus the value of the supplement. (The value of the supplement is limited to 20 percent of the BDFA.)

C5.1.2.10. Cooked Therapeutic In-Flight Meal(s) -- Limited to 80 percent of the value of the BDFA.

C5.1.3. Reimbursement from Authorized Personnel for Flight Meals. Flight meals furnished to personnel not authorized meals at Government expense will be sold at the rates prescribed in Appendix 1.

C6. CHAPTER 6
EMPLOYMENT OF CIVILIANS

C6.1. USE OF CIVILIAN RESOURCES

Policies governing the use of civilian resources to perform functions related to the DoD Food Service Program in food service facilities supported with appropriated funds located ashore in the continental United States (CONUS) and overseas are prescribed herein.

C6.1.1. Definitions

C6.1.1.1. Appropriated Fund Food Service Activity. A food service facility financed from appropriated funds that prepares and/or serves meals or components thereof to authorized personnel pursuant to DoD Directive 1338.10.

C6.1.1.2. "Appropriated Fund" Civilian Personnel. Civilians employed by the Department of Defense who are paid from appropriated funds and who perform duties as cooks, bakers, meat cutters, food service attendants, and in food service management and food service supply.

C6.1.1.3. Contractual Food Service. Food service is named as one of the categories of commercial and industrial activities that are subject to the requirements of DoD Instruction 4100.33, "Commercial or Industrial Activities, Operation of." The services procured from private commercial sources which may encompass the operation and management of the entire food service function or fragment thereof; e.g., food service attendant support, bakery, or meat cutting to provide services that are separate and independent and not under the supervision of Federal employees.

C6.1.1.4. Food Service Attendant Service. Apprentice Personnel identified with the maintenance of food service sanitary standards, general cleaning of food service equipment and facilities, assistance in food preparation, and dispensing of food and other supportive services.

C6.1.1.5. Food Service Management. Positions identified in which the incumbent is responsible for supervision of food service programs, facilities and/or activities; e.g., food service officer, food service superintendent, dining hall manager, training supervisor.

C6.1.1.6. Food Service Administration. Positions identified in which the incumbent is responsible for clerical, filing, bookkeeping, cashier, requisition, stock control, and similar duties.

C6.1.1.7. Food Service Operations. Functions connected with preparing, serving, and processing food; i.e., cooks, bakers, and meat cutters.

C6.1.2. Policy

C6.1.2.1. Appropriated fund food service activities will employ only personnel paid from appropriated funds. Military personnel paid from the military personnel appropriations will be used only when military essentiality requirements are determined in accordance with subparagraph C6.1.3.1. of this Manual. Employees (including off-duty military personnel) paid from other than appropriated funds will not be used in appropriated fund food service activities.

C6.1.2.2. Pursuant to DoD Directives 1100.9, "Military-Civilian Staffing of Management Positions in the Support Activities," and 1400.5, "Statement of Personnel Policy for Civilian Personnel in the Department of Defense," and DoD Instruction 4100.33, only "appropriated fund" civilian personnel or contractual food service will be used in DoD appropriated fund food service activities unless there are military essentiality requirements that dictate the use of military personnel as part of their assigned duties.

C6.1.2.3. All contract services will meet standards prescribed in DoD Directive 1338.10 and DoD Instruction 4100.33, and Section XXII, of the Defense Acquisition Regulation.

C6.1.3. Determinations. The Secretaries of the Military Services will evaluate military positions in the food service functional areas of food service attendants, management, administration, and operations to ascertain whether or not they may be converted to civilian positions in accordance with the policy stated in paragraph C6.1.2. of this Manual.

C6.1.3.1. A determination that it is impracticable to so convert a military position will be based on one or more of the factors listed below:

C6.1.3.1.1. The need to maintain a military rotation base.

C6.1.3.1.2. The need to overcome the lack of an adequate civilian labor pool in a particular location or area.

C6.1.3.1.3. The need to provide a military incumbent by reason of law.

C6.1.3.1.4. The need to maintain military training or security requirements.

C6.1.3.1.5. The need to support military food service personnel career progression requirements.

C6.1.3.1.6. The need to support combat readiness requirements wherein civilian personnel cannot be used.

C6.1.3.2. The Services will consider the nature, size, and location of the food service program and the avail ability of competent contractual resources in determining the use of contractor services. Criteria contained in section 4.2. of DoD Instruction 4100.33 will apply.

C6.1.4. Implementation. The Services will program and include annual increments thereof in regular budget submissions. Conversions may be direct-hire or indirect-hire civilian personnel and/or contractual food services.

C7. CHAPTER 7

FINANCIAL

The provisions prescribed herein are within the purview of the Assistant Secretary of Defense (Comptroller) (ASD(C)). Their inclusion in this Manual is for ease of reference by the user. All requests for exception or deviation from these provisions, and suggested revisions, should be forwarded to the ASD(C).

C7.1. DEFINITIONS

C7.1.1. Ala Carte Meal Pricing. Each food item is priced separately, based on its cost.

C7.1.2. Appropriated Fund Food Service Activity. As used in lieu of Government mess, general mess, dining hall, dining facility, mess hall, galley, field kitchen, flight kitchen, and all similar terms. Appropriated fund food service activities are distinguished from those operated under nonappropriated funds and referred to as an officer's open mess, club, organized mess, and all similar terms.

C7.1.3. Basic Allowance for Subsistence (BAS). A cash allowance, by law payable to officers at all times, to help reimburse them for the expense of subsisting themselves. For enlisted personnel, a cash allowance payable when rations in kind are not available; when permitted to ration separately; or when assigned to duty under emergency conditions where no messing facilities of the United States are available.

C7.1.4. Breakfast. A meal served during the morning hours and considered the first meal of the day.

C7.1.5. Brunch. A meal served in lieu of the normal breakfast and lunch meals and consisting of both breakfast and lunch food items.

C7.1.6. Daily Food Allowance. Defined in DoD Directive 1338.10, "Department of Defense Food Service Program," as "Basic Daily Food Allowance" and used in lieu of the terms: (daily) ration, (daily) subsistence in kind, and their variations.

C7.1.7. Dinner. A meal served during the evening hours and considered the third meal of the day.

C7.1.8. Lunch. A meal served during the midday and considered the second meal of the day.

C7.1.9. Night Meal. A meal served during the late evening to early morning hours. (Referred to as the midnight meal and may be a breakfast or dinner meal.)

C7.1.10. Proportional Surcharge. A rate applied to the food cost. The rate is computed based on a ratio of the total daily surcharge to the total daily food charge (such as $\$5.40/\$3.60 = 150$ percent).

C7.1.11. Subsistence in Kind (SIK). Meals furnished rather than money in lieu thereof. (Equivalent to the term Rations in Kind as defined in the Glossary of Terms, Attachment 1, DoD Military Pay and Allowances Entitlements Manual.)

C7.1.12. Supper. A meal served during the evening hours on days when brunch is served.

C7.1.13. Surcharge. A charge established to comply with statutory requirements to recover operating expenses in appropriated fund food service activities from officer and civilian personnel authorized meals on a reimbursable basis and from all officers, civilians, and enlisted personnel when authorized the subsistence per diem allowance.

C7.2. GENERAL

There are two types of meal services available to personnel authorized to use the food service activity: traditional and a la carte. Personnel authorized meals on a reimbursable basis, using the traditional meal system, pay the food charge and the surcharge (as specified in Appendix 1) without regard to the menu items taken. Personnel authorized meals on a reimbursable basis, using the a la carte meal service, pay only the cost of the food items selected, plus the proportional surcharge.

C7.3. CHARGES FOR MEALS SOLD

The ASD(C) establishes charges for meals sold. All persons shall be charged the full reimbursement rate for a meal, unless they can document with a meal card or orders as being officially authorized by the commanding officer of the installation to some other entitlement or exception provided for by this Manual or by other DoD policy. Under either a traditional or a la carte system, one or two separate charges apply. One charge recovers the cost of food and, when applicable; another charge, a surcharge, recovers the operating expenses. Reduced charges are available under the traditional meal system for children under 12 years of age. Reimbursement rates for the traditional food service system are provided in a table of rates in Appendix 1 of this Manual.

Reimbursement rates for food items under the a la carte system must recover the cost incurred (see paragraph C7.3.4.) for the food item sold and the related surcharge, if applicable. A proportional surcharge is applied to the sum of the food item prices. The method for computing the proportional surcharge is discussed in paragraph C7.3.4.

C7.3.1. Entitlements

C7.3.1.1. Enlisted members of the Services are entitled to a ration for each day that they are on active duty, except when entitled to a basic allowance for subsistence or to the meal portion of per diem in lieu thereof. Additional meals may be provided when necessitated by mission requirements. Meals not actually served, due to the absence of the enlisted member, will not be counted as meals actually furnished.

C7.3.1.2. Subject to the requirements set forth in paragraph C7.3.6. of this Manual, enlisted members receiving basic allowance for subsistence, and others (officers, civilian employees, official visitors, and guests) may be authorized to eat meals on a reimbursable basis within the capability of the appropriated fund food service activity.

C7.3.2. Food Charges and Surcharges. Reimbursement charges for persons authorized to eat in an appropriated fund food service activity are as follows (see Appendix 1, table 1):

C7.3.2.1. Officer or civilian.

C7.3.2.1.1. Receiving the meal portion of per diem will pay food charge and the surcharge.

C7.3.2.1.2. Not receiving per diem and not exempt under paragraph C7.3.3. will pay the food charge and the surcharge.

C7.3.2.1.3. Not receiving per diem and exempt under paragraph C7.3.3. will pay the food charge but not the surcharge.

C7.3.2.2. Enlisted personnel.

C7.3.2.2.1. Entitled to subsistence in kind, and not in a travel status, do not pay the food charge or the surcharge.

C7.3.2.2.2. Entitled to a basic allowance for subsistence, and not in a travel status, will pay the food charge but not the surcharge.

C7.3.2.2.3. In a travel status, and receiving the meal portion of per diem, will pay the food charge and the surcharge, even If reduced by the amount of BAS.

C7.3.2.2.4. In a travel status, and not receiving the meal portion of per diem, do not pay the food charge or the surcharge. For personnel in travel status in the local area less than 10 hours, apply the rule stated in paragraphs C7.3.1. or C7.3.2., above.

C7.3.3. Exemption from Surcharges. In accordance with the requirements in paragraph C7.3.6. of this Manual, the following exemptions are to be applied strictly and consistently. Other exemptions are not permitted, unless approved by the ASD(C).

C7.3.3.1. The following personnel are exempt from the surcharges:

C7.3.3.1.1. Spouses and dependent children of enlisted members in pay grades E-1 through E-4.

C7.3.3.1.2. Members of organized nonprofit youth groups.

C7.3.3.2. The following personnel who are not receiving per diem are exempt from surcharges:

C7.3.3.2.1. All patients in hospitals.

C7.3.3.2.2. Officer candidates, cadets and midshipmen, NROTC/ROTC/AFROTC students, and International Military Educational Training (IMET) students. (Surcharge is recovered through tuition charges.)

C7.3.3.2.3. Students in DoD dependent schools overseas where alternative student meal facilities are not available.

C7.3.3.2.4. Red Cross personnel.

C7.3.3.2.5. Personnel on official duty.

C7.3.3.2.5.1. In hostile fire areas as designated in accordance with the Military Pay and Allowances Entitlements Manual, Chapter 10, Part 1.

C7.3.3.2.5.2. When performing field duty (defined in the Joint Travel Regulations as all duty under orders with troops operating against an enemy, actual or potential; or serving with troops participating in maneuvers, war games, field exercises,

or similar types of operations, and the member is subsisted in a Government mess or with an organization drawing field rations and quartered in accommodations normally associated with field exercises).

C7.3.3.2.5.3. While aboard ship.

C7.3.3.2.5.4. On mass troop movements.

C7.3.3.2.5.5. As the commanding officer of an installation, a unit commander, or his or her designated representative who consumes a meal to determine the quality and quantity of food served. This exemption shall normally not be granted to the same representative on a daily basis.

C7.3.3.2.5.6. Performing food service assignments.

C7.3.3.2.5.7. When on alert status and departure from the unit area is restricted.

C7.3.3.2.5.8. When no other feeding facility is available or the nature of the individual's duty assignment, as a matter of mission essentiality, requires his or her immediate availability thereby precluding the individual from eating except in the appropriated fund dining facility. For medical treatment facilities (MTFs), when an MTF commander has directed certain healthcare personnel to not leave the facility due to potential medical emergencies thereby precluding such individuals from leaving the MTF to eat, then applicable personnel are exempt from the meal preparation surcharge. This determination and the names of the healthcare personnel to whom it applies must be made in writing by the MTF commander.

C7.3.3.2.5.9. When being fed in an appropriated fund food service activity as a result of an act of Providence when no other dining facilities are available.

C7.3.3.2.5.10. When engaged in flight operations as a crew member or as a passenger.

C7.3.4. A la carte Meal Pricing. The Military Services are responsible for ensuring that a consistent and fair a la carte pricing and proportional surcharge policy is established and applied uniformly in the Department of Defense.

C7.3.4.1. Generally, each food item is priced separately (at actual cost or rounded to the nearest 5 cents) based on its cost. However, price averaging of certain salads, vegetables, and other food categories may be authorized by the Military Services.

C7.3.4.2. A proportional surcharge shall be applied, when required by Appendix 1, to item food costs based on the following fraction (at actual or rounded to the nearest 5 cents): Total daily surcharge divided by total daily food charge multiplied by the total cost of the food items selected. The surcharge, the total food charge, and the proportional surcharge percentage may be obtained from Appendix 1 of this Manual. Each time either the daily surcharge or the daily food charge changes, the Military Services must recompute the proportional surcharge fraction.

C7.3.5. Accounting and Collections

C7.3.5.1. Accounting. Program receipts, obligations, and expenditures as well as revenues and food and operating expenses shall be accumulated, recorded, deposited, and controlled in accordance with DoD 7220.9-M, "DoD Accounting Manual," requirements.

C7.3.5.2. Collection of Surcharges. Collections will be credited to the financing appropriations and the Miscellaneous Receipt Account based on the percentage of funding related to each financing source. If actual expenses are not maintained, estimates may be used to distribute collections.

C7.3.6. Requirements

C7.3.6.1. Certain provisions of the Defense Officer Personnel Management Act (Pub. L. 96-513) were effective September 15, 1981, and require that:

C7.3.6.1.1. Enlisted members entitled to the meal portion of per diem, officers, and civilians be charged at a rate that recovers the food costs and operating expenses.

C7.3.6.1.2. Members of the Uniformed Services and civilians in travel status receiving the meal portion of per diem be charged at a rate of not less than \$2.50 per day for meals furnished to them.

C7.3.6.1.3. Members of organized nonprofit youth groups sponsored at either the national or local level, when extended the privilege of visiting a military installation and permitted to eat in an appropriated fund food service activity by the commanding officer of the military installation, be charged only the food charge. (See Appendix 1.)

C7.3.6.2. The "DoD Authorization Act, 1986," included a provision that requires that spouses and dependent children of enlisted members in pay grades E-1

through E-4 not be charged for meals sold at appropriated fund food service activities in excess of a level sufficient to cover food costs.

C7.3.6.3. Payments for meals are made in cash, except when authorized deductions from pay are permitted by statute.

C7.3.6.4. Each Service will budget and account for all meals furnished by its appropriated fund food service activities, including meals furnished to enlisted hospital patients, under its food service program. Enlisted personnel of other Services entitled to meals furnished at Government expense will be furnished meals on a nonreimbursable basis. Reimbursement among Services is not authorized.

C7.3.6.5. Personnel, other than enlisted Service members being furnished subsistence in kind, may be authorized to receive a meal from an appropriated fund food service activity, provided the following minimum requirements plus any other conditions prescribed by a Military Service are met:

C7.3.6.5.1. No increase in resources will be made available to feed such other personnel.

C7.3.6.5.2. The commanding officer of the DoD installation served by the appropriated fund food service activity must be responsible for determining that the meals are furnished only upon proper authorization and within the capabilities and availability of existing facilities.

C7.3.6.5.3. Enlisted personnel receiving the basic allowance for subsistence, based on the nonavailability of subsistence in kind, as authorized by the DoD Military Pay and Allowances Entitlements Manual, will not be authorized to receive and pay for a meal furnished by an appropriated fund food service activity, except when the fulfillment of military duties requires their occasional visit to a DoD installation.

C7.3.6.5.4. Civilian and military personnel of foreign governments will be furnished meals in accordance with specific arrangements made between the U.S. Government and the foreign government. In the absence of specific agreements, charges for food cost and surcharge will be made on the same basis as they would be for U.S. Government personnel of equal grade and rank.

C7.3.6.5.5. Red Cross personnel are authorized to purchase meals from appropriated fund food service activities in accordance with DoD Directive 1330.5, "American National Red Cross."

C7.3.6.5.6. United Service Organization, Inc. (USO) personnel may purchase meals in appropriated fund food service activities, if so authorized by the commanding officer in accordance with the provisions in subparagraphs C7.3.6.5.1. and C7.3.6.5.2., above. These personnel pay both the food charge and the surcharge.

C7.3.6.6. Personnel will not have to pay for any meals furnished to them while being evacuated as patients by military aircraft.

C7.3.6.7. Temporary duty orders will indicate the daily food allowance status of the traveler for the purpose of determining whether there will be a meal charge.

C7.3.7. Rates for Guard and Reserve Components. Rates prescribed herein are applicable to meals furnished by a Military Service to personnel of Guard and Reserve components who are paid from Guard and Reserve appropriations.

C7.3.8. Waivers of Reimbursement. Waiver of reimbursement will be in accordance with DoD 7220.9-M, Chapter 26, Section C.

C7.4. REPORTING FOOD ALLOWANCES

This paragraph establishes the requirements for maintenance of data and information to be used in determining and administering food allowances and prescribes the procedures for counting meals furnished to personnel in appropriated fund food service activities under the daily food allowance and authorized reimbursable programs. The requirements are designed to assist in monitoring food costs and allowances under the program established by DoD Directive 1338.10 and do not cover expenses incurred in preparing and serving food in an appropriated fund food service activity, or the recording and reporting of obligations expenditures against the daily food allowance portion of the military personnel appropriations as set forth in DoD 7110.1-M, "Budget Guidance Manual."

C7.4.1. Requirements. The requirements contained herein, combined with the food allowances authorizations in DoD Directive 1338.10, are designed to make the accumulation of data more consistent throughout the Department of Defense, thus ensuring that per capita consumption costs contain the same basic elements for all DoD Component-unique requirements and streamline existing systems.

C7.4.1.1. The Services will use DoD standard data elements and codes wherever available. All other data elements and codes will be considered interim (non-standard) and subject to change after being disciplined under the criteria contained

in DoD Instruction 5000.12, "Data Elements and Data Codes Standardization Procedures."

C7.4.1.2. The system must support budget requests based on furnishing meals to entitled enlisted personnel by each Service after consideration of the absentee rate, regardless of the member's parent Service.

C7.4.1.3. Meals furnished to enlisted personnel entitled to be fed at Government expense will be provided on a common Service basis without reimbursement. Each Military Department will coordinate with the other Military Departments to ensure agreement on subsistence requirements.

C7.4.2. Counting the Number of Persons Furnished Meals

C7.4.2.1. Except in mass feeding situations as set forth in subparagraph C7.4.2.2.1., below, all personnel authorized subsistence in kind will be required to identify themselves with a meal card or travel orders issued by a Military Department before receiving a meal from an appropriated fund food service activity. Enlisted personnel on BAS or receiving the meal portion of per diem, officers, civilian employees, official visitors, and guests authorized to eat on a reimbursable basis will be required to identify themselves as to category of entitlement (authorized to eat on a reimbursable basis) and status (per diem or non-per diem) and reimburse the Department of Defense at the appropriate meal rate before receiving a meal from an appropriated fund food service activity.

C7.4.2.2. The following systems will be used to account for meals served to authorized personnel:

C7.4.2.2.1. Each diner will sign an appropriate signature record for each meal received. These records will be reviewed at the local level and retained until verified independently against the reports submitted for the dining facility. Where mass feeding within a specified time period is required, such as at recruit (basic) training centers, special schools and military correction facilities, a single person responsible for the group may sign for all diners and certify as to their identification by entitlement classification.

C7.4.2.2.2. As an alternative to the above, with the prior approval of the Deputy Assistant Secretary of Defense (Management Systems) (DASD(MS)), OASD(C), a meal card number system may be utilized. Such a system will be identical to the above except that in place of a signature, the diner's meal card number will be entered on an appropriate record. The meal card number will be recorded by a person independent of the dining facility.

C7.4.2.2.2.1. A summary of the record data will be furnished to the dining facility for its use in preparing necessary reports. The detailed record will be maintained to independently verify and support the dining facility's reports and serve as the basis for tests of the propriety of the use of meal cards. All records will be retained in accordance with approved disposition schedules.

C7.4.2.2.2.2. The expected advantage to be gained by use of the meal card number system and the geographic location, military command, installation(s) and dining facilities involved should be stated on all requests for approval of this system. The current absentee rate for the dining facilities involved should also be stated on the request.

C7.4.2.2.2.3. After 1 year's operation of the meal system, the DASD(MS) will be advised of the new absentee rate. Any variation in the rate of more than 1 percent should be fully explained.

C7.4.2.3. The total count for each meal will be classified and recorded by the diner's category of entitlement and by type of food allowance; i.e., basic, supplemental, and special (by type).

C7.4.2.4. An internal control system will be established for the following specific instances where a signature headcount system is not practicable:

C7.4.2.4.1. Combat conditions.

C7.4.2.4.2. Other operational conditions, such as:

C7.4.2.4.2.1. Mass troop movement by air, rail, or vehicle convoy;

C7.4.2.4.2.2. Maneuvers or field exercises, when actually subsisted under field conditions;

C7.4.2.4.2.3. Forces afloat; and

C7.4.2.4.2.4. Emergency conditions of catastrophe and civil disorder.

C7.4.2.5. Record forms as necessary will be established by each DoD Component. Minimum requirements for the signature record are:

C7.4.2.5.1. Space for individual signature.

C7.4.2.5.2. Space for meal card identification.

C7.4.2.5.3. Space for rank/grade.

C7.4.2.5.4. Space for identification of entitlement category.

C7.4.2.5.5. Space for identification of meal served.

C7.4.2.5.6. Space for food service facility identification.

C7.4.2.5.7. Space for date.

C7.4.2.5.8. Space for certification by person obtaining signatures and by officer in charge.

C7.4.3. Meal Conversion

C7.4.3.1. Meals served (counted) will be converted to an equivalent man-days fed by multiplying the meals served by the following factors:

<u>Meal</u>	<u>Factor</u>
Breakfast	.20
Lunch	.40
Dinner	.40
Brunch	.45
Supper	.55
Night Neal	.20 or .40 depending on whether a breakfast or dinner menu is served

C7.4.3.2. The monetary value of the basic daily food allowance will be determined from the DoD Food Cost Index shown in Enclosure 2 of DoD Directive 1338.10 and its approved implementing documents. This "Value of Daily Food Allowance for One Person," multiplied by the equivalent man-days fed, computed per subparagraph C7.4.3.1., above, will be the ceiling for the costs of food served. However, no individual will be denied his or her basic daily food allowance because of an "over ceiling" condition at a dining facility.

C7.4.3.3. The monetary value of the supplemental food allowance will be determined by adding the percentage authorized for the dining facility to the basic daily food allowance.

C7.4.3.4. The monetary value of the special food allowances will be authorized for each type by designated Secretaries of the Military Departments. For example, submarine food allowances are established by the Secretary of the Navy.

C7.4.3.5. Guidance for each annual budget submission will be provided by the ASD(C) and will set forth maximum allowable amounts for the supplemental and for each special food allowance, but in no event will they exceed 15 percent of the basic daily food allowance.

C7.4.4. Determining Costs of Food Served

C7.4.4.1. The costs of food served will be determined monthly or quarterly as agreed to by the ASD(C) and the Service concerned for appropriated fund dining facilities, using the established issue price for food issued from supply points and central preparation facilities, and the invoice price for items authorized for local purchase. In general, the costs of food served may be determined by the following formula:

Opening Inventory of Food	\$_____
Plus Receipts (net of returns)	+_____
Less Ending Inventory	-_____

Equals Costs of Food Served	\$_____

C7.4.4.2. Where special kitchens (e.g., flight kitchens) prepare meals included in the category of special food allowances, a perpetual or periodic inventory record may be established for common items and the costs of food served determined from the recorded issues.

C7.4.5. Information Requirements

C7.4.5.1. Each DoD component will submit one copy of the Food Allowance and Cost Report, following the procedures outlined in Appendix 2 of this Manual, to the Assistant Secretary of Defense (A&L), Attention: Directorate for Supply Management Policy, within 90 days of the end of each quarter. A copy will also be forwarded to the Assistant Secretary of Defense (Comptroller), Attention: Directorate for Military Personnel.

C7.4.5.2. This reporting requirement has been assigned Report Control Symbol DD-COMP(Q)967 in accordance with DoD Directive 5000.19, "Policies for the Management and Control of Information Requirements."

AP1. APPENDIX 1TABLE OF RATES

This Appendix specifies the meal rates to be used for obtaining reimbursement for meals furnished to authorized personnel as described in Chapter 7 of this Manual. They are effective as of January 1, 1990.

AP1.1. Food Charges:

Meal	Authorized Personnel ^{1/}	Children Under 12
Breakfast	\$.80	\$.40
Lunch	1.65	.85
Dinner	1.65	.85
Brunch	1.85	.95
Supper	2.25	1.15
Holiday	2.45	1.25
Night	2/	2/

AP1.2. Surcharge

AP1.2.1. Traditional System

Meal	Authorized Personnel ^{1/}	Children Under 12
Breakfast	\$1.10	\$.55
Lunch	2.15	1.05
Dinner	2.15	1.05
Brunch	2.45	1.20
Supper	2.95	1.50
Holiday	3.15	1.55
Night	2/	2/

^{1/} Reserve and National Guard personnel paid from Reserve and Guard appropriations are subject to charges for food and the meal preparation surcharge. U.S. Military Academy Cadets, U.S. Air Force Academy Cadets, U.S. Naval Academy Midshipmen, and U.S. Coast Guard Academy Midshipmen, while traveling under TDY orders away from the Academy, are subject to charges for food only. Charges for meals served cadets and midshipmen in a TDY status are paid by the appropriate Service Academy.

^{2/} Based on menu actually served.

AP1.2.2. Ala Carte Meal Pricing System. Proportional surcharge percentage: Total daily surcharge divided by total daily food charge = \$1.10 + \$2.15 + \$2.15 (\$5.40) divided by \$.80 + \$1.65 + \$1.65 (\$4.10) = 1.32 percent

AP1.2.3. **Flight meals, when furnished to personnel not receiving** the daily food allowance will be sold at the following rates:

<u>Food Charge</u>	
Snack Meal	All Other Flight Meals
\$ 1.05	\$ 2.05

Flight meals are exempt from surcharge.

AP1.T1. Food Charges and Surcharges

<u>RULE</u>	<u>IF</u>	<u>AND IF</u>	<u>AND IF</u>	<u>AND IF</u>	<u>FOOD CHARGE</u>	<u>THEN</u>	<u>SURCHARGE</u>	
1	Authorized to eat in an appropriated fund food service	Officer or Civilian	Receiving a per diem		Pay		Pay	
2				Not receiving per diem	Not exempt under C3	Pay		Pay
3				Exempt under C3	Pay		No	
4		Enlisted Personnel	Non travel status	Entitled to subsistence in kind		No		No
5				Entitled to BAS		Pay		No
6				In travel status	Receiving meal portion of per diem		Pay	Pay
7					Not receiving meal portion of per diem		No	No

- 1/ Even if reduced by the amount of BAS.
- 2/ Does not include personnel TDY in local area less than 10 hours. Under this circumstance, apply rule 4 or 5.

AP2. APPENDIX 2

FOOD ALLOWANCE AND COST REPORT

This Appendix contains the Food Allowance and Cost Report prescribed in Chapter 7 of this Manual.

AP2.1. DEFINITIONS

AP2.1.1. For purposes of this report, the following definitions apply:

AP2.1.1.1. Meal conversion -- The procedure for translating meals served to man-days actually fed (see subparagraph C7.4.3.1. of this Manual).

AP2.1.1.2. Per capita consumption cost -- The average cost of food used to feed one man for one day. It is obtained by dividing the cost of food served by the man days fed.

AP2.1.1.3. Per capita daily food allowance -- The amount determined for menu planning in accordance with the provisions of DoD Directive 1338.10. This is the monetary value of the daily food allowance for one man.

AP2.1.1.4. Absentee rate -- The ratio of absentees (the man days entitled to be fed subsistence-in-kind minus the equivalent man days fed as determined by the meal conversion procedure) to the man-days entitled to be fed subsistence-in-kind.

AP2.1.1.5. Subsistence-in-kind -- Meals provided enlisted members at Government expense.

AP2.1.1.6. Combat conditions -- Deployment, both offensive and defensive, to engage opposing forces.

AP2.1.2. Definitions of the following terms are set forth in the DoD Military Pay and Allowance Entitlements Manual:

AP2.1.2.1. "When rations in kind are not available."

AP2.1.2.2. "When permission to mess separately is granted" (commuted rations).

AP2.1.2.3. "When assigned to duty under emergency conditions."

AP2.1.2.4. "Being subsisted at Government expense."

AP2.1.2.5. "Pro-rata allowance."

AP2.1.3. Definitions of "basic daily food allowance," "supplemental food allowance," and "special food allowance," are set forth in DoD Directive 1338.10.

AP2.2. INSTRUCTIONS FOR COMPLETING THE FOOD ALLOWANCE AND COST REPORT

AP2.2.1. The category for Item I of the report format, "Personnel Entitled to Subsistence-in-Kind," is defined in the DoD Military Pay and Allowance Entitlements Manual. Each dining facility will be included either under Item II or Item III. Appropriated fund dining facilities authorized to feed a supplemental food allowance under the provisions of DoD Directive 1338.10 will be included in Item III. Enlisted members are "afloat" between dates of embarkation and disembarkation; otherwise, they are "ashore." When ashore they are in "CONUS" only within the conterminous forty-eight States; other-wise, they are "overseas." Item IV consists of the special food allowance categories authorized during the reporting period. Item V covers excess cost to normal feeding such as forced issues, rotation of B or operational rations, new food items, etc.

AP2.2.2. The net number of man-days for enlisted personnel entitled to subsistence-in-kind is developed on the Personnel Data Reconciliation (Supplement 1).

AP2.2.3. Man days fed is developed from the meal count and meal conversion procedures in paragraph C7.4.3. of this Manual. In Item I of the report format total man-days fed must be reduced by man-days fed on a reimbursable basis to arrive at net man days fed.

AP2.2.4. Absentee rates are calculated from Items AP2.2.2. and AP2.2.3., above. (Item AP2.2.2. minus Item AP2.2.3. divided by Item AP2.2.2.)

AP2.2.5. Amount earned is the monetary value of the food allowance multiplied by the man-days fed. (See subparagraph C7.4.3.2.)

AP2.2.6. Per capita daily food allowances are determined by dividing amount earned, Item AP2.2.5., above, by the number of days in the quarter being reported. It is not predetermined and used to calculate amount earned.

AP2.2.7. Costs of food served will be determined as set forth in paragraph C7.4.4. of this Manual. Food written off through "surveys" and the cost of food transferred will be used to adjust cost of food served.

AP2.2.8. Per capita consumption cost is cost of food served, Item AP2.2.7., above, divided by man-days fed, Item AP2.2.3., above.

AP2.2.9. Supplement 1 is to be developed from the military enlisted personnel data system using the status classifications available in the system and the meal count and conversion procedures in subparagraphs C7.4.3.1. and C7.4.3.2. of this Manual.

AP2.2.10. The quarterly report will be the sum of the 3 months data, with rates and ratios for the entire quarter.

AP2.2.11. The data required by this Manual are to be developed for each appropriated fund dining facility, but the data collection may be centralized and conducted outside the individual dining facility.

AP2.T1. (Military) (Service)
FOOD ALLOWANCE AND COST REPORT
(Quarter) (Year)

		Net No. Man-Days Entitled ¹	Net Man-Days Fed ¹	Absentee Rate		
I.	Personnel Entitled to Subsistence-in-Kind: (Item III, Supplement 1)	_____				
	A. Ashore (CONUS)	_____	_____	_____		
	B. Ashore (O/S)	_____	_____	_____		
	C. Afloat	_____	_____	_____		
	TOTAL	_____	_____	_____		
II.	Basic Food Allowance	Man-Days Fed ²	Amount Earned	Per Capita Daily Food Allowance	Cost of Food Served ³	Per Capita Consumption Costs
	A. Ashore (CONUS)	_____	_____	_____	_____	_____
	B. Ashore (O/S)	_____	_____	_____	_____	_____
	C. Afloat	_____	_____	_____	_____	_____
	SUBTOTAL	_____	_____	_____	_____	_____
III.	Supplemental Food Allowance					
	A. Ashore (CONUS)	_____	_____	_____	_____	_____
	B. Ashore (O/S)	_____	_____	_____	_____	_____
	C. Afloat	_____	_____	_____	_____	_____
	SUBTOTAL	_____	_____	_____	_____	_____
IV.	Special Food Allowance	Man-Days Fed	Amount Earned	Per Capita Daily Food Allowance	Cost of Food Served	Per Capita Consumption Costs
	(See Supplement 2)	_____	_____	_____	_____	_____
	SUBTOTAL	_____	_____	_____	_____	_____

V. Other Programs

(See Supplement 3) _____
 SUBTOTAL _____
 TOTAL _____

1. Includes only those enlisted members of reporting Service not fed on a reimbursable basis.
2. Includes all personnel fed, regardless of category of entitlement. (See subparagraph C7.3.3.2.2. of this Manual.)
3. Cost of food served will include only the cost of normal feeding, excess cost such as: forced issues, rotation of B or operational rations, new food items; etc., will be separated out and reported in section V, other programs and supplement 3.

AP2.T2. Supplement 1
Personnel Data Reconciliation

		Ashore (CONUS)	Ashore (O/S)	Afloat
I.	Net number man-days enlisted personnel entitled to subsistence-in-kind	_____	_____	_____
II.	Plus:			
	A. Daily food allowance fed enlisted personnel attached:			
	1. Army	_____	_____	_____
	2. Navy	_____	_____	_____
	3. Marine Corps	_____	_____	_____
	4. Air Force	_____	_____	_____
	B. Payroll deduction	_____	_____	_____
	C. Cash payment	_____	_____	_____
	D. Other (explain)	_____	_____	_____
III.	Gross number entitled to subsist:	_____	_____	_____

AP2.T3. Supplement 2
Categories for Special Food Allowance

Category ¹	Meals Fed	Meal Rate	Cost of Meals Served	Per Capita Consumption Cost
A. Operational Feeding				
1. Meal, combat, individual				
2. Packet, LRP				
3. Meals, UNC, 25 man				
B. Flight feeding				
1. Sandwich meal				
2. Lower Caloric Meal				
3. Meal Flight, Cooked, Frozen				
4. Food packet, in-flight				
5. Bite size meal				
6. Bulk issue				
7. High protein				
8. Snack meal				
9. Cooked therapeutic in flight meals				
C. Submarine feeding				
D. Troop train feeding				
E. Contract feeding				
F. Other (Explain)				
TOTAL				

- 1 If only one category of special food allowance is applicable, it may be listed directly on the basic report and this supplement not used. Otherwise, the TOTAL line should be carried forward to the basic report.

AP2.T4. SUPPLEMENT 3
Categories for Special Other Programs

	No. Used/ Served	Unit Cost	Total Cost
A. Ration supplement			
1. Sundries pack			
2. Air station			
3. Beverage pack			
B. KATUSA Kit			
C. ROK military personnel			
D. POW meal			
E. RVN Interpreter			
F. Food packet, survival			
G. Hospital, retired			
H. Korean augmentation U.S. Army	XXX	XXX	
I. Support of FWMAF programs	XXX	XXX	
J. Pre-stocked water & meals	XXX	XXX	
K. Subsistence losses	XXX	XXX	
L. Change in inventory level	XXX	XXX	
M. Testing and evaluation of new food items	XXX	XXX	
N. Rotation of "B" ration item	XXX	XXX	
O. Other (Explain)			
OTHER PROGRAM TOTAL			\$ ¹

- 1 Only total cost is carried forward to basic report. No additional reporting requirements should be levied to obtain "actual" data. Current estimating procedures should continue in effect.