

**APPENDIX F**

**FOOD SERVICE**

**MILITARY SERVICE:** \_\_\_\_\_ (1)      **AREA:** \_\_\_\_\_ (2)

FY <u>19PY</u>	FY <u>19CY</u>	FY <u>19BY</u>
(3)	(3)	(3)

Part 1: Food Service Operating Expense

A.	Military Personnel and Related Compensation: (4)			
	1. End Strength	_____	_____	_____
	2. Work Years	_____	_____	_____
	3. Costs	_____	_____	_____
B.	DoD Civilian Personnel Compensation: (5)			
	1. End Strength	_____	_____	_____
	2. Work Years	_____	_____	_____
	3. Costs	_____	_____	_____
C.	Total DoD Personnel Compensation (A.4.+B.4.) (6)	_____	_____	_____
D.	Food Service Attendant Contracts (7)	_____	_____	_____
E.	Supplies and Materials (8)	_____	_____	_____
F.	Full Food Service Contract Expenses: (9)	_____	_____	_____
	1. Personnel Compensation	_____	_____	_____
	2. All Other Costs	_____	_____	_____
G.	Total Food Service Costs(C.+D.+E.+F.)(10)	_____	_____	_____

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FOOD SERVICE (CONTINUED)

	<u>FY 19PY</u> (3)	<u>FY 19CY</u> (3)	<u>FY 19BY</u> (3)
<u>Part 2: Other Data</u>			
A. Total Number of Food Service Facilities (11)	_____	_____	_____
B. Number of Meal-Days Fed (12)	_____	_____	_____
(Number of Meals Fed, by Type)			
Breakfast	_____	_____	_____
Brunch	_____	_____	_____
Lunch	_____	_____	_____
Dinner	_____	_____	_____
Supper	_____	_____	_____
Night Meal	_____	_____	_____
Holiday	_____	_____	_____
Snack	_____	_____	_____
C. Amount of Meal Collections: (13)	_____	_____	_____
1. Food Costs	_____	_____	_____
2. Operating Expenses	_____	_____	_____
D. Explanation of Changes Between Fiscal Years (14)			

Point-of-Contact: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_

**APPENDIX F****INSTRUCTIONS**

General. The four Military Services each are required to prepare and submit two copies of this budget exhibit annually. The submission, containing previous fiscal year actual data, must be received no later than March 1 of each year.

One copy should be forwarded to the Directorate for Accounting Policy, Office of the Under Secretary of Defense (Comptroller), Room 3A882, 1100 The Pentagon, Washington, DC 20301-1100. A second copy should be forwarded to the Directorate for Operations and Personnel, Office of the Under Secretary of Defense (Comptroller), Room 3D868, 1100 The Pentagon, Washington, DC 20301-1100.

Please include a point-of-contact, with organization and telephone number with each submission.

Notes:

- (1) Insert applicable Military Service--Army, Navy, Marine Corps or Air Force.
- (2) Identify applicable Area -- Separate reports must be submitted by each Military Service, and for each Military Academy. Reports for the Military Services should include amounts for medical facilities, and exclude amounts reported separately for the Military Academies. Additionally, the Department of the Navy shall submit separate exhibits for ashore, afloat, and a combined total of the ashore and afloat exhibits.
- (3) Indicate the applicable fiscal years, and include applicable amounts for each fiscal year. For example, for the March 1998 submission, the FY 19PY will be FY 1997; the FY 19CY will be FY 1998; and the FY 19BY will be FY 1999. The FY 19CY column calculations should be computed using 1st quarter actual data and estimates for the remainder of the fiscal year.

Part 1: Food Service Operating Expense

- (4) Show military personnel end strength (A.1.), work years (A.2.), and related personnel costs (A.3.). Military personnel costs should be determined by applying the Military Composite Pay Rate (see Chapter 6, Appendix I, of this Volume) to the work years shown for military personnel performing food service and related administrative services for appropriated fund dining facilities.
- (5) Show civilian personnel end strength (B.1.), work years (B.2.), and related personnel costs (B.3.). Civilian personnel costs should be determined by applying the direct civilian labor rate (calculated in accordance with Chapter 1 of this Volume), multiplied by the Civilian Benefit Fringe Benefit Rate (see Chapter 6, Appendix C, of this Volume), to the work years shown for civilian personnel performing food service and related administrative services for appropriated fund dining facilities.
- (6) Include total DoD personnel compensation costs -- this is the sum of lines A.3. and B.3.
- (7) Include the total cost of all food service attendant contracts.

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- (8) Include the cost of all supplies and materials (excluding food items) and equipment expenses (equipment with a value of less than the expense/investment funding threshold used to determine if items are funded from operating expense (Operations and Maintenance), or investment expense (procurement) appropriations).
- (9) Include total expenses incurred for full food service contracts. If available, identify personnel compensation amounts separately from all other costs.
- (10) Include total food service costs -- this is the sum of C., D., E., and F.

**Part 2: Other Data**

- (11) Include the total number of food service facilities operated by the Service.
- (12) Meals served (counted) will be converted to an equivalent meal-days fed by multiplying the meals served by prescribed percentages in Chapter 19, Volume 12, of this Regulation. These meal conversion factors represent the estimated portion of the BDFA for each service member for each type of meal. Source data for meals served is also required.
- (13) Show the actual/estimated total amount of food service charges collected for meals served. Food costs and operating expense collections should be identified separately.
- (14) A brief description should be provided to explain significant changes between fiscal year amounts.