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Services

FOOD SERVICE MANAGEMENT



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures for effective management of 440 Airlift Wing Dining Facility (Sijan Hall). It applies to all units of the 440 Airlift Wing (440 AW) and tenants using the dining hall during 440 AW Unit Training Assemblies (UTA) and Annual Training (AT) at GMIAP-ARS, WI. This instruction implements AFRD 34-4, *Food Service*, dated December, 1993.

SUMMARY OF REVISIONS

Paragraph 1 shows the new unit designation, paragraphs 2 and 7 show the new position change to Base Services Manager.

1. Establishment of a Ration System. The 440 Services and Services Flight (440 SV) operates the dining facility under the Monetary Credit Allowance Management System (MCAMS) as authorized by HQ AFRC.

2. Dining Facility Operations. Funds, records, supply control and general management activities will be conducted and/or maintained according to current directives:

2.1. The Base Services Manager is appointed as the unit subsistence fund custodian and maintains fund records. All bills will be verified by the food service officer or their designee to evidence the receipt of subsistence supplies before payment is made.

2.2. Surcharge Reimbursement. Surcharges collected for cash meals are deposited with the supporting accounting and finance officer at least monthly.

2.3. Food Supplies. Food supplies will be purchased from local vendors. Purchases from local sources may be charged or paid in cash. All commercial purchases are documented by using itemized purchased items that are inspected by the Military Public Health office or persons so designated by the

Military Public Health office prior to acceptance. The menus are prepared at least one month in advance, preferably during current UTAs for the next UTA.

3. Subsistence:

3.1. Civilians will subsist only when authorized by the Wing and/or Support Group Commander or their designated representative.

3.2. Temporary duty or transient airman may subsist during training periods according to current directives.

3.3. Special groups sponsored by the Air Force, to include the Civil Air Patrol, Explorer Scouts and Boy Scouts are authorized subsistence at their own expense when on official tours and if the dining facility is operational.

4. Identification . Military personnel will be identified by presenting their Armed Forces Identification Card.

5. Early Feeding:

5.1. The unit commander may authorize a limited number of his/her staff to dine earlier than the normal meal hour. The names of those authorized early feeding privileges must be submitted to the dining hall not later than 0900 each day.

5.2. Early dining privileges shall be extended to those personnel required for office coverage during normal meal hours and to those with special duties that prevent dining during the posted hours.

6. Special Feeding:

6.1. Flight Feeding. Preparation of flight meals is not considered a normal capability of this dining facility. Box lunch flight meals may be substituted.

6.2. Box Lunches. Box lunches are prepared when conditions prevent personnel from eating in the dining facility. Letter requests for box lunches must be submitted in advance. During UTAs box lunches must be ordered, by letter, a minimum of two weeks prior to the UTA. During AT, one day's notice is required.

6.3. Requirements, other than the above, must be approved by the Wing or Support Group Commander.

7. Maintenance and Care of Property. The Base Services Manager is the property custodian for the dining facility and is responsible for the use and care of the property.

8. Sanitation Inspections. A sanitation inspection of the facility is conducted during each UTA and daily during annual tour. A report of the inspection tour is prepared by the medical inspection staff and forwarded through the Commander, 440 Support Group to the food service officer.

9. Civilian Food Attendants. Civilian food attendants will be provided by contractual arrangement according to AFRES directives for the use and employment of civilian services.

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Commander