



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-3/5/7  
400 ARMY PENTAGON  
WASHINGTON, DC 20310-0400

JUN 02 2008

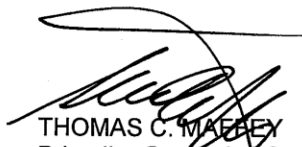
DAMO-TRI

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT:** Institutional Training Directed Lodging and Meal Policy

1. Reference memorandum, SAFM-BUO, 20 Dec 07, subject: Executive Summary of the Military Training Service Support (MTSS) Senior Review Group (SRG) Meeting, 14 September 2006.
2. The attached handbook establishes HQDA policies and standard administrative procedures for centrally funded services regarding lodging and directed meals at resident training sites. Policies and administrative procedures established in this handbook are in effect until the G-3/5/7 incorporates the requirements in an Army regulation. Provide recommended changes to the point of contact at paragraph three.
3. The G-37/TR point of contact for this action is Colonel Lawrence Smith at (703) 614-9853.

1 Encl  
as

  
THOMAS C. MAFFEY  
Brigadier General, GS  
Director of Training

**DISTRIBUTION:**

ASA for Installations and Environment (SAIE-P&P)  
ASA for Financial Management and Comptroller (SAFM-RB)  
Deputy Chief of Staff, G-4 (DALO-SUT)  
Assistant Chief of Staff for Installation Management (DAIM-ZR/DAIM-IS)  
Director, National Guard Bureau (NGB-ART-I)  
Office of the Chief, Army Reserve (DAAR-RMP)  
US Army Training and Doctrine Command (ATTG-Q)  
US Army Special Operations Command (AOOP-TD)  
US Army Medical Command (MCZX/MCRM-P)  
US Army Installation Management Command (IMOP/IMLO/IMMW/IMRM)  
Family and Morale, Welfare and Recreation Command (IMWR-HP-/IMWR-BP)

# Institutional Training Directed Lodging and Meal Policy Handbook



Office of the Deputy Chief of Staff, G-3/5/7  
Department of the Army  
450 Army Pentagon  
Washington, DC 20310-0450  
1 June 2008

Unclassified

## **TABLE OF CONTENTS**

### **Chapter 1**

Introduction, page 3

Purpose. 1-1, page 3

Background. 1-2, page 3

Scope. 1-3, page 3

References. 1-4, page 4

Responsibilities. 1-5, page 4

### **Chapter 2**

Lodging Policies and Procedures. page 8

Garrison Support Requirements. 2-1, page 8

Settlement of Lodging Accounts. 2-2, page 10

### **Chapter 3**

Subsistence Policies and Procedures. Page 12

Garrison Subsistence Support. 3-1, page 12

Settlement of Subsistence Accounts. 3-2, page 13

### **Chapter 4**

Government Transportation Policy. 4-1, page 14

### **Chapter 5**

Resource Management Policies and Procedures. page 14

Garrison Resource Management. 5-1, page 14

### **Chapter 6**

Garrison Management Control Checklist. 6-1, page 15

Appendixes

- A. Publications and Forms. page 16-17 and pages 18-20
- B. Dining Facility Operating Procedures. pages 21-23
- C. Management Control Evaluation Checklist. page 24-25

## Chapter 1 Introduction

### 1-1. Purpose

The purpose of this handbook is to delineate roles, operational policies and standard administrative procedures for centrally funded (i.e., lodging and directed meals) services at designated resident training sites. Handbook also delineates policy for transportation services contracted by the garrison on behalf of the Army National Guard (ARNG) or United States Army Reserve (USAR) Schools and appropriate funding responsibility. The intent of this handbook is to ensure the most effective and efficient use of government funds and manpower.

### 1-2. Background

a. In addition to this publication, Department of Army messages have been sent to the field detailing specific policy guidance in the execution of training travel orders by the order-issuing official and broad policy guidance in the execution of service support to Army students at the training installations. Headquarters, Department of the Army, Deputy Chief of Staff (DCS), G-3/5/7 training travel policy guidance for applicable training sites is located at <https://www.g357extranet.army.pentagon.mil/ako/mtss>.

b. This handbook was compiled by a Headquarters, Department of the Army (HQDA) process action team with members drawn from the Assistant Secretary of the Army (Financial Management and Comptroller), Assistant Secretary of the Army (Installations and Environment), Deputy Chief of Staff, G-3/5/7, Deputy Chief of Staff, G-4, Assistant Chief of Staff for Installation Management (ACSIM), U.S. Army Training and Doctrine Command (TRADOC), U. S. Army Medical Command (MEDCOM), Family and Morale, Welfare, and Recreation Command (FMWRC) and Installation Management Command (IMCOM) Headquarters, Regions, and garrison activities.

c. The proponent for this handbook is the HQDA, Director of Training, DCS, G-37. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQDA, DCS, G-37, ATTN: DAMO-TRI, 450 Army Pentagon, Washington, DC 20310-0450. This publication is not intended to be all inclusive. This document does not delineate the business rules for institutional training management, temporary duty travel management, training travel order preparation or funding to attend training.

### 1-3. Scope

a. The centralized funding of Soldier's lodging and selected meals is applicable to Active Army, ARNG and USAR Soldiers attending courses of instruction at Army

institutions in a temporary duty (TDY), annual training (AT) or active duty for training (ADT) status.

b. This handbook provides the policy and administrative process for directed lodging and meal services (formally known as Military Training Service Support) for Soldiers attending institutional training funded by the HQDA, DCS, G-37, Director of the Army National Guard and Chief, Army Reserve. This funding policy does not apply to Soldiers attending training at home station, in a permanent duty status, enlisted Soldiers attending their Initial Military Training (BCT, AIT, OSUT), Soldiers mobilized to support the global war on terrorism (GWOT) from the Individual Ready Reserve, or temporary duty travel for training programmed and funded outside of the HQDA, DCS, G-37.

c. As the proponent for Army training, the HQDA, DCS, G-37 is accountable and acts as the fiscal steward for training funds and sets the policy governing their use. This handbook does not address unique circumstances that may arise during execution at Army training sites. Support issues that may arise during mission execution that cannot be resolved locally between the training activity and the garrison should be forwarded to their respective intermediate commands for resolution. Those issues that cannot be resolved at the Army Command level will be referred to HQDA, OACSIM (DAIM-IS) for Army staff review in coordination with the HQDA, DCS, G-37 (DAMO-TRI).

1-4. References. Required and related publications, prescribed and referenced forms are listed in Appendix A.

#### 1-5. Responsibilities

a. Office of the Assistant Secretary of the Army, Financial Management and Comptroller

(1) Provide overall policy for management of appropriated funds.

(2) Ensure sufficient appropriated funds and allocation are provided to IMCOM on 1 October of each fiscal year (FY) for processing centralized billing requirements.

(3) Serve as the Army's functional liaison to Defense Finance and Accounting Service (DFAS), to communicate and coordinate financial management issues, including payment and reimbursement issues.

b. Office of the Assistant Secretary of the Army, Installation and Environment

(1) Provide policy and program direction for housing programs.

(2) Manage real estate and housing programs such as the Residential Communities Initiative and Privatization of Army Lodging Program.

- c. Headquarters, Department of the Army, Office of the Deputy Chief of Staff, G-37
  - (1) Serve as the functional proponent for Army training policy and guidance.
  - (2) Serve as the Army staff proponent for Institutional training travel policy and procedures.
  - (3) Provide policy and management oversight for Institutional Training directed lodging and meals.
  - (4) Program and budget the training portion of the Operation Maintenance Army (OMA).
- d. Headquarters, Department of the Army, Office of the Deputy Chief of Staff, G-4
  - (1) Serve as the functional proponent for The Army Food Program.
  - (2) Prescribe principal policies, responsibilities and standards for the implementation and management of Army subsistence and food service program.
  - (3) Plan, programs and budgets resources for dining facility operations, equipment replacement, dining facility décor and equipment costs for Military Construction Army (MCA) projects.
- e. Office of the Assistant Chief of Staff for Installation Management
  - (1) Serve as proponent for Service-Based Costing structure.
  - (2) Serve as proponent for management, acquisition and use of motor vehicles.
  - (3) Exercise Army Staff supervision over Installation Management Command (IMCOM) and Family and Morale, Welfare and Recreation Command (FMWRC) to include Morale Welfare and Recreation (MWR) and Army lodging programs.
  - (4) Plan, program and budget for base operations (BOS) and sustainment, restoration and modernization (SRM) requirements.
- f. Director, Army National Guard/States and Territory Army National Guard
  - (1) Fund student pay, travel and per diem.
  - (2) Issue appropriate training travel orders (e.g., ADT or TDY).

(3) Ensure subordinate commands/Soldiers are aware of and understand the Institutional Training directed lodging and meal policy and authorized/approved travel entitlements.

(4) Issue Army National Guard (ARNG) training support funds through Military Interdepartmental Purchase Requests (MIPR) with instructions to use the funds to support ARNG resident student lodging and directed meal requirements. Initial MIPR should be received by the installation no later than 30 October each year.

(5) Fund associated lodging, meals, and transportation costs, as applicable, for ARNG Soldiers attending courses under the purview of the ARNG Schools conducted at Army resident training installations.

(6) Ensure accuracy of funds by reconciling expended amounts used from each installation at the end of each quarter. As necessary, adjust the next quarter's MIPR to meet revised projections of usage.

(7) Coordinate funding discrepancies directly with the installation and IMCOM Resource Management (RM) Office.

g. Office of the Chief Army Reserve/US Army Reserve Command

(1) Fund student pay, travel, and per diem.

(2) Issue appropriate training travel orders (e.g., AT, ADT or TDY).

(3) Ensure subordinate commands/Soldiers are aware of and understand the Institutional Training directed lodging and meal policy and authorized/approved travel entitlements.

(4) Issue United States Army Reserve (USAR) training support funds through MIPRs with instructions to use the funds to support U.S. Army Reserve resident student lodging and directed meal requirements.

(5) Fund associated lodging, meals, and transportation costs to support Soldiers attending courses under the purview of the USAR Schools and conducted at Army resident training installations.

(6) Ensure accuracy of funds by reconciling expended amounts used from each installation at the end of each quarter. As necessary, adjust the next quarter's MIPR to meet revised cost projections of usage.

(7) Coordinate funding discrepancies directly with the installation and IMCOM RM Office.



h. Army Commands, Army Service Component Commands, Direct Reporting Units, and selected Joint Commands

(1) Execute training travel, if appropriate and selected per diem to support Soldiers attendance to institutional training.

(2) Ensure subordinate commands/Soldiers are aware of and understand the Institutional Training directed lodging and meal policy and authorized/approved travel entitlements.

(3) Monitor training travel obligations and funded expenses ensuring obligations and reimbursements are within tolerance (+/- 3%). Those outside of desired funding tolerance will be reviewed and appropriate action taken.

i. Army Training Commands/Schools

(1) Ensure subordinate organizations are aware of the Institutional Training directed lodging and meal policy.

(2) Maintain liaison with the garrison in support of the Army's Institutional Training mission.

(3) Ensure the Army Training Requirements and Resources System (ATRRS) School House (SH) screen denotes the HQDA, DCS, G-3/5/7 web site for the initiation of Army Soldier's training travel orders and reflects other applicable requirements. This will help to ensure accuracy of information provided to the student and other parties within the Army.

(4) Coordinate ATRRS SH screen updates with the HQDA, DCS, G-3/5/7 (DAMO-TRI).

(5) Ensure ATRRS SH screen updates are staffed with the garrison.

(6) Ensure schoolhouse/course representative notify lodging, in writing (e-mail is acceptable) when students are dismissed early or are flagged (i.e., recycled, medical or UCMJ action).

(7) Ensure meal cards are issued to Soldiers during in-processing for those served in dining facilities.

(8) Ensure travel order discrepancies and required amendments, as appropriate, are coordinated with the order-issuing official.

j. Installation Management Command

(1) Provide lodging support (pre-Privatization of Army Lodging), subsistence support, and limited selected transportation support for Soldiers attending institutional training.

(2) Disseminate guidance and funding to the IMCOM Regions/garrisons and oversees execution of Army lodging, logistics and resource management support policies and procedures.

(3) Provide FMWRC a copy of the annual IMCOM narrative funding guidance, which contains a paragraph on lodging and meal support.

(4) Coordinate the issuance of appropriated fund Government Travel Cards to support the Army's Institutional Training Centrally Billed Accounts for commercial lodging support.

(5) Provide oversight, management, and accountability for MWR Programs to include pricing guidelines for MWR meals per AR 215-1 and MWR Strategic Goals and Objectives.

(6) Maintain liaison with Army Training Commands in support of the Institutional Training Mission.

k. Family and Morale, Welfare and Recreation Command

(1) Establish operational policies and procedures for Army Lodging activity support to students attending Institutional Training in a temporary duty or active duty for training status.

(2) Manage commercial lodging acquisitions and contract administration in support of room night overflow requirements under the Lodging Success Program or supplemental agreements, as requested.

(3) Establish operational policies and procedures for MWR Programs.

(4) Approve all MWR meal programs.

l. Garrisons. Execute base operation support requirements in accordance with chapters 2 through 6.

Chapter 2. Lodging Policies and Procedures for the Garrison Staff

2-1. Garrison Support Requirements

a. Lodging requirements will be based on historical and projected Soldier (Active Army, Army Reserve, and Army National Guard) institutional training requirements as

delineated in the Army Training Requirements and Resources System, Army Lodging Property Management System (ALPMS), and adjusted based on Training Resources Arbitration Panel decisions.

b. Army lodging activities will ensure lodging priority to Soldiers attending Army Institutional Training. Rooms will be blocked in advance in ALPMS for a rolling 12 month period consistent with training schedules and anticipated number of students. Individual reservations will be made against this block.

c. Based on the outcome of the lodging requirements analysis at 2.1(a) above, Army Lodging will determine the availability of accommodations to meet Army Institutional Training room night requirements.

d. A group master folio for each course will be created indicating the authorized arrival date, departure date and the room block requirements based on the number of attendees in the course. The billing pattern will be set up routing room charges to the group master folio.

e. Directed government housing will be in concert with HQDA guidance for each training activity. Guidance can be found at <https://www.g357extranet.army.pentagon.mil/ako/mtss>. Directed government housing (barracks or lodging, as appropriate) begins on class report date and ends on class end date except when continuous TDY is directed. For example, multiple courses at the same training site, class recycles, medical holds, UCMJ, etc. In these cases, the TDY order is extended, as required, and Soldiers housing continues, per the original provisions. Early report is not authorized except for Active Component Basic Officer Leader Course (BOLC) students who will be housed (barracks or lodging, as appropriate) starting the day they arrive regardless of class report date.

f. Soldiers traveling by air to attend training and without authorization for a rental car will be given first priority for on-post lodging.

g. If garrison lodging capacity is exhausted, Soldiers will be assigned to a Lodging Success Program (LSP) hotel against the LSP room block provided by the Central Reservation Center (CRC). Once an LSP hotel room block has been exhausted, Army Lodging will contact the CRC to confirm the availability of additional rooms under the LSP, as required.

h. Lodging requirements exceeding garrison lodging and LSP capacity will be supported through local contracts and/or agreements.

i. Nonavailability control numbers will not be issued to Army Soldiers attending Institutional Training when the cost of lodging is borne by the U. S. Government versus the Soldier.

j. Soldiers will only be issued a copy of their ancillary charges (e.g., phone calls, late checkout fees, etc).

k. Soldiers assigned to commercial contract hotels will be issued an Off-Post Referral Form and provided directions to the contracted hotel. The Off-Post Referral Form will be distributed as follows:

(1) First copy issued to the Soldier - Soldier is to provide to the hotel to indicate authorized use of the contract hotel and direct billing.

(2) Second copy retained by Army Lodging to support reconciliation of invoices.

(3) Third copy issued to the Soldier for their records.

l. Soldiers attending training in a TDY, AT or ADT status are subject to Army lodging recall. As a part of the check-in process, Army Lodging will notify Soldiers of the date they will be recalled from off-post government lodging facilities to reside in on-post lodging. The Soldier's recall date will be clearly annotated on the Off-Post Referral Form. Per HQDA, DCS, G-3/5/7 movement will only occur once, be scheduled for a weekend or holiday, and only when the remainder of the stay exceeds 14 days.

m. During holidays or other periods of recognized exodus and when prolonged vacancies are projected based on historical and other data, garrisons that support training missions may agree to allow student occupants to encumber guest rooms for the purpose of storing personal belongings. Soldiers on leave are not authorized directed meals and lodging nor reimbursement for any lodging (on-post or commercial hotels) expenses, to include any fees assessed for standard daily service associated with retaining the room during the leave period. The standard daily service fee is the Soldier's responsibility and is not chargeable to the Government. The lodging office will make a reservation for the Soldier's return date for those who check out of lodging during leave. Centralized finding for lodging resumes when the Soldier checks back in on the authorized return date.

n. Soldiers not taking authorized exodus leave continue to be centrally funded and to report for duty.

## 2-2. Settlement of Lodging Accounts

a. Soldiers are responsible for all ancillary charges incurred (e.g., phone calls, late check-out fees, etc).

b. Payment for no-show fees is not authorized.

c. Army lodging activities should address funding and account settlement issues, such as centrally funded lodging account receivables over 45 days in arrears, with the

appropriate local office. Issues that cannot be resolved locally should be addressed, IAW paragraph 1-3c above.

d. Army Lodging Invoicing

(1) Monthly lodging charges for Institutional Training students will be reconciled and forwarded to the appropriate office for payment within 10 business days following the end of each month.

(2) Lodging office will complete a SF-1034 (Public Voucher for Purchase and Services Other Than Personal), (Appendix A, figure 1) along with the group master folio detailing the following: Soldiers name, component, check-in date, check-out date (if applicable) to the schoolhouse registrar for validation with subsequent submission to the Garrison DRM for certification and forwarding to DFAS for payment through Electronic Funds Transfer.

e. Contract Lodging Invoicing

(1) Commercial hotels will be paid via the Appropriated Fund Government Travel Charge Card Centralized Billed Account. Invoicing will generally occur monthly but may not occur more than twice a month. Guidance for obtaining the government travel card (centrally billed account card) can be obtained by contacting HQ, IMCOM.

(2) Appropriate invoices will be reconciled and paid by Army Lodging within 10 business days of receipt.

(3) Invoices must include the following:

(a) Invoice number, hotel name, POC, address, phone number (see sample at <http://www.armymwr.com/portal/travel/lodging/lsp.asp/>).

(b) Invoice and backup documentation (master group folio and Off-Post Referral Form for validation).

f. Upon receipt of a correct invoice, Army Lodging will validate the invoice against the Off-Post Referral Forms. Once reconciled, payment to the contract hotel will be made using the appropriated fund Government Travel Card.

g. Upon receipt of the bill from the credit card company, Army Lodging will validate the credit card expense(s) and forward the validated credit card bill backup documentation to the Garrison Director of Resource Management for certification of the invoice. The Garrison DRM will forward the certified invoice to the appropriate DFAS office for payment to the credit card company.

## Chapter 3. Subsistence Policies and Procedures for the Garrison Staff

### 3-1. Garrison Subsistence Support

- a. Specific meal times will be coordinated with a primary point of contact from each school.
- b. Reimbursement for directed meals provided by an appropriated fund dining facilities (DFAC) will be calculated using the DoD standard meal rate. Appendix B contains instructions to claim reimbursement for all meals.
- c. Reimbursement for directed meals provided by a non-appropriated fund facility will be calculated, IAW paragraphs 3-1i and j.
- d. Directed government meals will be in concert with the HQDA, DCS, G-37 guidance for each training activity. Guidance can be found at <https://www.g357extranet.army.mil/ako/mtss>. Directed meals begin on class start date and end on class end date except when continuous TDY is directed (i.e., multiple courses at the same training site, class recycles, medical holds, UCMJ, etc). In these cases, the TDY order must be extended, if appropriate, and Soldiers directed meals continue, per the original provisions (7 or 5 days). Active Component BOLC students will use directed mess facilities starting the day after they arrive regardless of class start date, per the provisions of the temporary duty order.
- e. Army students attending institutional training at an Active Army installation and directed to subsist in an appropriated fund Army dining facility will be issued a Meal Card, (DD Form 714) to eat meals at no cost to the individual. Meal cards will be issued to students by meal card number and maintained per the general guidance contained in paragraph 3-7c(3) of AR 600-38. Soldiers in a TDY status do not lose their Basic Allowance for Subsistence entitlement.
- f. An over-stamped meal card with MTSS (5) will indicate to the headcounter that the student is authorized three meals a day, five days a week, Monday through Friday only, less federal holidays, at no cost to the student. Students issued an MTSS (5) meal card who wish to eat in the dining facility on weekends or federal holidays will pay cash at the current DoD meal rate. The meal will be recorded as a cash sale and not as an MTSS meal.
- g. An over-stamped meal card with MTSS (7) will indicate to the headcounter that the student is authorized three meals a day, seven days a week, to include all federal holidays, at no cost to the student. In some cases on weekends and Federal holidays a brunch and supper meal may be served in place of the standard breakfast, lunch and dinner.
- h. Identification card readers will be placed at each installation dining facility

head count station and MWR facility that serve Institutional Training students. Prior to being served, students will be required to scan their Common Access Card (CAC) and enter their Pin number. Manual sign-in sheets will be in place as a backup system.

i. The MWR Director will calculate meal prices based on generating an eight percent (annual) NIBD goal or the Soldier Family Readiness Board of Directors goal as outlined in AR 215-1, IMCOM Corporate Strategy, and MWR Business Operations Procedures. Price will be developed as part of the MWR annual operating budget process and will be provided through command channels to the HQDA, DCS, G-37 annually (NLT 15 June for the upcoming year) for approval.

j. The AAFES, Army Logistic Management College (ALMC) Food Program Manager will calculate breakfast and lunch meal prices annually. Price will be developed as part of the ALMC Cafeteria budget process and provided to the DCS, G-3/5/7 annually (August for the upcoming year) for approval.

k. Soldiers that are directed to use government subsistence at no cost to themselves will not be issued non-availability statements.

### 3-2. Settlement of Subsistence Accounts

a. Within 10 business days after the end of the month, the Installation Food Program Manager will submit a claim for reimbursement in accordance with procedural guidance identified in Appendix B.

b. Detailed procedures for DFAC operations are outlined in Appendix B.

c. At those installations where FMWRC has approved Morale, Welfare and Recreation (MWR) meal support, the Directorate of MWR will maintain the statistical head count for actual meals eaten at the MWR facility. Data must be maintained by name, last four of SSN, and component. The MWR NAF Financial Manager will validate bills, establish an accounts receivable and forward the SF 1034 to the DRM and DFAS, Nonappropriated Fund Accounting and Financial Services (Red River) within 10 business days of the end of each month for payment.

d. At Fort Lee, where the Army Air Force Exchange Services (AAFES) is providing subsistence support, the designated service manager will maintain the statistical head count for actual meals eaten. Data must be maintained by name, last four of SSN, and component. The Army Air Force Exchange Services will submit a monthly invoice within 10 business days of the end of each month to the garrison Resource Management Office who will sign the DD Form 250 (Material Inspection and Receiving Report) (Appendix A, figure 3) and issue payment via the Government Purchase Card.

## Chapter 4. Government Transportation Policy for the Garrison Staff

### 4-1. Bus Transportation Services for Reserve Component Schools

- a. Bus transportation services currently contracted by installations on behalf of the NGB or USARC will be maintained to meet training mission requirements (e.g., lodging, meals, class requirements, etc).
- b. Funding to support is the responsibility of the NGB/State representative or USARC, as appropriate.

## Chapter 5. Resource Management Policies and Procedures for the Garrison Staff

### 5-1. Garrison Resource Management

- a. Coordinate budget actions with affected garrison activities, as appropriate.
- b. Establish/maintain procedures to ensure upfront funds control including accounting for commitments, obligations and disbursements.
- c. Provide monthly financial disbursement reports. Report will include on-post and off-post contracted commercial hotel rooms (exclude barracks), and directed meals served through DFAC and MWR, if applicable. Report will be sent concurrently through command channels to the HQDA, DCS, G-37, NGB and USARC. Report is due on the 15th of each month for the previous month. Sample report and associated instructions are accessible from the annual IMCOM Funding Narrative Guidance.
- d. Establish procedures to identify accounting transactions under appropriate AMS and MDEP for OMA reporting purposes.
- e. Execute MIPRs from the NGB and USARC in support of the centralized reimbursement of selected lodging, meals and transportation, as appropriate.
- f. Prepare/validate documents for reimbursement by DFAS in accordance with DFAS Standard Operating Procedure (SOP) for Miscellaneous Payment Processing, Version Misc-01-Revision 4, dated October 1, 2006. Payments to support centralized lodging and meals are in sections 42a and 42b. Any DFAS changes in document processing will be communicated through channels to their Army customers.
- g. Lodging (On-Post and Off-Post): Execute monthly obligations/disbursements for on-post and off-post lodging daily room night charges based on receipt of signed SF 1034 or certified invoice.
- h. DFAC Feeding: Execute monthly obligations/disbursements based on receipt of a signed memorandum/invoice from the DFAC requesting payment for actual meals



served. The DRM will execute cost transfers by preparing any needed SF 1081 (Voucher and Schedule and Withdrawal and Credits), (Appendix A, figure 2) for actual meals served (actual headcount) at the standard DoD meal rate published in the DoDFMR. The surcharge will be transferred to the installation F account and the food cost will be transferred to the MPA open allotment (EOR 258A).

i. MWR Feeding: Execute monthly obligations/disbursements based on receipt of signed SF 1034 to support authorized meal rate charge/cost for meals served.

j. AAFES Feeding: Execute monthly obligations/disbursements based on receipt of signed DD Form 250 to support the authorized meal rate charge/cost for meals served.

k. In the 4th quarter, forecast funding levels and coordinate the receipt of funding needed to cover expenses for the duration of the FY.

l. Send end of year reconciliation report no later than end of August to USARC, NGB and IMCOM to support end of year funding requirements.

m. Close out NGB and USARC MIPRs.

## Chapter 6. Garrison Management Control Checklist

### 6-1. Management Controls

a. A management control checklist is attached at Appendix C.

b. This checklist is to be used to evaluate key management controls to determine whether the daily operational processes are operating as intended.

Appendix A  
Section 1  
Related Publications

AR 350-1  
Army Training and Leader Development

AR 30-22  
The Army Food Program

DA Pamphlet 30-22  
Operating Procedures for the Army Food Program

AR 600-38  
The Meal Card Management System

AR 58-1  
Management, Acquisition and Use of Motor Vehicles

Army Lodging Standards for Service

Army Lodging Standard Operating Procedures

AR 215-1  
Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

AR 25-400-2  
The Army Records Information Management System (ARMIS)

Food Service Charges at Appropriated Fund Dining Facilities

DFAS Standard Operating Procedure (SOP) for Miscellaneous Payment Processing

Section II  
Referenced Forms

SF and DD forms are available from the OSD web site (<https://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>) excepted as noted.

Appendix A, SF 1034, figure 1, page 19  
Public Voucher For Purchases and Services Other Than Personal (This form can be obtained through normal supply channels)

Appendix A, SF 1081, figure 2, page 20  
Voucher and Schedule of Withdrawals and Credits

Appendix A, DD Form 250, figure 3, page 21  
Material Inspection and Receiving Report

Appendix A, DD Form 714

Meal Card (This form can be obtained through normal supply channels.)

Appendix B

Dining Facility Operating Procedures When Feeding non-Initial Entry Training  
Institutional Soldiers, page 22

Appendix C

Management Control Evaluation Checklist, page 25

Appendix A. Figure 1. SF1034-Public Voucher for Purchases and Services Other Than Personal

Standard Form 134- Revised October 1987 Department of the Treasury 1750-6-2000 (2000-12)		PUBLIC BUDGET FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				WHENOR ORR.	
U.S. DEPARTMENT OF BUREAU, BRANCH, OR ESTABLISHMENT AND LOCATION Director of Resource Management 1212 Amsco Drive Forti Excellence, VA 22302			DATE WHENOR IN PREPARED		WHENOR ORR.		
PAYEE'S NAME AND ADDRESS Forti Excellence Lodging 1216 Amsco Drive Forti Excellence, VA 22302 Tax ID: CAGE# _____ DUNS# _____			CONTRACT NUMBER AND DATE		PAID BY		
			REQUISITION NUMBER AND DATE		DATE WHENOR RECEIVED		
DISCOUNT TERMS			PAYEE'S ACCOUNT NUMBER		DISCOUNT TERMS		
SHIP TO FROM			TO		WEIGHT		
NUMBER AND DATE OF ORDER			DATE OF DELIVERY OR SERVICE		ARTICLE OR SERVICE <i>(Enter description, line number or contract or contract number and quantity, and other information about quantity)</i>		
QUANTITY			UNIT PRICE		AMOUNT		
13102106			MISS Lodging (backup detail attached)		300 65.00 32,500.00		
(When contract is awarded) (If necessary)			(Payment must NOT use the agency's funds)		TOTAL 32,500.00		
PAYMENT TO:			APPROVED FOR		DIFFERENCE		
<input type="checkbox"/> PROVISIONAL <input type="checkbox"/> CASH <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PREDETERMINED <input type="checkbox"/> ADVANCE			SECURED RATE -8 1.00		Amount verified, correct in (Type of note or in the field)		
PAYMENT TO:			TITLE		(Type of note or in the field)		
Payment is hereby made in full, and the payee is authorized to accept and prepare for payment.							
(Date) (Date of receipt of funds) (Date of receipt of funds)							
ACCREDITED CLASSIFICATION							
CHECK NUMBER			IN ACCOUNT WITH THE TREASURY		CHECK NUMBER		
CASH			DATE		PAYEE'S		
1			1		1		
1. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			2. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		3. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
4. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			5. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		6. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
7. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			8. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		9. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
10. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			11. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		12. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
13. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			14. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		15. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
16. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			17. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		18. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
19. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			20. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		21. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
22. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			23. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		24. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
25. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			26. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		27. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
28. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			29. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		30. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
31. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			32. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		33. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
34. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			35. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		36. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
37. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			38. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		39. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
40. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			41. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		42. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
43. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			44. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		45. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
46. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			47. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		48. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
49. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			50. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		51. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
52. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			53. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		54. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
55. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			56. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		57. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
58. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			59. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		60. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
61. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			62. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		63. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
64. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			65. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		66. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		
67. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.			68. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment.		69. When contract is awarded and receipt is received, the payee is authorized to accept and prepare for payment		

Appendix A. Figure 2. SF 1081-Voucher and Schedule of Withdrawals and Credits

STANDARD FORM 1081 Revised September 1982 Department of the Treasury ITPM 2-2500		VOUCHER AND SCHEDULE OF WITHDRAWALS AND CREDITS	
CHANGE AND CREDIT WILL BE REPORTED ON CUSTOMER AGENCY STATEMENT OF TRANSACTIONS FOR ACCOUNTING PERIOD ENDING _____		Transaction Date _____	
		Document No. _____	
CUSTOMER AGENCY		BILLING AGENCY	
Agency Location Code (ALC) _____	Customer Agency Voucher No. _____	Agency Location Code (ALC) _____	Billing Agency Voucher No. _____
DEPARTMENT BUREAU ADDRESS		DEPARTMENT BUREAU ADDRESS	
SUMMARY		SUMMARY	
APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT	APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT
<div style="text-align: center; font-size: 48px; opacity: 0.5;">SAMPLE ONLY</div>		<div style="text-align: center; font-size: 48px; opacity: 0.5;">SAMPLE ONLY</div>	
(MUST AGREE WITH BILLING AGENCY TOTAL) TOTAL		(MUST AGREE WITH BILLING AGENCY TOTAL) TOTAL	
Details of charges or reference to attached supporting documents			
BILLING AGENCY CONTACT: PREPARED BY _____ APPROVED BY _____ TELEPHONE NO. _____			
CERTIFICATION OF CUSTOMER OFFICE I certify that the items listed herein are correct and proper for payment from and to the appropriation(s) designated.			
_____ <i>(Date)</i>		_____ <i>(Authorized administrative or certifying officer)</i>	
_____ <i>(Telephone No.)</i>			
NSN 7540-00-034-4234 PREVIOUS EDITION NOT USABLE			

Appendix A. Figure 3. DD Form 250-Material Inspection and Receiving Report

MATERIAL INSPECTION AND RECEIVING REPORT										Form Approved OMB No. 0704-0248															
<p>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0248), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p><b>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS.</b>  <b>SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.</b></p>																									
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO.				ORDER NO.		6. INVOICE NO./DATE		7. PAGE OF		8. ACCEPTANCE POINT															
2. SHIPMENT NO.		3. DATE SHIPPED		4. B/L TCN		5. DISCOUNT TERMS																			
9. PRIME CONTRACTOR CODE				10. ADMINISTERED BY CODE																					
11. SHIPPED FROM (If other than 9) CODE				FOB:		12. PAYMENT WILL BE MADE BY CODE																			
13. SHIPPED TO CODE				14. MARKED FOR CODE																					
<table border="1"> <thead> <tr> <th>15. ITEM NO.</th> <th>16. STOCK/PART NO. <i>(Indicate number of shipping containers - type of container - container number.)</i></th> <th>DESCRIPTION</th> <th>17. QUANTITY SHIP/REC'D*</th> <th>18. UNIT</th> <th>19. UNIT PRICE</th> <th>20. AMOUNT</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>												15. ITEM NO.	16. STOCK/PART NO. <i>(Indicate number of shipping containers - type of container - container number.)</i>	DESCRIPTION	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT							
15. ITEM NO.	16. STOCK/PART NO. <i>(Indicate number of shipping containers - type of container - container number.)</i>	DESCRIPTION	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT																			
<b>21. CONTRACT QUALITY ASSURANCE</b> <b>a. ORIGIN</b> <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.						<b>b. DESTINATION</b> <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.																			
<b>22. RECEIVER'S USE</b> Quantities shown in column 17 were received in apparent good condition except as noted. DATE RECEIVED: _____ TYPED NAME: _____ TITLE: _____ MAILING ADDRESS: _____ COMMERCIAL TELEPHONE NUMBER: _____						SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____ DATE: _____ TYPED NAME: _____ TITLE: _____ MAILING ADDRESS: _____ COMMERCIAL TELEPHONE NUMBER: _____																			
<b>23. CONTRACTOR USE ONLY</b>     																									

DD FORM 250, AUG 2000

PREVIOUS EDITION IS OBSOLETE.

USAPA V4.00

APPENDIX B - Dining Facility Operating Procedures When feeding Non-Initial Entry Training (IET) Institutional Training Soldiers

1. The following operating procedures are to be utilized, as appropriate.
2. Army designated schools have the following responsibilities:
  - a. Issue an over-stamped/laminated, described in paragraph c(1) below; electronically prepared DD Form 714 (Meal Card) to each student within 5 business days of their arrival. An over-stamped copy of the Soldiers TDY/AT/ADT orders may be used until the meal cards are issued. Do not substitute a locally designed form in place of the DD Form 714.
  - b. Collect the over-stamped/laminated meal card when the student's TDY concludes at the training site.
  - c. Procedures for identifying meal entitlement:
    - (1) The over-stamping on the meal cards will identify the participant's meal authorization; MTSS-5 will indicate the participant is authorized dining facility meals Monday through Friday (5 days) excluding weekends and Federal holidays. MTSS- 7 will indicate the participants are authorized dining facility meals Monday through Sunday (7 days) including weekends and Federal holidays.
    - (2) Meal cards are best prepared in advance and issued by card number rather than by the individual's name. It may be color coded to differentiate school classes (dependent on class loads). Laminating cards preserves them for re-issue.
3. The Installation Food Program Manager (FPM) is responsible for the following:
  - a. Submit a reimbursement request through channels to the garrison DRM within 10 business days after the end of the month.
  - b. The reimbursement request will consist of the following documents:
    - (1) A memorandum requesting reimbursement.
    - (2) MTSS Headcount Summary Consolidated (generated from AFMIS).
    - (3) MTSS Debit/Credit Calculation Report (Excel spreadsheet).

c. The instructions for reimbursement identified in 3b above can be download from <http://www.quartermaster.army.mil/aces/index.html> and will be maintained in accordance with AR 25-400-2 and DA Pam 30-22.

4. Dining Facility Managers are responsible for the following:

a. Ensure meals for students are entered/recorded into the automated or manual headcount system by headcount personnel.

b. Brief headcounter in accordance with AR 30-22, DA Pam 30-22, this appendix, and local guidance.

5. Headcounters are responsible for the following:

a. Identify each Soldier's meal authorization by reviewing the following documents:

(1) Over-stamped/laminated meal card or over-stamped TDY/AT/ADT orders (up to five days from in-processing).

(2) Personal Identification (one of the following)

(a) Common Access Card (CAC)

(b) DD Form 2A (Military ID Card)

(c) Pictured State Driver License

b. Process each diner into appropriate headcount system (AFMIS or manual system) by using one of the following methods. See headcounter decision matrix at <http://www.quartermaster.army.mil/aces/index.html>.

(1) Automated entry with CAC (if the person knows his or her PIN) or DD Form 2A.

(2) Manual entry as a non-card diner (entry) when the PIN is unknown, when there is no reader for the DD Form 2A, or when using State driver's license. In these events the diner will sign a manual headcount form annotated to indicate the training course name.

(3) One-line entries to account for a group of diners are the exception for garrison dining and field training. Paragraph 3-25d, DA Pamphlet 30-22 describes instances where one-line entries are appropriate. The individual making a one-line entry must always ensure that every diner is authorized to eat without cash payment.

6. Closeout by the Headcounter at the conclusion of the meal:



a. Garrison Meal:

(1) At the conclusion of each meal, use AFMIS as the data source to enter total headcount by service component (Active Army, Army National Guard and Army Reserve) onto the memorandum/invoice for reimbursement along with a printed roster of names of the individuals served.

(2) For remote garrison feeding support when the dining facility earns headcount credit, enter headcount by service component into the appropriate meal served (Breakfast, Lunch, or Dinner for example). The request for support to include the individual course/class from the schoolhouse is required to support the data entry.

b. Operational/field meal: For operational rations support (MRE's and/or commercial box lunches) enter the total headcount into AFMIS. Both a memorandum of support and total headcount from the schoolhouse/course director by service component (Active Army, Army National Guard and Army Reserve) are required. Soldiers attending weekend training activities and who are on meal per diem (weekends and federal holidays) must pay cash for the provided operational/field meal. The cash payment for field meals will be in accordance with rates published annually by the DoD.

## Appendix C. Management Control Evaluation Checklist

1. Function. The function covered by this checklist is the administration, operation and management of Army lodging and government subsistence services in support of the Institutional Training mission.

2. Purpose. The purpose of this checklist is to assist school house and installation managers with the requirement to evaluate the key management controls listed below. It is not intended to cover all management controls. The checklist is specifically intended to ensure that critical processes operate as intended and that resources are safeguarded from fraud, waste, and misuse.

3. Instructions. Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, other). Answers which indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every two years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

4. Test Questions. The questions are specific to the functions and chapters indicated. (Negative answers indicate a management control weakness.)

### a. Lodging (Chapter 2)

(1) Is the lodging activity giving lodging priority to Army Soldiers attending Army Institutional Training?

(2) In developing source lists for commercial hotel contracts, was the distance from the installation main gate coordinated with the DCS, G-3/5/7?

(3) Is there an active lodging recall policy?

(4) Are monthly lodging charges for students reconciled and forwarded to the appropriate office for payment within 10 business days following the end of each month?

### b. Subsistence (Chapter 3)

(1) Is the garrison coordinating meal schedule requirements with the schoolhouse?

(2) Are appropriate and clearly identified meal cards being issued to Soldiers directed mess? Are meal cards over-printed with either MTSS-5 or MTSS-7? Are meal cards issued, controlled and accounted for in accordance with Chapter 3 of AR 600-38? Are the meal cards collected as part of out-processing?

(3) Is the headcounter following the Headcounter Decision Matrix at <http://www.quartermaster.army.mil/aces/index.html>?

(4) Is full and accurate information on diners being captured on meals for institutional training participants so that accurate reimbursement can be made?

(5) Is reimbursement of meals being calculated using the DoD Standard Meal Rate and the current Army Center of Excellence (ACES) spreadsheet at <http://www.quartermaster.army.mil/aces/index.html>?

(6) Are monthly subsistence charges for students reconciled and forwarded to the DRM for payment within 10 business days following the end of each month?

c. Resource Management (Chapter 5)

(1) Are the installation F account and the MPA open allotment (EOR 258A) being properly reimbursed for meals served in dining facilities (based on the actual headcount)?

(2) Are the monthly financial disbursement reports being forwarded to IMCOM, DCS, G-3/5/7, NGB and USARC?

5. Comments. Help to make this a better tool for evaluating management controls. Submit comments to HQDA, ODCS, G-37, ATTN: DAMO-TRI, 450 Army Pentagon, Washington, DC 2031-0450.