

## MEMORANDUM FOR Contingency Operations Units

SUBJECT: Standard Operating Procedure (SOP) for LOGCAP and FOB/MKT Dining Facility Operations

1. Purpose. This SOP establishes operational procedures applicable to Contingency Operations for Logistics Civilian Augmentation Program (LOGCAP) and Forward Operating Base (FOB) Dining Facilities for Order; Receipt; Inventory; Storage; Preparation; Serving, and Accountability of Class I.

2. References: Appropriate Regulations, DA Pamphlets, Technical Bulletins, Field Manuals and FRAGOs.

3. Responsibilities.

a. Combined Forces Land Component Command (CFLCC). CFLCC has Title 10 Authority for the AOR. Provides guidance on Class I issues and coordinates with ACES, DSCP and SPV on all Class I operations and end to end (E2E) supply line distribution.

b. Multi National Force – Iraq (MNF-I): MNF-I C-4 establishes sustainment plans, policies, and procedures for operational logistics support and services to sustain joint and coalition forces within the MNF-I area of responsibility and, on order, support the U.S. Embassy-Iraq. The MNF-I C-4 provides Class I operations oversight, policy and recommendations in accordance with appropriate regulatory policy or submit exception to policy to DA G4 through ACES, Ft Lee VA.

c. Multi National CORPS-Iraq (MNC-I): MNC-I coordinates Class I operations for LOGCAP dining facilities and FOBs/MKT sites. Provides review and consolidation of FOBs (Military Operated MKT Sites) Class I documents to CFLCC for order processing and distribution by SPV. Establishes Food Service Team to review, train and ensure COTRs and LOGCAP providers are performing their duties in accordance with regulations and directives. Consolidate headcount (HC) data and provide weekly or every 4 days to CFLCC in accordance with Headcount reporting procedures/SOPs.

d. Combined Joint Task Force (CJTF) 76: CJTF76 establishes sustainment plans, policies, and procedures for operational logistics support and services to sustain joint and coalition forces within the CJTF76 area of responsibility.

e. Joint Logistics Center (JLC): JLC coordinates Class I operations for LOGCAP dining facilities and FOBs/MKT sites. Provides review and consolidation of FOBs (Military Operated MKT Sites) Class I documents to CFLCC for order processing and distribution by SPV. Establishes Food Service Team to review, train and ensure COTRs and LOGCAP providers are performing their duties in accordance with regulations and directives. Consolidate headcount (HC) data and provide weekly or every 4 days to CFLCC in accordance with Headcount reporting procedures/SOPs.

f. Army Center of Excellence Subsistence (ACES): ACES is the Executive Agent (EA) for the Department of the Army 21 Day CONOPS Menu and UGR-A Supplemental Menu. ACES provides regulatory policy for Class I operations and accountability for Contingency Operations (CONOPS).

g. Defense Supply Center Philadelphia (DSCP): DLA has designated DSCP as EA for Class I Operations for DOD. DSCP provides Subsistence Prime Vendor (SPV) support to CONOPS area.

h. Unit Commanders: Commander's are responsible for the oversight of the LOGCAP dining facility operations and FOBs/MKT sites. Assign food service personnel to LOGCAP dining facilities to perform both headcount operations and Contract Officer Technical Representative (COTR) responsibilities. COTRs need to be placed on orders from DCMA and perform duties to ensure contract compliance.

i. Contracting Officer Technical Representative (COTR): COTRs are designated on orders by DCMA. COTRs perform food service operations oversight in assigned dining facility ensuring proper headcount, ordering, receiving inventory, storage, preparation and serving operations are in accordance with all regulations and directives. COTRs will validate and sign Headcount Report every four (4) days and validate, initial and date the Monthly Earning and Expenditure every ten (10) days for dining facility account status. Provide required reports to higher headquarters Food Service Office and KO on LOGCAP Provider duties and responsibilities and contract compliance. Efforts should be made to use senior NCO 92G's and 922A WO's in this capacity and to appoint on orders by DCMA. No KBR records will be removed from the dining facility; checks will be performed in the respective dining facility. (See enclosure 1 DCMA DFAC Checklist)

j. Quality Assurance/Performance Evaluators: Performance evaluators are an extension of the COTR's to perform evaluations on the contractor performance. Deficiencies are documented and submitted to the COTR or follow-up and resolution through DCMA. Efforts should be made to use military 92G's in this capacity and appointed on orders.

k. Subsistence Prime Vendor (SPV). SPV provides Class I distribution and order fulfillment in accordance with contract requirements.

l. LOGCAP Service Provider: LOGCAP Provider provides contract and management support for all LOGCAP dining facilities and LOGCAP FOB Food Service Operations in accordance with all directives. Performs all duties and requirements in accordance with regulations and other directives within the contract. Responsible for full food service operations to include procedures in ordering, receiving, storing, inventory control and management, prepares and serves Class I in support of authorized patrons.

#### 4. Operational Procedures.

a. Ordering. Follow DSCP Subsistence Total Ordering Receipt Electronic System (STORES) operation procedures utilizing the Stores Order Helper for both LOGCAP and FOB Operation. (See wire diagram enclosure 2 for LOGCAP order flow process. See wire diagram enclosure 3 for FOBs/MKT sites order flow process).

Note 1. LOGCAP Operations: See SPV operating procedures for NIS and Shortage items. In agreement with SPV, they will contact LOGCAP Dining Facilities and will send a substitute list for NIS items for approval by the LOGCAP Provider Manager; Manager will approve or disapprove substitute list and send back to SPV for Order Process.

Note 2. FOBs/MKT Operations: See SPV operating procedures for NIS and shortage items. SPV will provide CFLCC Food Service with substitute list for NIS items. CFLCC will coordinate with MNC-I on these items and any additional items being sent to FOB/MKT Sites for approval. MNC-I will approve or disapprove NIS and any add-on items and send back to CFLCC. CFLCC will coordinate with SPV on substitute items and approval or disapproval of any add-on items.

Note 3. FOBs/MKT Operations: See SPV operating procedures for NIS and shortage items. SPV will provide CJTF76/JLC Food Service with Substitute list for NIS items. CJTF76/JLC will coordinate with

appropriate units on these items and any additional items being sent for FOB/MKT sites for approval. CJTF76/JLC will approve or disapprove NIS and any add-on items and send back to SPV. CJTF76/JLC will coordinate with SPV on substitute items and approval or disapproval of any add-on items.

Note 4. LOGCAP Provider and FOBs will follow the SPV provided order frequency schedule for placing orders.

b. Receipt. SPV will provide both an electronic order invoice to the LOGCAP dining facility and the driver will have an additional copy for ration personnel to account for and sign the receipt for items received. Any missing/short items or items that are spoiled or not fit for consumption will be annotated in accordance with regulatory and TB MED policy.

Note 1. The contractor will review all items as they are unloaded from SPV truck and check off each item. Contractor will annotate any shortages on the invoice. COTRs will review procedures are being accomplished IAW policy/doctrine.

Note 2. The contractor will then input correct quantities received into STORES, ensuring that correct UOI are used for accounting for products. (Products may be requested in LBs; however, they may be accounted for by Case. i.e. 1000 Lbs Beef Diced Ordered by Contractor, 1000 LBs issued by SPV; Unit of Issue/measure: 50 Cases). This number must be what is entered into the STORES Adjusted Detail for correct payment and accountability. The STORES Adjusted Detail is used for Receipts/Expenditures on the Account Card (see Para. I, this SOP Accountability of Class I)

c. Fast Pay. Fast Pay is a system used to expedite payment to the SPV. The SPV fills orders and loads trucks according to dining facility order. Once the SPV trucks have departed the warehouse in route to the final destination, SPV will submit invoice to DSCP for payment. Once the STORES Adjusted Detail and signed dining facility ration invoice are received by DSCP they will be reconciled against Fast Pay invoice and any discrepancies will be adjusted and credit provided by SPV to the government.

Note 1: VETCOM disposition of subsistence. Forms will be filled out and liability for condemnation of Class I will be determined by KO using VETCOM and food service personnel (COTR) information and reports for either credit to the government or government liability and payment made to SPV. SPV will not be held liability for VETCOM determined unfit/ spoiled subsistence if it is a result of military escort or other situations. If the SPV is at fault this will be annotated on the invoice and Fast Pay credit will be accomplished by DSCP for the government. (See enclosure 4, Fast Pay Receipt Procedures For Iraq Only, Dated: 14 July 05).

Note 2: If LOGCAP Provider is found liable for loss of government subsistence, the COTR will provide documentation with VETCOM report with costs for subsistence condemned for KO to submit claim against LOGCAP Provider for reimbursement to government.

d. Inventory. LOGCAP Provider will conduct a 100 percent physical inventory upon receipt of issues and on weekly basis at a minimum. Inventory will be managed in accordance with appropriate directives, regulations and Field Manuals to maintain accountability and prevent loss of subsistence and funds.

e. Storage. LOGCAP and FOBs will maintain adequate storage in accordance with mission requirements and maintain proper rotation and documentation, consistent with good inventory and storage practices for rations received to prevent loss of subsistence.

f. Preparation. LOGCAP and Military Providers will prepare subsistence in accordance with recipe card, SOP or manufacturers instructions. Production Schedule and other subsistence accountability documents will be maintained in accordance with appropriate regulatory policy. **Progressive cooking techniques will be used in preparation of subsistence items.**

g. Serving. LOGCAP Provider will follow appropriate Armed Forces Recipe Card (TM 10-412) and SOPs for all serving sizes. Additional servings can be provided if requested by diner.

h. Headcount Procedures. These procedures provide a means for capturing the daily headcount by meal for meals consumed in the LOGCAP dining facility operations. Individual signatures are not required, but the headcount will be recorded into different categories as designated on Headcount Register (DA Form X). (See Enclosure 5 for Headcount Flow Process and Enclosure 6 for the Headcount Register Form and directions for completing the form).

(1) DFAC Headcount Register. The headcounter makes a tick mark under the appropriate category as each diner enters the facility.

(a) US Military. The headcounter will count all US military personnel in uniform without looking at their ID. If military personnel are not in uniform, then they must show their ID card before being counted.

(b) Mermite. The headcounter will count all mermite requests for unit pick and add totals and place number in this block. Each entry will be explained in the remarks column with number supported by category for each category of diner. (Example: 75 US Forces – 3<sup>rd</sup> ID B CO, 50 US Forces – 3<sup>rd</sup> ID A CO, 25 Coalition Forces = 150 Total)

(c) Coalition Forces. The headcounter will count all Coalition Force personnel in uniform without looking at their ID card. If coalition personnel are not in uniform, then they must show their ID card before being counted.

(d) DOD/DA Civilians. DOD civilian personnel in uniform can point to their nameplate on their uniform to be identified; otherwise they must show their ID card before being counted.

(e) DOD/DA Contractors. All contractors must show their ID card stating they are a DOD/DA contractor before being counted.

(f) AAFES Personnel. AAFES personnel will show their ID card.

(g) DFAC TCN & STAFF Personnel. Headcount will verify the number of TCNs and Staff on duty for the meal and entry the total number into the block or each TCN and Staff will come through the headcount desk and a tick will be placed on the box for each diner.

(2) Once the meal is complete or one category is completely filled with ticks, the headcounter will start a new form. At the end of the meal, the headcounter will add up the ticks from each category and record the number on that form for that category. If a clicker is used to count personnel, then the number from the clicker can be recorded under that category and the remaining space crossed off. The headcounter will add all categories together for a grand total number and then sign to verify the headcount numbers for that form only. The remaining space in each category will be crossed off to ensure no additional tick marks can be recorded. After all forms for that meal have been completed and signed, the headcounter turns them into the DFAC manager. **Note: The headcounter will add in any mermite meals the contractor provided in the appropriate column once documentation is verified and on file.**

(3) Headcount Record. This form compiles headcount data for each meal served by day. This form is used to consolidate the number of meals by category fed from the Headcount Register. The headcount will total each meal by category and enter it onto the Headcount Record after each meal in Section A. At the end of the final meal served for that day the Headcount and Dining Facility Manager will sign and date the form. All

categories of diners will be total for each meal and the total number will be placed into Section B in the block marked: Total (Transfer to Monthly Earnings and Expenditure Report). This is the number that will be used for calculating earning on the Monthly Earning and Expenditure Report for the dining facility. Section C the next block marked: Total Minus TCN STAFF (Transfer to Headcount Report) will be used for calculation of the Headcount Report. The Headcount Record will be used to transfer the entries by category of diner to the Headcount Report with the exception of DFAC TCN STAFF. Section C of the Headcount Record will match the total of Section B Line 9, 10, 11 and 12 of the Headcount Report for each meal (Breakfast, Lunch, Dinner, Midnight Meal)

**NOTE 1:** Deducting the TCN and Staff from the total number fed for each meal is accomplished because the US Government does not reimburse the LOGCAP Dining Facility provider for services provided for their personnel. However, we must account for the rations consumed by LOGCAP provider for their staff on the Monthly Earning and Expenditure Report to get an accurate account for subsistence issued and consumed by everyone subsisting in the dining facility for each meal served.

**NOTE 2:** The Headcount Report and the Monthly Earning and Expenditure Report will not match but both forms still must be checked and validated by the COTR.

(4) Headcount Report. This form compiles headcount data for each day and maintains four days of data at a time. A new form will be used every four days. The DFAC manager will enter data from Headcount Record (DA Form X) daily onto Headcount Report (DA Form XX). The COTR will verify and sign the Headcount Report every four days. The headcount report will maintain a running total of headcount for all meals by category, so that the last report for that reporting period will have the grand total of headcount by meal category. (See Enclosure 7 for the Headcount Report Form and directions for completing the form).

(a) Headcount will be reported to Higher Headquarters on the Financial Summary report. The higher headquarters will consolidate data on the Consolidated Headcount Report X (DA Form XXXXX) See Enclosure 7.

(b) The COTR will verify and sign the final monthly report and then forward a copy to next higher headquarters NLT the 5<sup>th</sup> day following the end of the reporting period. The contractor will maintain the original for the DFAC files.

(c) Higher Headquarters will forward a consolidated report to CFLCC NLT the 7<sup>th</sup> day following the end of the reporting period.

(d) CFLCC will send a consolidated report to the Army G4, ATTN: DALO-SMT NLT the 10<sup>th</sup> day following the reporting period and send a copy to ACES, Chief CSPD.

i. Accountability of Class I. This is to provide accountability of rations issued for support of mission requirements for LOGCAP dining facility operations. LOGCAP is considered by regulation to be the same as a garrison operation and account status is a major indicator of efficiency and compliance. These procedures provide a means for the tracking the monthly earnings and expenditures that the DFAC manager uses to report costs. (See Enclosure 8 for accounting flow process).

(1) Monthly Earnings and Expenditures Record. The Monthly Earnings and Expenditures Record (DA Form XXX), is the account card used to track these earnings and expenditures. The DFAC manager maintains this record daily by entering in the headcount data from the Headcount Record and calculating the allowance today and cumulative allowance. The receipts are entered in as issues on the day they are received by utilizing the STORES Adjusted Detail report at the dining facility. The STORES Adjusted Detail report has the DSCP Cost Recovery Rate (CRR) already include in the cost of goods. However, the dining facility manager will have to multiply the CRR (1.111) on the NIS/Substitute list. These invoices will then be totaled and added into the issues column of the Monthly Earnings and Expenditure Record. The COTR will reconcile the report against

the Headcount Report and receipts every 10 days and at the end of the accounting period. (See Enclosure 9 for this form and directions to complete the form).

(2) Higher Headquarters will consolidate the Monthly Earnings and Expenditure Record and the Inventory /Account Status Form data on the Consolidated Account Status Report XX (DA Form XXXXXX). See Enclosure 7

(3) After the record is reconciled at the end of the month, the COTR forwards a copy to next Higher Headquarters by the 5<sup>th</sup> day after the reporting period. Higher Headquarters will send a consolidated by DFAC roll-up to CFLCC by the 7<sup>th</sup> day after the reporting period. CFLCC will combine numbers from Kuwait and send their roll-up report to Army G4 and send a copy to ACES, Chief CSPD by the 10<sup>th</sup> day after the reporting period.

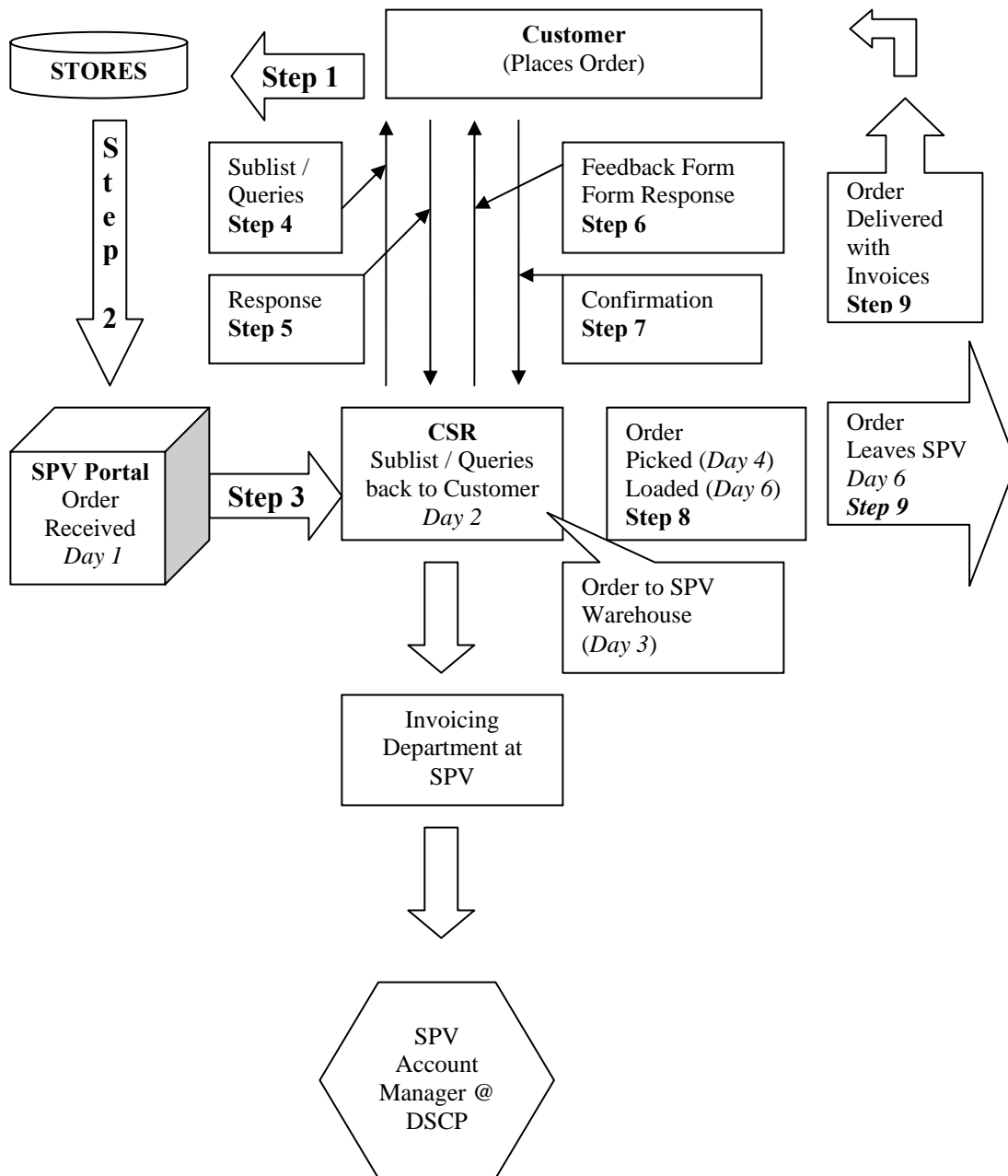
j. Warming and Cooling Beverage Support (WCBS). WCBS are used in support of mission and training requirements (i.e. to include but not limited to - guard duty; convoys; ranges; etc). Accountability for WCBS products must be accomplished for rations issued in support of mission requirements. LOGCAP, Sustainment, FOB and MKT site dining facility operations will request WCBS in accordance with AR and DA PAM 30-22 requirements for requesting support. Memorandum will be submitted with required information in the same procedures for Special Meal Requests.

(1). The Theater Food Advisor (Title 10 Authority) will coordinate approved items list for this support. The Theater Menu Board and members will determine the approved items list.

(2). DA Form 3161 will be used for accounting for subsistence items used to WCBS support requests. DA 3161 will be priced out by LOGCAP Contractor and signed by designated unit representative at the time of pickup. The total amount on the DA 3161 will be entered on the Monthly Earnings and Expenditure Record in the Total Issues column and deducted from the Cumulative Issues. These procedures provide a means for the tracking the monthly earnings and expenditures that the DFAC manager uses to report costs. (See Enclosure 8 for accounting flow process).

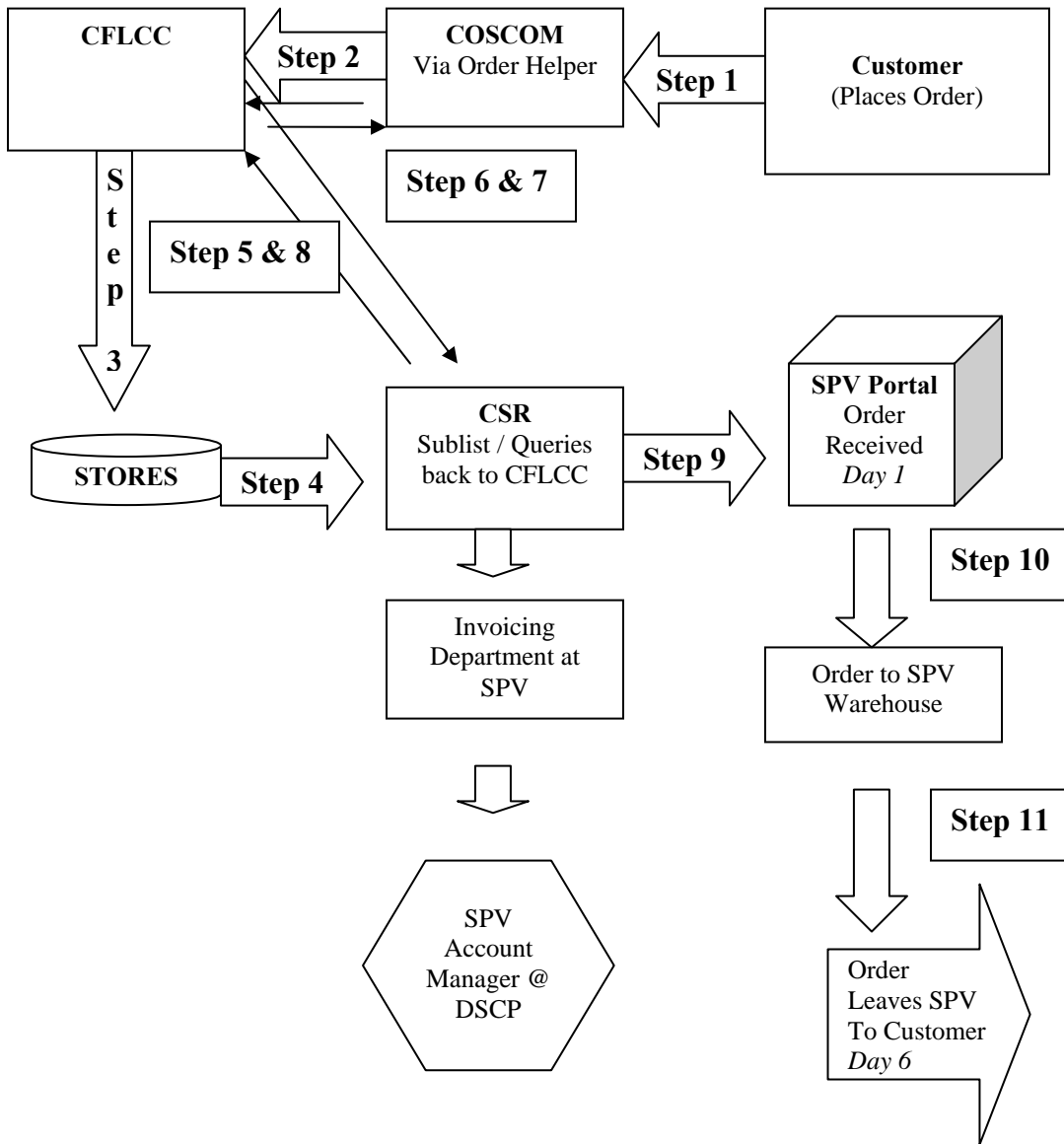
**Enclosure 1. DCMA DFAC Checklist**

## Enclosure 2. DFAC Ordering Flow Process





**Enclosure 3. MKT/FOB Ordering Flow Process**



**Note:**

- Step 5 – SPV contact CFLCC on NIS & Sub Items / Add-on Items**
- Step 6 – CFLCC contacts COSCOM on NIS & Sub Items / Add-on Items**
- Step 7 – COSCOM makes decision/recommendation on NIS & Sub Items / Add-on Items**
- Step 8 – CFLCC provides NIS & Sub Item / Add-on recommendation to SPV**

## ENCLOSURE 4

The following procedure does **NOT** apply to customers located in Qatar, Afghanistan and Kuwait who generate orders and receipt in AFMIS and import into STORES. All Iraq orders generated in AFMIS and imported into STORES that have a total dollar value of **over \$500K** are also not covered by this receipt procedure.

### **FAST PAY RECEIPT PROCEDURES FOR IRAQ ORDERS GENERATED IN AFMIS AND IMPORTED INTO STORES FOR UNDER \$500K.**

All orders for support in the Iraq Zone (IZ) will processed in AFMIS and imported into STORES. Most orders are normally placed approximately 10 days before the actual RDD.

Although it is the responsibility of the customer to do the STORES receipt, DSCP has agreed to assist the end user with the receipting process. This was initiated because insurgent conditions in the IZ have made it impractical to make timely payment based on evidence of government acceptance, as retrogrades with completed paper work are often delayed returning to Agility. This process is only applicable to purchase orders generated for support in Iraq that do NOT exceed \$500K. For these purchase order receipts they will be processed in AFMIS and also receipted in STORES All orders exceeding \$500K must be receipted by the customer in AFMIS and imported into STORES.

Once the trucks are loaded and doors sealed at Agility, it is Agility's responsibility to scan and email to DSCP a copy of the delivery ticket/invoice(s) included with the delivery. It is also Agility's responsibility to have the customer sign the invoice and annotate any changes, and then return in a timely manner a copy of the signed invoice to DSCP to hold on file. Upon receipt of the delivery ticket/invoice, it is DSCP's responsibility to do the INITIAL RECEIPT in STORES for the customer based on the information provided on the delivery ticket/invoice.

**PLEASE NOTE: DSCP will do the initial receipt in STORES; however, it is the customer's responsibility to do the receipt in AFMIS. Once the customer has completed the receipts in AFMIS he/she should NOT import their AFMIS receipts into STORES under this process. The customer's responsibility is to do any and all RECEIPT ADJUSTMENTS in STORES, based on the actual product they received at time of delivery.**

Please use the delivery ticket/invoice when you are verifying the actual quantities received. DSCP will receipt in STORES based on the delivery ticket/invoice quantities SPV stated they shipped. The customer must be aware that depending on the size of the order, there could be several trucks needed for delivery of one specific purchase order. Due to this fact, it might take a day or two to determine if all product ordered has been delivered and in the **quantities requested**. Before RECEIPT ADJUSTMENTS are completed in STORES, it is suggested customers verify all trucks associated with that particular purchase order have been received.

## ENCLOSURE 4

| Please be aware, it is very important that **STORES RECEIPT ADJUSTMENTS** be accomplished both timely and accurately to ensure you are **ONLY BILLED** for the product you receive.

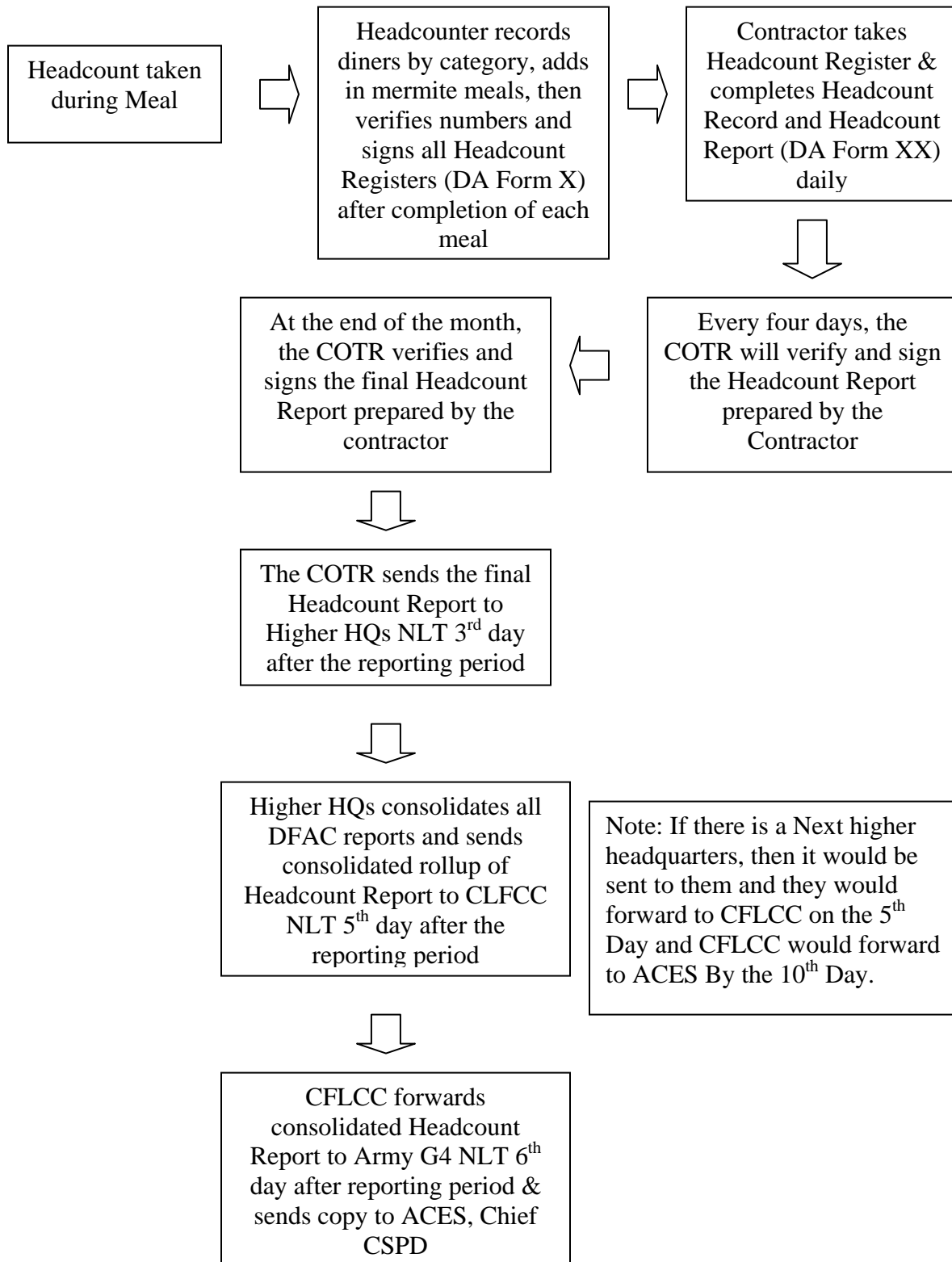
PLEASE NOTE: On a rare occasion, should you go into STORES to do RECEIPT ADJUSTMENTS and can not find the purchase order that would indicate DSCP has not completed the first time receipt. It is suggested you do the FIRST TIME/PENDING RECEIPT making all necessary quantity inputs based on product delivered. QUANTITY ORDERED IS NOT ALWAYS THE QUANTITY DELIVERED! Please make sure the quantity you receipt is accurate.

Additionally, to ensure the customer is rarely in a NIS situation, a substitution policy has been put in place. An automatic substitution list has been established by the Theater Food Advisor for some items; however, PWC will notify the DFAC on occasion to ask if an item can be used for substitution. When an item is sent as a substitute, it should not be added to your original STORES order. **Substitute items are listed on a separate invoice using a different contract/catalog number and are receipted by an Army LNO against a different purchase order number. If you add lines to your initial purchase order, or receipt an amount against an item with a LSN different than the item you originally ordered, you could be double billing yourself for the product. If the quantity on an original purchase order line shows a "0" as quantity shipped, please make sure you receipt for "0" and do NOT add a quantity on that line for a delivered substitute item.**

| When you receive an order that your DFAC placed in STORES it is YOUR responsibility to do either the receipt **in AFMIS** and/or receipt adjustments **in STORES**. Should you realize you do not have the storage availability for all the product you ordered and choose to pass it all or a portion of it to another DFAC (cherry picking), it is still your responsibility to do the receipt or receipt adjustments for the entire delivery based on what is actually on the delivery vehicles. Product can not be returned to **Agility**.

If you have any questions or concerns, please do not hesitate to let me know. My email address is [Joan.Hewes@dla.mil](mailto:Joan.Hewes@dla.mil)

## Enclosure 5 - Headcount Flow Process



**Enclosure 6 - Dining Facility Headcount Register**

<b>DINING FACILITY HEADCOUNT REGISTER</b>									
1. DINING FACILITY									
3. MEAL		<input type="checkbox"/> BREAKFAST		<input type="checkbox"/> LUNCH		<input type="checkbox"/> DINNER			
		<input type="checkbox"/> MIDNIGHT							
DINER CATEGORY									
U.S. ARMED FORCES			MERMITE	COALITION FORCES	DOD/DA CIVILIANS	DOD/DA CONTRACTORS		AAFES	DFAC TCN STAFF
TOTAL			TOTAL	TOTAL	TOTAL	TOTAL		TOTAL	TOTAL
Remarks:					<b>GRAND TOTAL OF MEALS CONSUMED THIS SHEET</b>				
					I certify all the information and totals on this sheet are accurate.				
					HEADCOUNTS NAME RANK AND SIGNATURE				
					DINING FACILITY MANAGERS NAME AND SIGNATURE				

## Enclosure 6 - Directions for Completing Headcount Register

### DIRECTIONS FOR USE OF THE DAILY HEADCOUNT REGISTER

Note: Before issuing the sheet to the headcounters, the contractor will complete the following blocks: Dining Facility Name, Date, and X the appropriate meal being served.

The COTR or military manager will brief the Headcounter on their duties to ensure they understand how to complete the form and identify personnel.

**U.S Armed Forces** are combined (Army, Air Force, Navy and Marines). U.S. Armed Forces can be counted by using a clicker as an alternate method of counting. Once the meal is complete, enter the total number of diners at the bottom of the register in the first total block under U.S Armed Forces. If a clicker is not used, headcounter will place a tick mark in the top left hand block under the U.S. Armed Forces. He/she will continue placing tick marks as more service members enter. After the fourth tick mark he/she will line through the four ticks indicating the fifth diner has entered (++++). **Each completed block indicates five diners.** Blocks will be completed from the top and from left to right. Each column represents 100 diners once all ticks are completed for that column.

**Mermite** are remote site meals served. Enter in the number of mermite meal served, the category they fall under and state that the numbers are included in the category total. Remarks block will be used to identify the Unit and number mermited for that meal.

**Coalition Forces** are any non-U.S Force. When any Coalition Force enters the facility the headcounter will place a tick mark in the appropriate block in the same manner described above.

**DOD / DA Civilians** possess an ID card that indicates such. Tick marks will be used for them.

**DOD / DA Contractors** are any contractor working for the U.S. and their ID card indicates such. Tick marks will be used for them.

**AAFES** employees will be identified and present ID cards that indicate they work for AAFES. Tick marks will be used for them.

**DFAC TCN EMPLOYEES** that work at the DFAC will be accounted for by using the tick mark method or placing the total number on duty in the block for that meal on the headcount register.

**Remarks Block** will be used to clarify any entry on the form.

Once the meal is complete, all columns will be added by the headcounter and totals will be annotated in the appropriate block, and the headcounter will sign the register. If there are multiple sheets for a meal, all sheets will be stapled together once the headcounter has verified and signed all of them.

# SAMPLE DOCUMENT

DINING FACILITY HEADCOUNT REGISTER									
1. DINING FACILITY					20060130				
DFAC 2									
3. MEAL		<input checked="" type="checkbox"/> BREAKFAST			<input type="checkbox"/> LUNCH			<input type="checkbox"/> DINNER	
		<input type="checkbox"/> MIDNIGHT							
DINER CATEGORY									
U.S. ARMED FORCES		MERMITE	COALITION FORCES	DOD/DA CIVILIANS	DOD/DA CONTRACTORS		AAFES	DFAC TCN STAFF	
798 Click		86							56
10 To Go									
TOTAL	808	TOTAL 86	TOTAL 45	TOTAL 55	TOTAL 185	TOTAL 55	TOTAL 56		
Remarks:					<b>GRAND TOTAL OF MEALS CONSUMED THIS SHEET</b>				
<i>Mermite support:</i> <i>A 502d IN -40 pax</i> <i>C 502d IN -46 pax</i>					1290				
					I certify all the information and totals on this sheet are accurate.				
					HEADCOUNTS NAME RANK AND SIGNATURE <i>Ted Neugent SPC</i>				
					DINING FACILITY MANAGERS NAME AND SIGNATURE <i>Jerry Garcia</i>				

**Enclosure 7 - Headcount Record**

**DAILY HEADCOUNT RECORD**

UNIT/ORGANIZATION				DATE
	BREAKFAST	LUNCH	DINNER	MID-NIGHT MEAL
<b>SECTION A</b>				
U. S. FORCES				
MERMITE				
COALITION FORCES				
DOD/DA CIVILIANS				
DOD/DA CONTRACTORS				
AAFES				
DFAC TCN STAFF				
OTHER				
OTHER				
OTHER				
OTHER				
<b>SECTION B</b>				
TOTAL (TRANSFER TO MONTHLY EARNINGS AND EXPENDITURE REPORT)				
<b>SECTION C</b>				
TOTAL MINUS TCN STAFF (TRANSFER TO HEADCOUNT REPORT)				
MANAGER'S SIGNATURE		COTR'S SIGNATURE		DATE



## Enclosure 8 - Directions for Completing Headcount Record

### DIRECTIONS FOR USE OF THE DAILY HEADCOUNT RECORD

Note: Before issuing the sheet to the headcounters, the contractor will complete the following blocks: Dining Facility Name and Date.

The COTR or military manager will brief the Headcounter on their duties to ensure they understand how to complete the form and identify personnel.

**SECTION A.** The headcount will total all sheets and enter this total into the appropriate diner category (US Forces, Mermite, Coalition Forces, DOD/DA Civilians, DOD/DA Contractors, AAFES, DFAC TCN & Staff, Cash and any other category of diner not identified will be placed in the Other Block and title appropriately.)

**SECTION B.** Total (Transfer to Monthly Earnings and Expenditure Report). Total column for each meal category of diner and place the total in this block. Note: This column includes all category of diners and is used to account for all meals fed in the dining facility and for transfer of data to the Monthly Earnings and Expenditure Report.

**SECTION C.** Total Minus TCN STAFF (Transfer to Headcount Report). Take the total from Section B for that meal and deduct the total from the DFAC TCN STAFF from Section A and place the total in this block. Note: This column includes all categories of diners with the exception of the DFAC TCN STAFF and this number will match the Headcount Report totals. This number is used for LOGCAP provider reimbursement for services performed. However, the US Government does not pay for services for LOGCAP employees (TCNs & Staff)

**Remarks Block** will be used to clarify any entry on the form.

The Headcount Record will be used to transfer the entries by category of diner to the Headcount Report with the exception of DFAC TCN STAFF. Section C of the Headcount Record will match the total of Section B Line 9, 10, 11 and 12 of the Headcount Report for each meal (Breakfast, Lunch, Dinner, Midnight Meal)

Once the day is complete and all entries made by the headcount the headcount and Dining Facility Manager will sign and date the form.

# Enclosure 9 - Headcount Report

HEADCOUNT REPORT									
1. MONTH AND YEAR				2. DINING FACILITY					
LINE	CATEGORY	MEAL	DATE (YYYYMMDD)	DATE (YYYYMMDD)	DATE (YYYYMMDD)	DATE (YYYYMMDD)	TOTAL OF COLUMNS b THRU e	TOTALS FROM LAST REPORT	CUMULATIVE TOTAL TO DATE
			HEADCOUNT b	HEADCOUNT c	HEADCOUNT d	HEADCOUNT e	f	g	h
SECTION A									
1	U.S ARMED FORCES	BRK							
		LUN							
		DIN							
		MNM							
2	MERMITE	BRK							
		LUN							
		DIN							
		MNM							
3	COALITION FORCES	BRK							
		LUN							
		DIN							
		MNM							
4	DOD CIVILIANS	BRK							
		LUN							
		DIN							
		MNM							
5	DOD/DA CONTRACTORS	BRK							
		LUN							
		DIN							
		MNM							
6	AAFES	BRK							
		LUN							
		DIN							
		MNM							
7		BRK							
		LUN							
		DIN							
		MNM							
8	CASH MEAL PAYMENT	BRK							
		LUN							
		DIN							
		MNM							
9	OTHER	BRK							
		LUN							
		DIN							
		MNM							
SECTION B									
10	TOTAL	BRK							
11	TOTAL	LUN							
12	TOTAL	DIN							
13	TOTAL	MNM							
3. REMARKS							<b>TOTALS</b>		

## Enclosure 10 - Directions for Completing Headcount Report

### INSTRUCTIONS FOR COMPLETING THE HEADCOUNT REPORT

1. Month and Year Enter the month and year of the current accounting period.
2. Dining Facility Enter the area and dining facility name.

#### Heading, Date, Columns b, c, d, and e

Enter date for which headcount is being reported. The dates are applicable to lines 1 through 8. If two months are reported, (For example, one report will be prepared for the 30<sup>th</sup> of the month and a second report for the 1<sup>st</sup> and 2<sup>nd</sup> of the following month).

#### Section A, Lines 1, Columns b, c, d, and e

Enter the headcount of all persons served under the appropriate meal by category of diner (breakfast, lunch, dinner, midnight meal).

#### Columns f, g, and h

Column f. Enter the total of columns b, c, d, and e.

Column g. Enter the total of column h from the last report if the report is from the same accounting period. For the first report of the accounting period, no data will be entered in this column.

Column h. Enter the total of columns f and g.

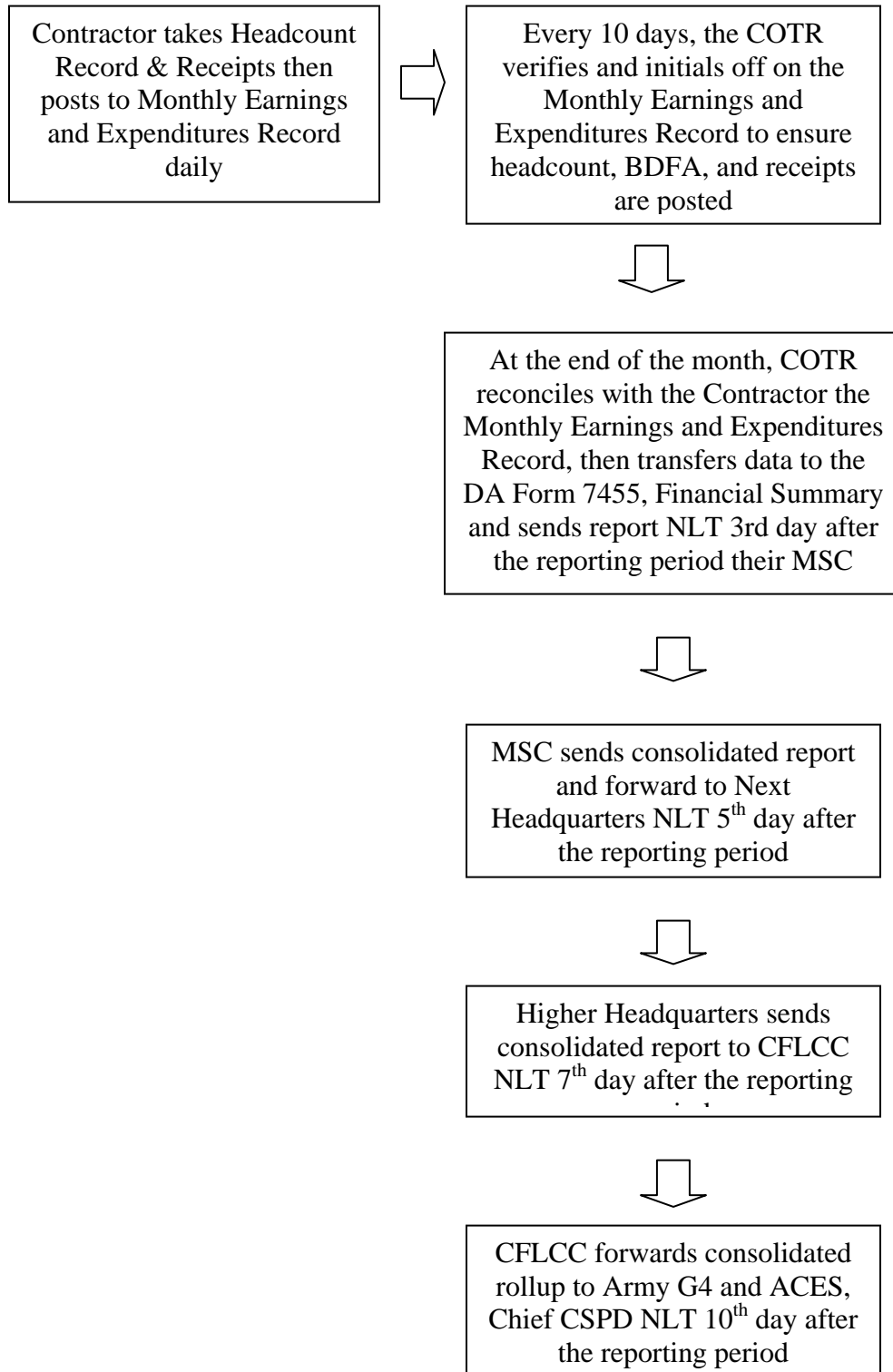
#### Section B, Lines 9, 10, 11, and 12

Enter the total of all the headcount reported in lines 1-8 for a specific date and by specific meal (breakfast, lunch, dinner, and midnight meal).

3. Remarks Enter any remarks applicable
4. Date Enter the date the form is signed.
5. Signature of the Dining Facility Manager. Type in the name and phone number of the Dining Facility Manager. The DFM will sign above their name.

Note: The COTR will initial the report every four days verifying that the headcount data is correct as recorded on the Headcount Registers and Headcount Record.

## Enclosure 11 - Monthly Earnings & Expenditures Record Flow Process



# Enclosure 12 - Monthly Earnings and Expenditures Record

MONTHLY EARNINGS AND EXPENDITURES RECORD									
For use of this form, see DA PAM 30-22: the proponent agency is DCS, G4.									
1. UNIT			2. ACCOUNTING PERIOD				3. BDFA		
4. BDFA BREAKOUT									
a. BREAKFAST		b. LUNCH		c. DINNER		d. MIDNIGHT		BEGINNING INVENTORY	
5. DINING FACILITY TRANSACTIONS									
a. DATE	b. BRK HEADCOUNT	c. LUN HEADCOUNT	d. DIN HEADCOUNT	d. MNM HEADCOUNT	f. ALLOWANCE TODAY	g. CUMULATIVE ALLOWANCE	h. TOTAL ISSUES	i. CUMULATIVE ISSUES	j. EARNINGS & EXPENDITURES STATUS TO DATE <small>IF COL g IS GREATER THAN COL i, ACCT IS UNDER SPENT (-). IF COL i IS GREATER THAN COL g, ACCT IS OVER SPENT (+).</small>

**Enclosure 12 - Monthly Earnings and Expenditures Record (Cont.)**

MONTHLY EARNINGS AND EXPENDITURES RECORD (CON'T)									
a. DATE	b. BRK HEADCOUNT	c. LUN HEADCOUNT	d. DIN HEADCOUNT	d. MNM HEADCOUNT	f. ALLOWANCE TODAY	g. CUMULATIVE ALLOWANCE	h. TOTAL ISSUES	i. CUMULATIVE ISSUES	j. EARNINGS & EXPENDITURES STATUS TO DATE

## Enclosure 13 - Directions for Completing the Monthly Earnings and Expenditures Record (Cont.)

### INSTRUCTIONS FOR COMPLETING MONTHLY EARNINGS AND EXPENDITURES RECORD

1. **Unit:** Enter the name and area of the dining facility.
2. **Accounting Period:** Enter the month and year of the accounting period.
3. **BDFFA:** Enter the dollar value of the Basic Daily Food Allowance for the current month.
4. **BDFFA Breakout:** Enter the BDFFA conversion for each meal by multiplying the BDFFA by the following percentages:

a. <b>Breakfast</b>	X20%
b. <b>Lunch</b>	X40%
c. <b>Dinner</b>	X40%
d. <b>Midnight Meal</b>	Same allowance as the Dinner Meal

If the total of the four meals does not exactly add up to the total BDFFA, an adjustment will be made to the dinner or midnight meal.

#### 5. DFAC Transactions:

- a. **Date:** Enter the date of the transaction.
- b. **Breakfast Headcount:** Enter the total headcount received for that meal.
- c. **Lunch Headcount:** Enter the total headcount received for that meal.
- d. **Dinner:** Enter the total headcount received for that meal.
- e. **Midnight Meal:** Enter the total headcount received for that meal.
- f. **Allowance Today:** Multiply the headcount, separately for each meal served that day, by the BDFFA (meal value) that corresponds with that meal. Then add the totals of each meal computation and enter the grand total in this column.
- g. **Cumulative Allowance:** Add the entry in column f to the previous entry in column g (on the line above). Enter the results in this column. If this is the first entry for the accounting period, enter the figure from col. f.
- h. **Total Issues:** Enter the total dollar amount of subsistence supplies (perishable and semi-perishable) received (issued to) in you facility on that date. Transfers will be included in this amount.  
**Note:** Dollar figure for all issues will be taken from the STORES Adjusted Detail figure for SPV Catalog Items. For NIS/Sub Items Catalog the Vendor Fast Pay Receipt dollar figure will be multiplied by 1.111 and this dollar figure will be added to the Stores Adjusted Detail figure and then placed in the Total Issues Column.
- i. **Cumulative Total:** Add entry in column h to previous entry in column i (on the line above). Enter the results in this column. If this is the first entry for the accounting period, enter the figure from column h.
- j. **Earnings & Expenditures Status to Date:** Figure the difference between column g and column i. If column g is greater than column i, the account is under spent. Place a (-) in front of that number. If column i is greater than column g, the account is over spent. Place a (+) in front of that number.