



DEPARTMENT OF THE ARMY
HEADQUARTERS, 80TH TRAINING COMMAND (TASS)
COLONEL ERNEST H. DERVISHIAN U.S. ARMY RESERVE CENTER
6700 STRATHMORE ROAD
NORTH CHESTERFIELD, VA 23237-1167

AFRC-TVA-LG

2 October 2018

MEMORANDUM FOR All Fort Devens Customers

SUBJECT: Contracted Dining Facility Standard Operating Procedure (SOP)

1. Purpose: To prescribe uniform procedure for the utilization of contracted dining facility services.
2. Scope: This operating procedure applies to all dining facility services.
3. Authority/Responsibility: This procedure is applicable to all Directorate of Plans, Training and Security personnel & Food Service Contract Officer Representative (COR).
4. Procedures:

a. Units requiring prepared meals support at Fort Devens should submit via e-mail the Meal Request Memo, DA 5913 and a submitted AFMIS request to the COR, SFC Robert Johnson at robert.a.johnson756.mil@mail.mil NLT 90 days prior to training dates and an approved AFMIS request must be received NLT 15 days prior to training dates. This Meal Request Memo identifies requirement requests for subsistence from the Contract Dining Facility (CDF) and will identify the requesting unit POC by name and phone number. The requesting unit POC will contact the CDF Contracting Officer Representative (COR) 72 hours in advance of first meal to finalize request with last minute changes and determine actual serving times. Requested changes made less than 72 hours prior to utilization will not be filled.

b. Meal Cards for use During the Period of Support Requested for RTSM patrons. Meal cards will be issued upon arrival by the RTSM Staff.

c. Patron Control.

(1). Normally, only one meal is authorized for each 8 hours of scheduled training. However, when circumstances warrant (reference AR 30-1) an additional meal for unit or individual(s) may be authorized. If a second meal is requested, the requesting unit's training schedule must accompany the additional meal request.

(2). It will be the responsibility of the unit to place command emphasis on ensuring that maximum patron participation is accomplished based on meals requested. Units which have a patron participation of less than 90% of actual meals requested will be required to respond by formal endorsement through command channels addressing the difference in headcount requested for support versus the head count served. If a unit's participation is less than 90% for two months in a row, meal service can be denied, resulting in the requesting unit to eat MRE's.

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d. Each unit will designate a headcount person and will verify the patron's meal for date of support and the patron's Military Identification Card, diner will then sign the DA 3032 that correlates with their unit. At the completion of each meal the unit representative will return the completed DA 3032 to the COR. The COR will provide the DA 3032.

e. Patron Pay Procedures. Cash collection is not authorized as this is not a Full Service DFAC. USAR Enlisted Personnel (Non-AGR) not in a Per Diem status will eat at no cost, i.e. SIK, AGR during AT status will dine at no cost, since their separate rations or rations not available status should have been withdrawn, IAW AR 30-21.

f. Procedures. Units training at Fort Devens which do not have organic mess capability will request meal support by submission of a CDF Ration Request Memo, DA 5913 and approved AFMIS to the CDF 90 days prior to training, identifying dates of meals to be supported and number of personnel to be supported. In requesting meals, units should request meals only for enlisted personnel to be supported. The subsistence request should identify a "Requesting Unit Point of Contact" (POC) who will be the coordination for the meal support. The POC will coordinate with the CDF COR, phone number (804)709-7684 within 72 hours prior to the requested support to finalize the numbers of personnel to be supported, coordinate actual serving times, etc.

g. Contract Dining Facility Hours. CDF Dining Hours will be: B-0630-0800, L-1130-1300, and D-1630-1800.

h. The CDF is considered an open mess dining facility, in support of students attending the RTS-M, and to support any USAR unit training at Fort Devens not having dining facility support for any or all of their training period. The CDF will also support any individual on travel status to Fort Devens outside of a 50-mile radius of Fort Devens. Enlisted personnel authorized to travel within a 50-mile radius of Fort Devens can subsist at "no cost".

i. Examples of authorized meals based upon an approved unit training schedule.

Training Assembly		Dismiss	Meals
MUTA 2	0800	1700	1
MUTA 3	0800 SAT	1700 SAT	1
	0800 SUN	1200 SUN	0
MUTA 4	0800 SAT	1700 SAT	1
	0800 SUN	1700 SUN	1
MUTA 5	1700 FRI	2200 FRI	0
	0800 SAT	1700 SAT	1
	0800 SUN	1700 SUN	1

MUTA 3 *	0800 SAT thru 1200 SUN	3
MUTA 4 *	0800 SAT thru 1700 SUN	4
MUTA 5 *	1700 FRI thru 1700 SUN	6

*Indicates Overnight IDT

- j. Soldiers performing RST will not be authorized to eat at the dining facility, while performing RST, as an AFMIS request was not created for the dining facility usage.
- k. Soldiers on individual Annual Training orders will have orders read: "Meals not available" and will receive per diem unless a group of Soldiers 10 or more Soldiers are conducting Annual Training at one time and the request for meals has been submitted in the timeframe detailed above.
- l. Reference: Army Regulation 30-22 and Army Pam 30-22.
- m. POC for this SOP is SFC Johnson, Robert COR at (804)709-7684 or robert.a.johnson756.mil@mail.mil.

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