

8 August 2007

Food Program

THE ARMY FOOD PROGRAM

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**\*This supplement supersedes AK Suppl 1 to AR 30-22, 1 November 2005**

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For the Director, IMCOM-Korea

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**Summary.** This supplement prescribes the garrison feeding, field feeding, and subsistence supply operations for the Army in Korea (AK) appropriated fund food program.

**Applicability.** This supplement applies to all AK personnel, subordinate commands, assigned or attached units, and tenant units.

**Supplementation.** Issue of further supplements to this regulation and issuance of command and local forms are prohibited unless prior approval is obtained from HQ IMCOM-Korea (IMKO-LOD-FS), Unit #15742, APO AP 96205-5742. This supplement is automatically canceled by the publication of the next update of AR 30-22.

**Forms.** AK forms are available at <http://www-hr.korea.army.mil/>.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Records titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this supplement is the HQ IMCOM-Korea (IMKO-LOD-FS). Users are invited to send comments and suggestions on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ IMCOM-Korea (IMKO-LOD-FS), Unit #15742, APO AP 96205-5742.

**Distribution.** Electronic Media Only.

AR 30-22, 10 May 2005, is supplemented as follows:

**Chapter 3. Garrison Food Service Operations.** Add the following sentences after end of Garrison Food Service Operation's introductory:

Dining Facility Managers (DFM) or assigned Food Operations Sergeants (FOS) operating and managing garrison dining facilities (DFAC) within Installation Management Command Korea Region (IMCOM-Korea) will ensure that multilingual signs are up to date, posted conspicuously, and publicize work schedules, cleaning schedules, hand-washing requirements, and clearly identify "No Smoking" and "Authorized Personnel Only" areas.

**Paragraph 3-1, Responsibilities of Installation Commanders.** Add the following sentences at the end of subparagraph 3-1a:

A Quarterly Food Service Management Board (FSMB) will be established within each U.S. Army Garrison (USAG). All tenant units within the USAG will be notified of the board. Minutes will be forwarded to HQ IMCOM-Korea (IMKO-LOD-FS), Unit #15742, APO AP 96205-5742.

**Paragraph 3-3, Establishing an Army Dining Facility.** Add following sentence at the end of 3-3:

Requests to establish a unit or consolidated DFAC will be submitted by the unit or organization Commander through the Garrison Commander to the Food Service Branch, Logistics Division, IMCOM-Korea for the Director, IMCOM-Korea approval.

**Paragraph 3-8, Utilization Review.** Add subparagraph 3-8c after subparagraph 3-8b:

3-8c. A copy of the USAG's annual review, documenting the utilization rate of each DFAC, will be forwarded to HQ IMCOM-Korea (IMKO-LOD-FS), Unit #15742, APO AP 96205-5742. Proposed or scheduled disestablishment, realignment or consolidation of dining facilities will also be summarized by the USAG Food Program Manager (FPM) and forwarded to HQ IMCOM-Korea as an addendum to the Utilization Review Report.

**Paragraph 3-14, Operational Review Requirements.** Add the following sentence at the end of subparagraph 3-14b:

Requisitioning, receiving and physical security reviews will be conducted quarterly.

**Paragraph 3-15, Installation Food Service Financial Management.** Add the following sentence at the end of subparagraph 3-15a:

A summary of the mid-year review of all DFACs on the installation, to include plans that developed by responsible FOS and reviewed by Food Service Technician (FST)/Senior

FOS to ensure overspent DFACs end the fiscal year at zero or under spent status, will be forwarded to HQ IMCOM-Korea (IMKO-LOD-FS), Unit #15742, APO AP 96205-5742.

**Paragraph 3-17, Report of Survey Instructions.** Add the following sentence at the end of subparagraph 3-17c:

Any DD Form 200, Financial Liability Investigation of Property Loss, initiated for a loss over \$4,000 will be copy furnished through command channels to HQ IMCOM-Korea (IMKO-LOD-FS), Unit #15742, APO AP 96205-5742.

**Paragraph 3-19, Responsibilities of Unit and Organization Commanders.** Add subparagraph 3-19c after subparagraph 3-19b:

3-19c. The Responsible Unit Food Advisory Personnel will conduct unannounced evaluations of DFAC operations on a monthly basis. A written summary of findings, to include the evaluation checklist, will be provided to the unit or organizational commander responsible for the operation of the DFAC. A copy will be maintained in the operational files by the responsible FOS or DFM.

**Paragraph 3-22, Menu Planning and Nutrition Requirements.** Add subparagraph 3-22d after subparagraph 3-22c:

3-22d. An Enlisted Dining Facility Advisory Council will be conducted on a monthly basis. Minutes of the council meeting will be conspicuously posted within the DFAC for diner review. DFACs that serve Korean Augmentation to the United State Army (KATUSA) Soldiers will include a minimum of one KATUSA on the DFAC council.

**Paragraph 3-26, Headcount Policies.** Add subparagraph 3-26a(4)(e), 3-26a(4)(f), 3-26a(4)(g), 3-26a(4)(h) and 3-26a(4)(i) to include note after subparagraph 3-26a(4)(d):

3-26a(4)(e) A separate DA Form 3032 (Signature Headcount Sheet) will be used for each category of foreign national and military personnel subsisted in Army appropriated fund (APF) DFACs. Categories are listed in the table below.

3-26a(4)(f) KATUSA, Republic of Korea (ROK), and United Nations Honor Guard (HQ UNC) personnel will sign a separate DA Form 3032 annotated with their respective identification card over stamp abbreviation in the diner category block.

3-26a(4)(g) All other personnel listed below will sign a separate DA Form 3032 annotated with their respective meal card over-stamp abbreviation in the "reimbursement" diner category block.

Categories of subsisted personnel and their authorizations		
<u>CATEGORY</u>	<u>MEAL CARD OVERSTAMP SYMBOL</u>	<u>AGENCY RECEIVING BILLING</u>
KATUSA	USE OF KATUSA ID CARD ILO MEAL CARD	Military Personnel, Army (MPA); reported separately from other MPA funded meals
Honor Guard of UNC/CFC/USFK/8 <sup>th</sup> US Army/Republic of Korea Armed Forces	HQ, United Nations Command (UNC)	MPA (ROK military reported separately from other MPA funded member assigned meals) to UNC/CFC/USFK/8 <sup>th</sup> US Army Honor Guard
United Nations Military		Applicable UNC liaison Group
Thailand	UNCSPT-TH	
Philippines	UNCSPT-PH	
Canada	UNCSPT-CA	
Australia	UNCSPT-AU	
United Kingdom	UNCSPT-UK	
Military member of ROK Armed Forces or ROK civilian assigned or attached for planning or conducting exercises	MNDSPT	ROK Ministry of National Defense (ROK-MND)
Military member of ROK Armed Forces assigned to Combined Forces Command (CFC)	CFCSPT	Combined Forces Command
Korean Service Corps (KSC)*	KSCSPT	Eighth Army, G3

3-26a(4)(h) KATUSA Soldiers will not be issued meal cards. Their Identification (ID) card will be used for identification/authorization to subsist. The last four digits of the ID card number (Remarks column back side) will be annotated as the meal card number on DA Form 3032.

3-26a(4)(i) Local National Personnel (ROK, KATUSA, etc.) may sign DA Form 3032, signature headcount sheet, in either English or Korean (Hangul).

\* Note: Orders from the Korean Support Corps (KSC) Command assigning them to Eighth U.S. Army for ration support will be used in lieu of meal cards. Eighth U.S. Army G3 will approve the orders assigning the KSC personnel to Eighth U.S. Army. IMCOM-Korea will approve the use of these orders in lieu of meal cards. The period of ration support in Army APF must be indicated on the orders.

**Paragraph 3-28, Headcount Summary.** Add following sentence at the end of 3-28:

All DFACs will maintain AK Form 30-22-R-E, Continuation Sheet to DA Form 2970, Headcount Report, to account for KATUSAs and each of the allied nations' reimbursable categories. The FOS/DFM will submit this form to the supporting Troop Issue Support Activity (TISA) to allow for proper reimbursement to the US government. A copy will also be maintained in DFAC files. When consolidating headcount data from the AK Form 30-22-R-E for input into Army Food Service Management Information System (AFMIS) Headcount/Cash Collected Report (PCN AJK-A01), the following procedures will apply:

(1) KATUSA headcount will be reported on the line listed as **OTHERS**.

(2) Headcounts from lines 16.1 thru 16.8 on AK Form 30-22-R-E will be totaled and reported on the line listed as **FAO ACTION**.

**Paragraph 3-31, Basic Daily Food Allowance (BDFa).** Add subparagraph 3-31e after subparagraph 3-31d:

3-31e. Special food allowances will be provided as follows:

(1) All DFACs will receive a special food allowance for locally procured Fresh Fruits and Vegetables (FF&Vs). Excess cost for FF&V will be computed by the TISA for each issue and posted to each DFAC's account using menu option Customer Operations, found in the Account Credit Sub-function and Account Credit Create for specific DFAC, Option "Vendor." The excess cost credit will be processed using the "Vendor" on screen Account Credit Create for specific DFAC. Computation of excess costs will be as follows:

(a) Determine the price difference between the local purchase price and the C8900PL/Defense Subsistence Office (DSO) price for each FF&V item issued.

(b) Multiply each price difference by the total amount of the item issued for that day. These results represent the excess costs to be posted as a credit.

(c) Excess costs determined above are posted to the DFAC account using Option Account Credit in Customer Operations. If more than one item requires excess cost credit, compute and total ALL excess costs for the day to create a single entry to the account.

(d) If the final issue for the month is made on the last working day, the excess credit must be computed and entered on the account card.

(2) A 15% supplemental allowance is authorized for all DFACs subsisting KATUSA and ROK personnel on a continuing basis, including major training exercises. The allowance is calculated on a weekly basis based on the number of KATUSA and/or ROK personnel subsisted, and will be applied as a credit for Kimchi, hot pepper and bean paste, tofu, Dangmyen-Japchae and seaweed products. Sample calculation is as follows:

(a) Number of KATUSA/ROK personnel subsisted from AK Form 30-22-R-E will be converted to man-days fed.

Breakfast 73 personnel x .30 (BDFA %) = 21.9 man-days fed  
Lunch 118 personnel x .40 (BDFA %) = 47.2 man-days fed  
Dinner 98 personnel x .30 (BDFA %) = 29.4 man-days fed  
Total = 99 man-days fed

Number of man-days fed will be applied to 15% of the current BDFA (\$10.50), i.e. 99 man-days fed x \$1.58 = \$156.42 credit.

(b) Enter the special food allowance credit to the DFAC account using Account Credit Sub-function, Option Account Credit Create for specific DFAC "Kimchi" under Customer Operations.

(c) The food allowance for ROK/KATUSA specific feeding requirements will be accomplished on a weekly basis. FOS must be aware that the credit for the last week of the month, or part thereof, will not appear on the current month's account, but will be posted to the following month's account.

**Paragraph 3-34, Subsisting Personnel.** Add subparagraph 3-34b (3) (d) and (e) after subparagraph 3-34b (3) (c):

3-34b(3)(d). AK and IMCOM-Korea food service staffs including USAGs and their on-duty supervisors are authorized to subsist on a cash meal basis in IMCOM-Korea APF DFACs.

3-34b(3)(e). Subsistence support for KATUSAs to include Republic of Korea Army (ROKA) Noncommissioned Officers (NCO) assigned to United States Forces Korea (USFK) units as KATUSA staff and United Nations Command (UNC)/USFK/Eighth U.S. Army Honor Guard to include ROKA NCOs assigned to UNC/USFK/ Eighth U.S. Army as Honor Guard staff is a US government responsibility and is specifically addressed in paragraph 6-16, Eighth U.S. Army Regulation 600-2 ROKA Personnel with the United States Army, 20 Sep 00 and Article II – Purpose; Mutual Logistics Support Agreement USG-RKG-001 between USFK and ROK Ministry of National Defense concerning

Subsistence Support to certain ROK/USFK personnel, 16 Aug 95. See paragraphs 3-26 and 3-28 for procedures.

**Paragraph 3-44, Other Special Situations.** Add subparagraph 3-44l (1) (aa) after subparagraph 3-44l (1) (a):

3-44l(1)(aa) Army units are only authorized one (1) organizational day each year. This authorization may be extended to include units no lower than company level when authorized in writing by the Garrison Commander as part of his garrison food program.

**Paragraph 3-45, Equipment Replacement.** Add subparagraph 3-45d (1) after subparagraph 3-45d:

3-45d(1) Quality Deficiency Reports, SF 368, will be submitted through the respective Garrison FPM to IMCOM-Korea for review and submission to Defense Supply Center Philadelphia (ATTN: DISC-VAB), 700 Robbins Ave. Philadelphia, PA 19111 and Army Center of Excellence Subsistence Facilities and Equipment Division, USAQMC&S, 1201 22<sup>nd</sup> Street, Bldg 5000, Fort Lee, VA 23801.

**Paragraph 3-46, The Philip A. Connelly Awards Program.** Add subparagraph 3-46d (1)d, after subparagraph 3-46d(1)c and add subparagraph 3-46g and 3-46h after subparagraph 3-46f:

3-46d(1)d. Garrison DFAC nominations for Small and Large Garrison Categories will be submitted by each USAG. USAG will include in their evaluation all tenant units' DFAC within their respective garrison. Eighth U.S. Army nominates units in the Active Field Kitchen Category.

3-46g. Establish a USAG Chef of the Quarter Board for Corporal and above and Specialist (SPC) and below categories that includes all tenant units within the USAG. Winner, or runner-up if winner is unavailable, will attend the IMCOM-Korea Chef of the Quarter Board for Corporal and above and SPC and below categories.

3-46h. Garrison Commanders will ensure that all garrison DFACs and their staff are encouraged and accorded an opportunity to participate in all Food Service Awards Programs to include Culinary Arts Workshop/Competition, Philip A. Connelly Awards Program, Best DFAC Competitions, Holiday Decoration Competitions, etc. USAG FPM will provide to the Garrison Commander a semi-annual by-facility listing of participating and non-participating units and organizations in memorandum form. A copy will be forwarded to IMCOM-Korea Food Service Branch (IMKO-LOD-FS).

**Paragraph 3-52, Food Recovery Program.** Add subparagraph 3-52(f) after subparagraph 3-52(e):

3-52(f) One copy will be provided to HQ Eighth U.S. Army, G4 (EAGD-SO-FS) and HQ IMCOM-Korea (IMKO-LOD-FS)

**Paragraph 3-54, Food Service Management Boards.** Add subparagraph 3-54a(4), after subparagraph 3-54a(3):

3-54a(4). A joint IMCOM-Korea/Eighth US Army FSMB will be held quarterly. IMCOM-Korea will publish the date and location at least 30 days in advance of the Board.

**Paragraph 3-55, Food Safety and Nutrition Training.** Add the following sentences after end of paragraph 3-55a:

USAG FPMs, in conjunction with the USFK Chief Medical Officer or Nutrition Consultant in AK are responsible for the formulation and implementation of nutrition education programs. IMCOM-Korea FPM will provide National Nutrition Month suggested program information to USAG FPMs and unit food advisory personnel. Food advisory personnel from tenant units that operate the DFACs conduct this training and are responsible for publicizing nutrition information to tenant units.

**Paragraph 3-57, Menu Standards.** Add subparagraph 3-57(d) after subparagraph 3-57(c):

3-57-(d) A minimum of two Kimchi choices, sticky (Cal-rose) rice, hot pepper paste, bean paste, tofu, and seaweed products will be served for all Breakfast, Lunch, Dinner, Brunch and Supper meals in all DFACs feeding ROK/KATUSA Soldiers. This includes midnight meals (night dinner) when authorized.

**Paragraph 4-6, Unit Basic Load (UBL).** Add subparagraph 4-6d after subparagraph 4-6c:

4-6d. All Eighth U.S. Army/IMCOM-Korea units, organizations, or activities are authorized and will maintain a UBL of nine (9) meals of Meals, Ready to Eat (MRE) for each military and civilian person authorized including KATUSA and Department of the Army Civilian, assigned or attached for a period of more than 60 days.

(1) To accommodate rotation of UBL MREs in AFMIS, TISAs will use the process to add a customer and complete screen AJK-724 using the following information:

TRANSACTION	FY05 & Beyond
Issue to Unit PBO & Turn-In to TISA	USE DODAAC – YAAUBL USE APC CODE – 9GAS

(2) All Subsistence Supply Managers will maintain a list of units, locations, quantity turned-in, quantity issued, date of pack, and date rotated for all MREs.

**Paragraph 4-7, Special Food Allowance.** Add subparagraph 4-7f after subparagraph 4-7e:

4-7f. A special food allowance in support of ROK/KATUSA subsistence requirements will be provided to all DFACs that subsist ROK/KATUSA Soldiers. An allowance which covers the costs of locally procured Kimchi, hot pepper and bean paste, tofu, Dangmyen-Japchae and seaweed products will be provided to all DFACs. See paragraph 3-31 for procedures.

**Glossary.** Add the following abbreviations to Section I Abbreviations in alphabetical order:

**AFMIS**

Army Food Management Information System

**AK**

Army in Korea

**APF**

Appropriated Fund

**BDFA**

Basic Daily Food Allowance

**DFAC**

Dining Facility

**DFM**

Dining Facility Manager

**FF&V**

Fresh Fruits & Vegetables

**FOS**

Food Operations Sergeant

**FPM**

Food Program Manager

**FSO**

Food Service Officer

**FST**

Food Service Technician

**HQ**

Headquarters

**ID**

Identification

**IMCOM-Korea**

Installation Management Command – Korea Region

**KATUSA**

Korean Augmentation to the United States Army

**KSC**

Korean Service Corps

**MRE**

Meals, Ready-to-Eat

**NCO**

Noncommissioned Officer

**PBO**

Property Book Officer

**QDR**

Quality Deficiency Report

**ROK**

Republic of Korea

**ROKA**

Republic of Korea Army

**SPC**

Specialist

**SSM**

Subsistence Supply Manager

**TISA**

Troop Issue Subsistence Activity

**UBL**

Unit Basic Load

**UNC**

United Nations Command

**USAG**

U.S. Army Garrison