

CULINARY OPERATIONS MANAGEMENT



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Subj: CULINARY OPERATIONS MANAGEMENT

- Ref:
- (a) Coast Guard Dining Facility Administration Management, CGTTP 4-11.17
 - (b) CGDF Admin Management Job Aids Folder, CGTTP 4-11.17 (CS Portal)
 - (c) Food Safety and Sanitation Program TTP, CGTTP 4-11.12 (CS Portal)
 - (d) FSMS Guidelines, Training and Common Core Job Aids and Procedures
 - (e) Certifying and Disbursing Manual, COMDTINST M7210.1 (series)
 - (f) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
 - (g) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (h) Physical Security and Force Protection Program, COMDTINST M5530.1 (series)
 - (i) Coast Guard Quarantinable Communicable Disease and Pandemic Policy, COMDTINST M3121.2 (series)
 - (j) DHS Purchase Card Manual
 - (k) Records & Information Management Program Roles and Responsibilities, COMDTINST 5212.12 (series)
 - (l) Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)
 - (m) Uniform Regulations, COMDTINST M1020.6 (series)
 - (n) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
 - (o) Military Assignments And Authorized Absences, COMDTINST M1000.8 (series)
 - (p) Coast Guard Incident Management Handbook, COMDTPUB P3120.17 (series)
 - (q) Tri-Service Food Code, NAVMED P-5010-1 (series)
 - (r) Executive Memorandum 3118365
 - (s) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
 - (t) Joint Federal Travel Regulations (JFTR)
 - (u) Personal Property Management Manual, COMDTINST M4500.5 (series)
 - (v) DHS Head of Contracting Activity's Simplified Acquisition Procedures Guidebook
 - (w) Management's Responsibility for Internal Control, COMDTINST 5200.10 (series)
 - (x) Administrative Investigations Manual, COMDTINST M5830.1 (series)
 - (y) Financial Resource Management Manual, COMDTINST M7100.3 (series)
 - (z) Federal Acquisition Regulations Volumes I and II

1. PURPOSE. This Instruction promulgates policies, and standards for culinary operations and support of Coast Guard Dining Facilities (CGDF).

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, chief of headquarter directorates must comply with the policies contained.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. Coast Guard Food Service Manual, COMDTINST M4061.5A, is hereby canceled.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. Major changes to this Instruction include policy guidance for Coast Guard Dining Facilities (CGDF), Culinary Support Activities (CSA), Centralized Kitchen Areas (CKA), addition of the Culinary Product Line (CPL), Culinary Support Branch (CSB), removal of forms and Techniques, Tactics, and Procedures (TTP).
7. IMPACT ASSESSMENT.
 - a. Personnel Resources Required. This Instruction does not establish any new tasking regarding personnel resources. Recommended revisions to personnel allowance lists must be routed through Commandant (CG-1113).
 - b. Training Required. This Instruction does not establish any new training requirements. The Coast Guard must support tactical training within the Coast Guard training system. When other than Coast Guard training sources are deemed necessary to meet unit requirements, approval should be authorized through Commandant (CG-1113), and FORCECOM.
 - c. Funding. Funding to sustain programmatic requirements are received through annual appropriations.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Environmental Management, Commandant (CG-47) reviewed this Commandant Instruction and the general policies contained within, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Commandant Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).

9. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located in the Coast Guard Directives System Library internally, and if applicable on the Internet at <http://www.dcms.uscg.mil/directives> .
10. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center SharePoint site at: <https://uscg.sharepoint-mil.us/sites/cg61/SitePages/CG-611-RIM.aspx> .
11. FORMS/REPORTS. The forms referenced in this Instruction are available on the Coast Guard Standard Workstation or on the Internet: www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/.
12. SECTION 508. This Instruction was created to adhere to accessibility guidelines and standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at Section.508@uscg.mil .
13. REQUEST FOR CHANGES. Units and individuals may formally recommend changes through the chain of command using a Coast Guard Memorandum. Comments and suggestions from users of this instruction are welcomed. All such correspondence may be emailed to Commandant (CG-1113) at: CulinaryProgram@uscg.mil .

/D. L. THOMAS/
Rear Admiral, U.S. Coast Guard
Director of Health, Safety, and Work-Life

CULINARY OPERATIONS MANAGEMENT

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CHAPTER 1. CULINARY PROGRAM MANAGEMENT AND ORGANIZATION

- A. OVERVIEW. The Coast Guard Culinary Services Division (CG-1113) provides policy and procedural guidance for Coast Guard Dining Facility (CGDF) management. Authority and responsibility to administer CGDFs is delegated to Area, District, Sector Commanders, and Commanding Officers of headquarters units. Units may publish local guidance for their CGDF operations, but such directives must comply with the minimum requirements in this Instruction.
- B. BACKGROUND. 37 U.S.C § 1011 - MESS OPERATION: REIMBURSEMENT OF EXPENSES. When the USCG is not operating as a service under the Navy, the Secretary of Homeland Security (delegated to the Commandant) must establish rates for meals sold at the CGDF, provide for reimbursement of operating expenses and food costs to the appropriations concerned, and establish the rates for such meals when it is determined to be in the best interest of the United States.
- C. COAST GUARD DINING FACILITY. A CGDF is an appropriated fund dining facility. CGDF is a generic term used in lieu of a government mess, general mess, dining hall, dining activity, dining facility, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities backed by appropriated funds. The primary purpose of a CGDF is to feed active duty and reserve component Coast Guard members. It excludes activities operated by non-appropriated fund facilities such as officer's mess, enlisted club, organized mess, Independently Operated Coffee Mess (IOCM), and all similar terms.
- D. CGDF OPERATION. CGDFs are established to provide nutritious, well-balanced meals to all authorized personnel. Consistent with this policy, the CGDF must operate efficiently and economically at all times. A CGDF directly supports mission requirements afloat and ashore. In order to ensure optimal performance of the USCG workforce, Commandant (CG-7) requires that service members engaged in USCG missions be afforded the opportunity to eat balanced meals and snacks. Furthermore, operational commanders will ensure, to the maximum extent possible, that USCG members are afforded the opportunity to supply their bodies' energy requirements during regular intervals to prevent the loss of effectiveness.
- E. ROLES AND RESPONSIBILITIES.
1. Assistant Commandant for Human Resources (CG-1): Commandant (CG-1), exercises technical control over the Coast Guard Culinary Services Division.
 2. Commandant (CG-11): The Director of Health, Safety and Work-Life promulgates policy and guidance for the Coast Guard Culinary Services Division.
 3. Commandant (CG-111): Commandant (CG-111) directs Coast Guard Culinary Services Division policy.

4. Coast Guard Culinary Services Division (CG-1113): CG-1113 is responsible for the management of policy and implementation, consistent with requirements and technical authority. Email: CulinaryProgram@uscg.mil. CG-1113 is staffed by the following:
 - a. Culinary Services Division Chief (GS-14).
 - b. Deputy Culinary Program Manager (CWO).
 - c. Strategic Planning Specialist (CSCS).
 - d. Culinary Financial Specialist (CSC).
 - e. Advanced Culinary Instructor (CSC), Detached Duty, Joint Center for Culinary Excellence, Ft. Lee, VA.

NOTE: The Coast Guard Culinary Team (CGCT) is funded by CG-1113. The CGCT represents the USCG at the annual Joint Culinary Training Exercise in Fort Lee, VA.
5. FINCEN Liaisons: Detached Duty from CG-1113. The FINCEN Liaisons provide assistance to units with CGDFs and serve as liaisons for the Supply Fund Team at the USCG Finance Center to ensure proper reporting of CGDF Operating Statements. Email: FIN-SMB-CSLiaison@uscg.mil. FINCEN is staffed by the following:
 - a. FINCEN Liaison Supervisor (CSCS)
 - b. FINCEN Liaison (CSC)
 - c. FINCEN Liaison (CSC)
6. Culinary Specialist Rating Force Master Chief (CS-RFMC). The CS-RFMC is the enlisted advocate for the CS rating. CS-RFMC is responsible for the structure, readiness, and health of the CS workforce. CS-RFMC duties and responsibilities include:
 - a. Ensuring current and future mission readiness for Culinary Specialists (CS).
 - b. Working across multiple directorates to address issues that affect the workforce in readiness, training, recruiting, staffing, and career development.
 - c. Formulating strategies that match the needs of the service with the capability needs of the workforce.
 - d. Managing training quotas.

- e. Establishing rating specific advancement requirements, including enlisted training and performance qualifications.
 - f. Reviewing and recommending change in rating or lateral entry requests.
 - g. Maintaining communications with the CS workforce through various means including field visits, training, quarterly force notes, and direct contact with CSs.
 - h. Advocating for the health of the CS rating.
7. Culinary Product Line (CPL). The CPL aligns culinary operations management support under a single CPL Manager with authority and accountability for maintenance and logistics management support for all Coast Guard Dining Facilities. The CPL Manager will report directly to the Health, Safety and Work-Life Service Center Commanding Officer and take technical direction from the Culinary Services Division Chief at CG-1113. Email: CPL@uscg.mil. The CSL is staffed by the following:
- a. Culinary Product Line Manager (GS-14).
 - b. Deputy Culinary Product Line Manager (GS-13).
 - c. Configuration Branch Master Chief (CSCM).
 - d. Supply and Inventory Branch Chief (CSCS).
 - e. Configuration Branch Chief (CSC).
 - f. Facilities Branch Chief (CSC).
8. Culinary Support Branch (CSB). The CSB performs remote monitoring for CGDFs and advises commands on proper CGDF operations. The CSB responsibilities include technical assistance, systematic oversight, TTP maintenance, and recommendations for improved training. The CSB is staffed by the following:
- a. Culinary Support Branch Chief (CSCM).
 - b. Culinary Support Branch Representative (CSCS)
 - c. Culinary Support Branch Representative (CSCS)
 - d. Culinary Support Branch Representative (CSC)
 - e. Culinary Support Branch Representative (CSC)

9. Defense Logistics Agency Troop Support (DLATS): Detached Duty from CPL. The DLATS liaison assists with subsistence logistics and mission support functions for CONUS and OCONUS to all CGDFs using the Prime Vendor Program. The DLATS liaison works closely with Food Service Officers (FSOs) to coordinate logistical support.
10. Culinary Specialist Rating Knowledge Manager. The Rating Knowledge Manager is a core position to the management and maintenance of a ratings performance support and training. The Rating Knowledge Manager works closely with CS-RFMC, to ensure applicable resources are readily available to all members of the rating, develops USCG rating performance qualifications, service wide exams and maintains the CS portal site.

CHAPTER 2. ESTABLISHMENT AND CATEGORIES OF A CGDF

- A. **CGDF PLANNING FACTORS.** Units requesting to establish a CGDF must develop a detailed justification memorandum and submit through CPL to CG-1113 for consideration. CG-1113 will consider the food sources, location, and mission of the unit. The CGDF will offer cafeteria-style feeding, using salad bars, bulk beverage dispensers and a la carte menus. Optional short order meals for those not desiring regular meals must be used wherever practical. The dinnerware must be either plate service or compartmented trays, whichever is more practical under local conditions. Dining facility equipment at ashore locations, such as furniture and accessories, must be designed to ensure a pleasant dining environment. The decor must be professional in appearance, purchased with appropriated funds and approved by the Commanding Officer or Officer in Charge (CO/OIC). Certain afloat units will automatically satisfy the necessary requirements to establish a CGDF. Deputy Commandant for Mission Support (DCMS) will ultimately determine the feasibility of the construction of all CGDFs based on the review of the units submitted package and recommendations of CG-1113. New construction, modernization and renovation of CGDFs and CKAs must be coordinated with the CPL to ensure alignment of configuration and coordination with CG-1113 as well as Shore Infrastructure Logistic Center, Facilities Design & Construction Center or Regional Civil Engineering Unit (CEU).
1. **New Construction.** New construction requires considerable coordination and resources, particularly CS personnel. New construction needs to align to long term USCG strategic plans while ensuring that new dining facilities provide direct support to operations afloat. New dining facility construction requires a that requesting unit provide a utilization assessment that will determine the number of authorized users and the estimated utilization so that support personnel and facility resources can be projected. The requesting unit will conduct a formal resource analysis to determine the effective and efficient long-term support strategy. A resource assessment is important to ensure that a facility is not constructed without support. CPL will assist in the assessment to provide historical and comparable data.
 2. **Modernization.** Modernization of dining facilities must be coordinated to ensure that limited personnel and financial resources are used effectively. Coordination is required to ensure that modernization meets USCG energy and efficiency configuration goals. Modernization will typically occur at the regional CEU level but may involve higher levels of resource planning.
 3. **Renovation.** Renovations typically occur at the unit or regional CEU level. However, CPL must have visibility of dining facility renovations in order to provide technical and configuration assistance to maximize support.
 4. **Utilization.** CPL will perform analysis to determine each ashore CDGFs utilization.

- B. ESTABLISHMENT OF A CGDF. CO/OICs do not have the authority to establish permanently a new CGDF under their command without authorization from CG-1113. The CO/OIC must request approval from CG-1113 by memorandum through the chain of command, with copies to CPL and FINCEN to establish an account in the CG financial system. The memorandum must include the unit name, operating facility (OPFAC), and the date the unit requests the CGDF to be established. No funds may be obligated for construction, outfitting, staffing, or contracting until written approval is received from CG-1113.
- C. DISESTABLISHMENT OF A CG DINING FACILITY.
1. Disestablishment (Permanent). CO/OICs must request the permanent disestablishment of a CGDF from CG-1113 by memorandum through the unit's chain of command, with copies to CPL. The memorandum must state the unit's name, OPFAC, the requested date of closure, the reason for closure, the disposition of the food inventory, and the continuing availability of culinary support for unit personnel. Prior to permanent disestablishment, the FSO must contact CSB to ensure all outstanding invoices are paid. When permanent disestablishment of the CGDF takes place, the FSO must ensure the following procedures have been completed with their Unit's Operating Facility Change Order (OFCO).
 - a. Discontinue use of all commercial food vendors and close all contracted accounts. The FSO must call all vendors to verify all purchases have been paid.
 - b. Design menus which reduce inventory to the lowest level possible prior to disestablishment. Upon disestablishment, transfer remaining food inventory to another CGDF. Contact the CSB for assistance in a CGDF Transfer of Stores.
 - c. Ensure all purchases are claimed in Block G of the CGDF Operating Statement for the last twelve months. The FSO must make a copy of all purchase receipts for the last month.
 - d. Collect and transmit all outstanding Sale of Meals monetary funds. The FSO must include any cash on hand used as a change fund. The FSO must notify CG-1113 of the disestablished change fund.
 - e. In accordance with Reference (k) follow procedures to ship the disestablished CGDF files to the archives.
 - f. Inventory and coordinate transfer or disposal of property with both the unit's property manager and CPL.
 - g. In accordance with Reference (j), cancel all CGDFs government purchase cards associated with the unit's accounting string.

- h. Contact the CSB to ensure proper procedures for the final disestablishment process.
 - i. Utilize gleaning procedures for perishable food inventory. See Gleaning Job Aid per Reference (b) for guidance on completing the required forms and worksheets.
2. Disestablishment (Temporary). If a unit temporarily suspends operations, the period of time must be noted on the unit's Coast Guard Dining Facility Operating Statement (CGDFOS), Worksheet 2576, and notification of temporary disestablishment must be sent by memorandum to CPL and FINCEN.
- a. Secure all CGDF government credit cards associated with the unit's accounting string and any cash funds (if present) in accordance with Reference (h) until reestablishment.
 - b. For long term temporary disestablishments (greater than 30 days), design menus to reduce inventory to the lowest level possible. When disestablishment happens, the unit may transfer remaining food items on inventory to another CGDF. Contact CSB for assistance locating a CGDF to transfer stores.
 - c. For short term disestablishments (less than 30 days), transfer perishables as per above procedures. Any remaining items must be secured in a manner to prevent pilferage.
 - d. Ensure all purchases are claimed in Block G of the CGDFOS for the last month.
 - e. Line 27 of the CGDFOS, Worksheet 2576 does not apply for the month of disestablishment.
 - f. Discontinue use of all commercial food vendors and close all contracted accounts. The FSO must call all vendors to verify all purchases have been paid.
 - g. Collect and transmit all outstanding Sale of Meals monetary funds.
 - h. Temporarily Suspended CGDFs are authorized too:
 - (1) Contract for facilities that include a suitable cooking and eating area and transfer the vessel's CGDF operation ashore.
 - (2) Contract for commercially catered meals. The contract should require the units Contracting Officer's Representative (COR) or designated Contracting Officer (KO) to provide the commercial caterer or contractor with advance notice of the meals to be provided.

- i. Closely monitor use by dates, expiration dates, sell by dates and freeze-by dates to mitigate product spoilage. Utilize gleaning procedures for perishable food inventory.
 3. Reestablishing a CGDF. The date of reestablishment and number of days disestablished shall be noted in the comments section of the Worksheet 2576. Line 27 of the CGDFOS, Worksheet 2576 does not apply for the month of disestablishment.
- D. ORGANIZATION OF A CGDF. A CGDFs layout depends on the unit Personnel Allowance List (PAL) size, physical footprint, ship or ashore facilities, and CSs assigned. CSs shall be properly assigned to food preparation and various CGDF functions to adequately carry out CGDF operations. Regardless of the CGDF size or platform, the FSO oversees all aspects of its administration and operations. The FSO must describe and submit any unit specific CGDF Standard Operating Procedures (SOP) to the CO/OICs for approval.
- E. SECURITY MEASURES AND CONTROLS. The CO/OIC must enforce adequate security measures to prevent pilferage of food items or improper use of CGDF spaces and equipment. CGDF spaces include storerooms, refrigerators, food preparation areas, bakeries, galleys, crew's dining rooms, beverage areas, and sculleries. No one is allowed in food storage, preparation, or serving spaces, except those on duty or specifically authorized. The CO/OIC must enforce adequate security measures to prevent pilferage of food items or improper use of CGDF spaces and equipment. The FSO is accountable for the security of these spaces. Food storerooms must be locked using a lock and key when not actively in use. The FSO or other designated member of the CGDF will have control of storeroom keys. The CO/OIC must provide an adequate GSA approved safe to ensure appropriate security measures for authorized sale of meals. When not in use, the galley government purchase card shall be stored in a GSA approved safe. Reference (h), lists security information and detailed requirements to safeguard cash collected from various sales.
- F. CULINARY SUPPORT ACTIVITY (CSA). The Culinary Support Activity (CSA) will provide subsistence to all authorized patrons at the CGDF while serving as a source for CS mission critical temporary duty (TDY) support for critical fills to afloat and ashore units fleet wide. The CSA will also provide opportunities for advanced culinary and financial management training to all CSs attached, improving overall CS rating performance.
1. The CSA:
 - a. Will be staffed by active duty Culinary Specialists.
 - b. Will be supported by contracted mess attendants.
 - c. Will be billeted with additional CS personnel to allow for fulfillment of Mission Critical TDY requests. Contact CPL for further guidance on requesting TDY support.

2. TDY Support Requirements:
 - a. All Mission Critical TDY requests shall be validated by the USCG Personnel Service Center (PSC) Surge Staffing.
 - b. The CPL will coordinate all Mission Critical TDY requests filled by CSAs.
 - c. If Mission Critical TDY demand exists, an average of 185 days per year (not-to-exceed 200 days) of deployment will be performed per designated TDY position each fiscal year.
 - d. A rotating pool of CSA CSs will be used to fulfill this requirement.
 - e. If Mission Critical TDY demand exists, no less than 75 percent of the assigned deployable personnel pool shall be deployed.
 - f. CSAs may operate at a maximum of 20 percent below the assigned personnel to meet the local feeding requirements.
- G. CUTTER CROSS DECK AND CREW SWAP. Each classification of cutter has its own specific cross deck requirements. Contact the CSB Liaison for current procedures.

CHAPTER 3. CGDF ROLES AND RESPONSIBILITIES

- A. COMMANDING OFFICER OR OFFICER-IN-CHARGE (CO/OIC). The unit's CO/OIC has overall responsibility for operations and must ensure that unit personnel have sufficient availability to subsist. The CO/OIC will ensure that CGDF expenditures remain within allowances, and the CGDF is always available to provide subsistence according to current instructions and Reference (g). The CO/OIC will ensure that the CGDF follows all sanitation requirements in Chapter (5) MENU GUIDELINES. In addition, the CO/OIC performs these activities:
1. Designates and lists the FSOs duties in writing, as required by Reference (g). The CO/OIC may select an officer or CS (pay grade E-5 and above) to serve as the FSO. A CS-designated FSO continues to provide on-the-job training to junior CSs. The CO/OIC retains duties not specifically detailed to the FSO.
 2. Ensures that all designated FSOs must to attend the paperwork management 'C' School and obtain the FSO competency code that corresponds with the paperwork management system the unit is authorized to use in accordance with Chapter (7) INVENTORY MANAGEMENT AND CONTROL, either prior to assignment or within one year of designation.
 3. Reviews and approves the CGDFOS, Worksheet 2576. If chosen to be delegated, then it must be designated by memorandum and authorized by CG-1113.
 4. Ensure sale of meal funds do not intermingle with classified material, independently operated coffee mess, or other items of value.
 5. Provides adequate cash storage facilities and safeguards for authorized meal and food item cash sales as per Reference (h).
 6. The CO/OIC is responsible for securing all government funds from meal and store sales. Reference (h) lists security container information and, detailed requirements to safeguard cash collected from various sales.
 7. Requires positive safe-closing and safe-checking procedures if the fund is left unattended during and at the close of the workday.
 8. Approves the FSOs SOP for the CGDF.
 9. Endorses reports of excess deficits.
 10. Reviews and approves surveys as final authority.
 11. Approves CGDF menus in accordance with Chapter (5) MENU GUIDELINES.
 12. May authorize other patrons to dine at the unit's CGDF, in accordance with current USCG meal rates.

13. Ensures written CGDF policies for authorization to sell or transfer food items and meals.
 14. Ensures physical inventories, inventory verifications, and audits are conducted in accordance with this Instruction.
 15. Investigates complaints about the CGDF.
 16. Designates a Health Services Department Representative (HSDR) to perform sanitation inspections and medical screenings in accordance with Reference (n).
 17. (When applicable) routes the special pay competency code memorandum for special assignment pay within one year from the members reporting date to the CS-RFMC for approval.
 18. Ensures this warning is clearly posted in the CGDF: “Any attempt to defraud the Government through misrepresentation may be tried under the Administrative Investigations Manual, COMDTINST M5830.1 (series), and/or the Uniform Code of Military Justice.”
- B. EXECUTIVE OFFICER OR EXECUTIVE PETTY OFFICER (XO/XPO). The XO/XPO performs these supervisory and administrative CGDF functions:
1. Controls and secures keys.
 2. Ensures that all risk factors for Food Safety and Sanitation are abated and controlled in accordance with the Chapter (5) MENU GUIDELINES.
 3. Establishes meal hours in accordance with their unit’s CGDF SOP.
 4. Assigns work parties to load food items during stores evolutions.
 5. Approve all on loads that require heavy equipment and or requiring food to be moved overhead.
 6. Notifies the FSO of any substantial changes in the number of personnel to subsist in advance of serving times.
 7. Provides the information necessary to determine the category of visitors authorized to use the CGDF.
 8. Establishes circumstances and procedures under which the FSO may be required to furnish or preserve rations outside of normal meal hours for personnel on working parties or any other special detail.
 9. Certifies the daily and monthly Ration Memorandum, Worksheet 3123, the XO may designate signing the daily Ration Memorandum to the unit’s Personnel

Officer. If this is designated, the XO/XPO shall still validate that the information is correct and maintains overall responsibility.

10. Reviews and monitors daily, the Daily Ration Cost Record, Worksheet 3471. If the dining facility is having on-going financial difficulties or continually operating over the authorized deficit then the XO/XPO shall contact the CSB. XO/XPOs shall use the CGDFOS, Worksheet 2576, Command Review Checklist see Job Aid at Reference (b), in addition to Reference (a).
 11. On underway units the XO/XPO shall assign up to one mess attendant per 35 persons assigned. On land units, the XO/XPO is authorized to assign mess attendants based on the size of the duty section or average customer usage.
Example:
 - a. 1 to 35 persons; one mess attendant.
 - b. 36 to 70 persons; two mess attendants.
 - c. 71 to 105 persons; three mess attendants.
 - d. In Accordance with Reference (o):
 - (1) As a general rule, rated members will not be detailed as mess attendants. When an exception must be made to this rule, the service member will be relieved as mess attendant as soon as practicable.
 - (2) 60 days should elapse after a member completes a mess attendant tour before the XO/XPO assigns that person to a new mess attendant schedule. Before assignment, any person assigned as mess attendant must undergo a medical wellness screening for communicable diseases.
 - (3) Members will not be detailed to an officers' mess or a general mess for more than 60 consecutive days unless specifically requested by the member.
- C. HEALTH SERVICES DEPARTMENT REPRESENTATIVE (HSDR). In accordance with Reference (n) a unit's health services technician (HS) will be designated as the HSDR by the CO/OIC. Once designated, in accordance with Chapter (5) MENU GUIDELINES the HSDR:
1. In conjunction with the FSO, validates, revises, maintains, and participates in a unit level Food Safety and Sanitation Program (FSSP).
 2. Works with CGDF personnel on inspections and enhancing sanitation procedures.

3. Inspects food preparation, service, storage, and refuse disposal spaces weekly and documents inspection findings on Food Service Establishment Inspection Report Form, Worksheet 5145. Maintains inspection records for 36 months.
4. Inspects food items; determines if food items are fit for human consumption, reports unfit food items according to current directives, and immediately disposes of medically dangerous material, except samples required for laboratory analysis.
5. Ensures the Food Service Officer procures food items from approved sources.
6. In conjunction with the FSO, maintains a food handler's sanitation training program.
7. Before assignment, any person assigned to the CGDF including mess attendants shall undergo a medical department screening for contagious or communicable diseases in accordance with Reference (i). If the member fails the screening, they must inform the XO/XPO that the member is not eligible to perform duties.

Note: If the unit does not have an assigned HS, then a medical screening of military or civilian food service personnel shall be conducted by the local medical authority. CO/OIC then designates member(s) of the crew, E6 or above, to be unit food inspector(s) in the absence of an HSDR. As a best practice, the local medical authority is either:

- a. Health services clinic staff administers screening for military personnel.
- b. Clinic designated in the contract administers screening for civilian personnel.

D. FOOD SERVICE OFFICER. The FSO oversees and ensures CGDFs are properly, effectively, and efficiently operated. These operational functions are, but not limited to, food procurement logistics, paperwork administration, reporting, record keeping, food storage, food preparation, food service, food sanitation, facility appearance, general working conditions of equipment, training, and administration of any quality assurance plans. The FSO is personally liable for all funds collected and held in the Government's possession from the time received until properly transmitted to the official authority authorized to receive the funds. The FSO is accountable for any shortages, and if directed, must personally restore any lost funds for which relief has not been granted according to Reference (e). These assignments require a special selection procedure because of the particularly high degree of leadership, performance, professional competence, and skill required for the job and shall be done in accordance with Reference (o). All prospective FSOs must complete category specific pipeline 'C' school training needed to manage food operations, comply with all sanitation refresher-training requirements in accordance with Chapter (5) MENU GUIDELINES, and have a positive command endorsement.

1. Food Service Officer Categories:

- a. Food Service Officer –Perpetual Inventory (FSO-PI).
 - b. Food Service Officer - Purchase Versus (vs) Allowances (FSO-PVA).
 - c. Independent Food Service Officer - (IDFSO).
2. Food Service Officers shall:
- a. Ensure strict compliance with all CGDF regulations and Directives.
 - b. Ensure CSs receive on-the-job and division training in all areas of food service, paperwork management and sanitation.
 - c. Assign CGDF personnel duties to which they are best suited according to their personal ability and training.
 - d. Delegate the following positions as outlined in this Instruction: Galley Supervisor, Captain of the Watch, Jack-of-the-Dust (JOD), Duty Cook, Mess Attendant, and Cashier.
 - e. FSOs who fail to manage CGDF funds IAW this Instruction and References (h and k) may be subject to administrative or punitive action pursuant to CG policy and the Uniform Code of Military Justice. All funds in the possession of the CGDF will be kept secured in accordance with Reference (h), until properly transmitted in accordance with Chapter (4) ALLOWANCE.
 - f. Request a Defense Logistics Agency (DLA) inquiry be completed by the DLATS liaison when:
 - (1) A WMEC or larger on deployment of 45 days or more.
 - (2) Any cutter scheduled for port calls in foreign ports.
 - (3) A national emergency occurs which may impact commercial food procurement options.
 - g. Ensure food purchasing, with meats as the priority, is completed at maximum extent possible at homeport before getting underway for patrols to minimize food purchasing away from homeport due to high cost of shipping and freight, the uncertainty of available food items, and excessive inflation of food costs in foreign ports.
 - h. Ensure that all foreign food purchases are managed in accordance with Chapter (6) PROCUREMENT.
 - i. Obtain priced invoices and submits required documents to settle accounts consistent with Reference (l).

- j. Maintain all food items and funds in custody; collects amounts due; deposits collected funds in accordance with Chapter (4) ALLOWANCES.
- k. Inspect and reconcile receipts to match received delivery items and amount charged.
- l. Ensure sufficient quantities of wholesome food items are available at all times to meet operational and contingency requirements in accordance with the unit's SOP and Chapter (5) MENU GUIDELINES.
- m. Ensure variety, nutritional adequacy, and authorized ingredients are used in developing menus, proper food preparation, service, and conservation.
- n. Authorize menu changes to support operational commitments and reduce the waste/spoilage of food items.
- o. Direct all authorized patrons to be familiar with the unit's procedures for sale of meals. Enforces the prompt payment of member's monthly Individual Credit Account (ICA) payments within five working days of being issued.
- p. In conjunction with the HSDR:
 - (1) Ensure that members are screened by the HSDR in accordance with Reference (n) for contagious or communicable diseases prior to working in and/or around the CGDF.
 - (2) Ensure food service spaces, equipment, and utensils are clean, sanitary and food wholesome.
 - (3) Inspect receipts to ensure accurate quantities, weights, and compliance with specifications; ensure deliveries contain no damaged or spoiled items.
 - (4) Protect against food poisoning and infection caused by improper food handling or preparation; ensure the health of all personnel who receive, store, prepare, and handle food items; remove food service personnel from those duties at the first sign of illness or infection; refer them to the unit medical officer or representative.
 - (5) Develop, revise, maintain, and participate in a unit level FSSP.
 - (6) Inspect and store food items; ensure the oldest food items are used first; prevent accumulation of excess food items in food preparation areas.
 - (7) Establish and provide training to all food handlers on basic food sanitation, personal hygiene, food safety, and proper procedures for

cleaning and operating food service equipment they are required to use.

- q. Oversee that food products are utilized correctly in accordance with the approved weekly menus to prevent food spoilage and waste.
 - r. Oversee food prepping, repurposing, leftover usage and any other cost saving practices.
 - s. Ensure CSs receive on-the-job and division training in all areas of culinary arts, paperwork management and all sanitation requirements in Reference (c). This includes four hours of sanitation training per year.
3. Food Service Officer - Perpetual Inventory shall:
- a. Personally supervise prescribed physical inventories and ensure that sealed unconsumed food items are returned to the CGDFs inventory.
 - b. Perform a complete physical inventory at a minimum once a month.
 - c. Review the Daily Ration Cost Record, Worksheet 3471, daily.
 - d. If food vendors are available locally, ensure that one DLA account is designated to a member, logged into every 45 days to keep active, and accurately reported.

Note: Units are authorized to have a secondary DLA account.

4. Food Service Officers shall not:
- a. Mix personal or other money with government funds.
 - b. Loan government funds.
 - c. Use government funds for any personal use.
 - d. Deposit government funds in any financial institution except where authorized.

- E. GALLEY SUPERVISOR. Assists the FSO in organizing, planning, and directing CGDF operations. The FSO will designate a Galley Supervisor by memorandum and delegate the following responsibilities:
- 1. Ensure that all aspects of the unit's FSSP and Standard Operating Procedures are being followed
 - 2. Maintain direct charge of the CGDF and associated CGDF spaces in the absence of the FSO.

3. Supervise all personnel assigned to the CGDF and associated CGDF spaces.
4. Conduct CGDF personnel's uniform, Personal Protective Equipment, and personal hygiene inspections.
5. Ensure all equipment operation/cleaning procedures are posted and sanitary rules are easily visible for CS staff and members of the crew.
6. Ensure all CGDF spaces and equipment are clean and sanitary.
7. Maintain an adequate amount of chef uniforms in accordance with Reference (m).
8. Maintain and determine an adequate amount of utensils, plates, tumblers, coffee mugs, and other equipment necessary to execute each meal seating for the crew.
9. Ensure all food service equipment is safe and operational.
10. Report needed corrective actions, repairs, or space alterations to the FSO.
11. Prepare watch lists for the FSO.
12. Assist in overseeing all pass down communications.
13. Supervise and train staff on receiving, storing, preparing, and issuing food items.
14. Distribute recipes and duties for meal preparation.
15. Immediately report to the FSO any concern about the quality of the food for service and replacement needed if the item in question is deemed unsafe for consumption.
16. Prepare the weekly CGDF menu for review.
17. Coordinate the submission of the Issues/Sales Slip, Worksheet 2581, to the FSO.
18. Ensure that Meal Sign-Up Sheet, Worksheet 4901, is accurate.
19. Ensure a quality check is performed on food being served prior to service (e.g. taste the food).
20. Monitor all dining area spaces, equipment, serving lines, beverage areas, scullery, and garbage-handling areas, except equipment or areas the senior CS specifically supervises.
21. Inventory and maintain adequate eating utensils; ensuring sufficient quantity and quality are available throughout the meal period.
22. Maintain order and discipline in assigned areas.

- F. CAPTAIN-OF-THE-WATCH. The FSO will designate by memorandum a Captain of the Watch if three or more Duty Cooks are on duty. If applicable, the CS in charge of each watch is responsible to the Galley Supervisor for carrying out the daily CGDF routine including:
1. Prepare and arrange food on the serving line.
 2. Assist with the validation of the Meal Sign-Up Sheet, Worksheet 4901.
 3. Supervise mess attendants and junior CGDF personnel.
 4. Oversee the distribution, maintenance, and inventory of all cleaning and consumable supplies.
 5. Ensure all CGDF personnel know and understand the safe operation of equipment while also monitoring sanitation and operation of all CGDF spaces and equipment. Report any discrepancies to the Galley Supervisor.
 6. Ensure all patrons are in compliance with the CGDF Standard Operating Procedures and uniform standards are enforced in accordance with Reference (m).
- G. JACK-OF-THE-DUST (JOD). Designated by the FSO by memorandum, the JOD maintains CGDF inventory records, custodian of inventory spaces, and preforms food procurement operations. The JOD duties include:
1. Order, receive, and store all food items.
 2. Receive, correct, and adjust all receipts or invoices.
 3. Ensure all storerooms and refrigeration spaces are sanitized, clean, and organized.
 4. Post all food items received, issued, or sold on stock cards.
 5. Expend food items in accordance to their packing date; make authorized issues to the CGDF and other authorized persons.
 6. Ensure all foreign food purchases are managed in accordance with Chapter (6) PROCUREMENT.
 7. Ensure a temperature log is maintained on all refrigerators and freezers. Temperatures are recorded a minimum of once in the morning and once in the evening. Report all discrepancies to the FSO.

- H. DUTY COOK. Designated in writing by the FSO, the Duty Cook is responsible to the Captain-of-the-Watch for performing their assigned duties and shall:
1. Prepare all food products to be served in accordance with the unit's CGDF menu and Chapter (5) MENU GUIDELINES.
 2. Supervise mess attendants.
 3. Ensure all equipment is operated according to current instructions and sanitation procedures.
- I. MESS ATTENDANTS. Enlisted members and cadets can be detailed as mess attendants and must assist with all duties required in CGDF operations except record-keeping, purchasing or issuing food items, cooking and collecting cash accounts or sales. During a mess attendant tour, the XO/XPO must not assign designated members to cleaning duties other than those in the CGDF areas. Mess attendants shall:
1. Assist in all cleaning duties.
 2. Know how to operate and maintain all sanitation equipment and supplies.
 3. Know and understand their role in the unit's FSSP and Standard Operating Procedures.
 4. Assist with CGDF operations as directed.
 5. In accordance with Reference (o), enlisted members will not be assigned duties involving the care, maintenance, and orderliness of officers' rooms and personal effects, including bed making. These personal services are the responsibility of the officer assigned to the room.
- J. CASHIER. The FSO will designate military members or civilians by memorandum. The cashier is responsible for all funds received. At the conclusion of each meal, the cashier and FSO will verify total cash received matches total meals sold. At no time will the cashier handle money and serve food unless food service gloves are worn and changed between serving food and handling cash. The cashier must verify proper meal rate, record, and collect funds for meals sold.

CHAPTER 4. ALLOWANCES

- A. MEAL RATES. Uniformed service members in receipt of any subsistence allowance or meal per diem must pay for government-provided meals from a CGDF. Meal rates are established by CG-1113 in accordance with 37 U.S.C § 1011.
1. Each calendar year, CG-1113 will calculate and publish meal rates based on the approved Basic Allowance for Subsistence (BAS).
 - a. USCG Standard Meal Rate (CGSMR) will be calculated at 95% of the approved BAS rate, rounded down to the nearest quarter, to reimburse food costs.
 - b. USCG Full Meal Rate (CGFMR) will be calculated at 60% above the approved BAS rate, rounded up to the nearest quarter, to reimburse food costs and operating expenses.
- B. 37 U.S.C. 1011. The CGDF may take a whole ration credit (one breakfast, lunch, and dinner in a 24-hour day) to cover the expense of furnishing prepared meals to assigned Subsistence In Kind (SIK) members, even if they do not consume the meals. The CGDF may claim a whole ration credit as long as it has furnished one meal on the day of arrival or departure for members who:
1. Report for duty.
 2. Transfer.
 3. Arrive or depart for Temporary Assigned Duty (TDY).
 4. Depart on leave.
 5. Are on unauthorized absence (UA).
 6. Are hospitalized.
- C. GUIDELINES. The primary purpose of appropriations-funded CGDFs is to feed uniformed service members and authorized patrons in support of the CG mission. When the USCG is not operating as a service under the U.S. Navy, the Secretary of DHS must establishes rates for meals sold at CGDFs. The USCG has received delegated authority from the DHS Secretary to set meal rates in the CGDF. The Commandant of the USCG has established a USCG standard meal rate (CGSMR) that covers food costs and a USCG full meal rate (CGFMR) that covers food costs and operating expenses. Authorized CGDF patronage for the CGSMR and CGFMR are determined by law and subject to change on an annual basis.
- D. BASIC ALLOWANCE FOR SUBSISTENCE (BAS). 37 U.S.C §402 defines BAS. See Reference (f).

- E. BASIC DAILY FOOD ALLOWANCES (BDFA). The BDFA is the total monetary value of food needed to feed one person, three meals, within 24 hours. Each month, CG-1113, using the official USDA food plan report, will issue the BDFA for all CGDFs via ALCGFINANCE message.
1. Ration credits. Each whole ration or ration equivalent has a value in relation to the BDFA. The daily ration count and applicable BDFA determine the CGDFs daily operating allowance.
 2. Subsistence-in-Kind. SIK is defined as meals furnished rather than money. Reference (f). Members claimed as SIK include:
 - a. Coast Guard Academy cadets.
 - b. Coast Guard recruit enlisted members.
 - c. Coast Guard enlisted members assigned to Essential Station Messing (ESM) or Essential Unit Messing (EUM).
 - d. Non-prior service – officer candidates.
 - e. USCG Auxiliary members assigned to duty.
- F. AUTHORITY. The CO/OIC of a unit with a CGDF may authorize selling meals for cash or credit. Enlisted members receiving ENL BAS are always entitled to purchase a meal from a CGDF. The CO/OIC may authorize officers, USCG and federal government civilian employees, and authorized patrons' guests to purchase meals on a space-available basis listed by category. The CO/OIC may authorize meal sales to guests within the following guidelines:
1. Sales must not impact meals provided to regular patrons.
 2. The CGDF must have sufficient CS personnel and equipment to accommodate the extra workload.
 3. The FSO must not change menus to accommodate paying patrons.
 4. Individuals receiving BAS must not receive food at no cost, cooked or raw.
 5. Meal sales must support USCG missions; such meals are not a convenience.
 6. To make sure the FSO can provide timely food preparation and correct quantities, all personnel must advise the FSO far enough in advance if authorized paying guests are expected.
 7. All food and drinks (e.g. muffin, cereal, piece of fruit, toast, etc.) consumed outside meal hours by non-SIK personnel, must be sold to an appropriate recipient (Coffee Mess, Chiefs Mess, Ward Room).

- G. AUTHORIZED PATRONS AND APPROPRIATE MEAL RATES. CG-1113 publishes the calendar meal rates each December by ALCGFINANCE. Each unit must post the current meal rates at the CGDF entrance.

1. The Coast Guard Standard Meal Rate must be charged to:
 - a. Active-Duty Uniformed Service personnel in receipt of a subsistence allowance or meal portion of per diem (or both).
 - b. USCG Reservists and other military Reserve Component (RC) members on inactive duty orders.
 - c. USCG Federal civilian employees (Appropriated Fund and Non-Appropriated Fund Activity (NAFA)).
 - d. USCG Auxiliarists on reimbursable orders or assigned to official duty in writing.
 - e. Dependents of Active Duty members E-1 through E-4.
 - f. Members and chaperones of Non-Profit Youth Groups.
2. The Coast Guard Full Meal Rate must be charged to:
 - a. Non-Federal civilians (i.e. State, Local, Tribal and Territory Partners).
 - b. USCG Reservists and other RC members not on orders.
 - c. USCG Auxiliarists not assigned to official duty or not on orders.
 - d. Non-USCG federal civilian employees.
 - e. Dependents of active duty members E-5 and above.
 - f. Uniformed Service retirees.
 - g. Contractors authorized by CO/OIC to subsist in the CGDF.
 - h. All others not listed in the CGSMR or CGFMR and authorized by CO/OIC to subsist in the CGDF.

NOTE: In cases where an approved CGDF patrons' meal charge category is unclear, CGFMR will be charged.

3. The cashier receiving payment for a meal at a CGDF must ensure strict adherence to the CGSMR and CGFMR categories and will verify patron category by a Government, State or Photo Identification Card. In the case of inactive duty RC members, the patron is responsible for providing evidence of CGSMR rate eligibility, otherwise these patrons will be charged the CGFMR rate. The patron will then sign the CGDF Meal Sign-in Sheet, Worksheet 4901, capturing the correct meal rate and patron category. This documentation is subject to audit by the local Comptroller, FINCEN Liaison or CG-1113 at any time.
- H. MEAL CHARGES. Meal rates are based on the ration conversion factors as follows:
1. Breakfast or MIDRATS – Conversion Factor of .20
 2. Lunch or Dinner – Conversion Factor of .40
- I. AUXILIARISTS. A CO/OIC is authorized to allow USCG Auxiliary members to subsist in a CGDF. USCG Auxiliary member while assigned to official duty, will be provided a meal during the assigned duty period, and can be claimed as a full ration. This only applies to units with CGDFs. The charges and procedures for Auxiliarists dining in a CGDF are as follows:
1. An Auxiliarist assigned to official duty must be provided a meal, at no cost to the member, during their period assigned to duty.
 2. If an Auxiliarist is NOT assigned to duty and the CO/OIC has authorized the Auxiliarist member to subsist, the CGDF must charge the Auxiliarist the full meal rate.
 3. An Auxiliarist assigned to duty or in receipt of non-reimbursable orders, must be claimed as a SIK ration. The FSO must verify documentation (orders or memorandum assigning them to duty) to ensure the Auxiliarist is assigned to official duty at the time of the meal served.
- J. MIDNIGHT RATIONS. It may be necessary to provide midnight rations (mid-rats) to personnel assigned to stand watch between 2400 and 0400 on afloat units to compensate watch standers for the meal they otherwise would miss. Mid-rats will be charged using the breakfast meal rate for non-SIK members. A mid-rats menu is an extension of the weekly CGDF menu. The menu may be integrated into the weekly menus or posted separately, but in either case, it must be approved by the CO/OIC.
- K. CROSSING THE INTERNATIONAL DATE LINE. The FSO must adjust whole ration credits to compensate for the change in the calendar day resulting from crossing the 180th meridian. When setting back the time one day in crossing from west to east, take ration credits for the extra day. When advancing the time one day in crossing from east to west, do not take ration credits for the lost day.

- L. STANDARD MEAL RATE DEDUCTION. All Coast Guard enlisted personnel subject to mandatory pay account deductions for meals due to assignment to EUM and ESM per Reference (f), will have meal deductions calculated using the CGSMR rate in effect at the time and collections must be made whether the meals are eaten or not. All training center CGDFs must be considered essential unit messing for 'A' school students.
1. ESM/EUM Definitions. Reference (t) defines EUM/ESM as "using the Government dining facility as a unit or group, and cannot be applied to an individual traveler. It may be required for operational deployments or training for certain courses, when the Secretary concerned, the Combatant Commander, or the Joint Task Force (JTF) Commander determines that it is essential for accomplishing training and readiness or is necessary for military operations."
 - a. ESM. Messing declared by the responsible Sector, Base, or Station CO/OIC, as it is necessary for the health and safety of enlisted personnel permanently assigned to single quarters.
 - b. EUM. Any group messing that an appropriate authority (CO/OIC)) declares essential for operational readiness, military operations or effective training where members are required to eat Government-furnished meals (for example, on USCG Cutters and Training Centers).
 2. Active duty members whose pay accounts are being automatically charged for meals at units designated as ESM or EUM will not have to pay the cashier or unit Food Service Officer when eating furnished meals at their unit CGDF. The CGSMR deduction is a daily rate. Refer any questions to CSB.
 3. The following enlisted members are subject to a recurring CGSMR deduction:
 - a. Enlisted members permanently or temporarily assigned to EUM. This includes members assigned to a Class 'A' School, prior service members assigned to OCS, and members assigned to a deployed Port Security Unit.
 - b. Enlisted members permanently or temporarily assigned to ESM. This includes members assigned to a ship with messing facilities, and members E-6 and below stationed ashore who reside in government-owned quarters and are required to eat meals at a government dining facility.
 4. CGSMR deductions start at the following times:
 - a. The day after reporting PCS to a EUM/ESM unit. The system will automatically start CGSMR.
 - b. The date after reporting TDY to a EUM/ESM unit. The Servicing Personnel Office (SPO) must manually start CGSMR.

- c. The date after a reservist reports for active duty to a EUM/ESM unit. The SPO must manually start CGSMR.
- M. TEMPORARY AFLOAT ASSIGNMENT. All enlisted personnel assigned temporary duty to a U.S. Government vessel with an established CGDF must be placed into ESM status. Credits for missed rations require certification by the CO or their designee and submitted via Email to the SPO for reimbursement.
- N. INDEPENDENTLY OPERATED COFFEE MESS (IOCM). An independently operated coffee mess is defined as a coffee mess that operates separately from the CGDF outside of meal hours and a CO/OIC has authorized to serve coffee to members willing to participate and pay for items consumed. Members must pay all expenses incurred in operating IOCM, including but not limited to: coffee, tea, creamer, sugar, etc. CGDFs may sell coffee mess related items to the IOCM via Sale of Stores, Worksheet 2581.
 - 1. All items sold to the IOCM will be based on the cost of raw ingredients.
 - 2. The operation of the IOCM must be overseen by the unit's CO/OIC who will designate an IOMC member E-4 or above to manage collection of payment and procurement of all items consumed by the IOCM participants.
 - 3. IOCM items may not be considered as any part of CGDF meals and CS personnel will not manage the IOCM due to conflict of exchanging monies between CGDF operations and the IOCM.
 - 4. Mandatory charging to participate in the coffee mess is NOT authorized. An IOCM can be located in any space designated by the CO/OIC for the dispensing of coffee, tea or similar beverages.
- O. FLEET TRAINING GROUP (FTG) AND UNIT SHIP RIDERS. The FTG liaison must provide a list of the riders' names and messing entitlements 30 days prior to schedule arrival and a US Government General Terms and Conditions (GT&C) FS Form 7600A must be approved prior to execution. A CGDF charges enlisted riders drawing BAS the Standard Meal Rate but does not charge enlisted riders drawing SIK for their meals. The FSO documents SIK provided according to the rider list as reimbursable rations on a DD-1149. Before departure either the liaison officer or the cutter's XO/XPO verifies the DD-1149 by signing Block 10. Ship riders' orders should contain the correct billing address to which to send the billing. The FSO must submit the approved DD-1149 and approved GT&C with the end of month CGDF Operating Statement to the USCG Finance Center at the end of the reporting period.

NOTE: If a ship rider is not on reimbursable orders, they will be required to pay by ICA and they must pay their bill before departing the unit.

- P. OFFICIAL COMMAND SPONSORED EVENTS. Command sponsored events, including an Official Change of Command may not use CGDF funds. The CGDF must not compromise its mission to financially support command-sponsored events. Any food items used for a change of command must be as sales of stores and documented on issues and sales slip, Worksheet 2581. CO/OICs of all CGDFs must ensure all food items for a Change of Command are not paid for by any CGDF allowances. Contact CSB for further guidance.
- Q. REIMBURSABLE ISSUES. Reimbursable issues are meals provided to non-USCG personnel for subsequent billing and sponsoring agent or agency's reimbursement. Such meals are partial rations converted to the current BDFA ration value. See Reimbursable Issues (GT&C FS Form 7600A) Job Aid in Reference (b) for guidance on completing the required forms.
- R. DOCUMENTATION FOR SALE OF MEALS. The Sale of Meals, Worksheet 4901, documents the meals sold, cash collected, and change fund documents. Strict and accurate documentation is required to ensure an audit trail. A custodian's count of cash on hand, Worksheet 4971, must be used daily to account for funds after counting the cash register. A custodian's count of cash on hand, Worksheet 4971, must also be completed as part of the annual audit process by a third party member. See Chapter (7) INVENTORY MANAGEMENT AND CONTROL.
1. Payment methods. The CO/OIC determines whether to sell meals for cash and/or credit. CGDFs with a large number of BAS or transient personnel must sell meals for cash to alleviate the need for a large number of ICAs. Units with relatively few sales may find it more practical to sell meals on credit. Authorized payment methods are Pay.Gov (online), personal checks, cashier's checks, money orders, made payable to "U.S. Coast Guard", cash and credit/debit card (if available); two-party checks are not acceptable.

NOTE: All dining facility bills are required to be paid by the 5th working day of the month.

- a. Cash Meal Sales. Patrons must pay for meals prior to entering the serving line. A cashier must be present to verify group association, charge the correct meal rate, and collect cash. A cashier will verify group association using a government or state photo identification card.
- (1) The cashier collects funds from cash sales and turns them in to the FSO, or designee, after each meal, except for meals sold on weekends or holidays; the cashier is permitted to turn in those funds the next business day.
 - (2) The maximum amount of cash on hand is \$5,000.00. All funds collected must be stored in a GSA-approved safe in accordance with Reference (h).

- b. Credit/Debit Card Terminal. On a case-by-case basis CG-1113 and FINCEN shall identify units with monthly sales over \$5,000 (exceptions are permitted with approval from CG-1113), capable of utilizing credit card terminals and provide the requirements for establishing a terminal. Contact CSB for establishing procedures.
 - c. NOTE: Units will maintain separate credit card Meal-Sign in Sheets, Worksheet 4901; and cash Meal-Sign in Sheets, Worksheet 4901, to differentiate between the different sales and ensure proper accounting practices.
 - d. Pay.gov is authorized to collect payments for ICAs and Sale of Stores. Pay.gov is a secure U.S. Treasury website that allows government agencies to receive payments. This significantly reduces the administrative burden to collect and account for payment, and increases the security of payments submitted to the Finance Center by reducing the exposure of personally identifiable information of dining facility patrons.
 - (1) The Pay.gov receipt will suffice in place of the bottom portion of the ICA for members bills.
 - (2) CGDFs utilizing Pay.gov, see Pay.Gov Payment Job Aid Reference (b) for guidance.
2. Authorized transmission of funds. Only units authorized by CG-1113, FINCEN, and CO/OIC to transmit funds via Over the Counter Deposits may collect cash, personal check, cashier checks and/or money orders. If authorized, all collections of cash, personal checks, cashier checks, and money orders will be deposited at minimum on a monthly basis. Route all authorization requests through the CSB.
- a. Over the counter deposits. Authorized CGDFs will utilize the Over-the-Counter Channel Application (OTCnet) for cash and check deposits. OTCnet is a secure web-based application that offers federal agencies flexible solutions to streamline management and reporting of payment transactions and deposits. OTCnet provides an all-in-one platform to automate deposits and payment processes, simplifying the classification of Treasury collections. OTCnet allows for the deposit of paper checks and cash at a Treasury General Account Deposit Network (TGAnet) participating bank. This eliminates the need for converting cash into money orders and/or cashier's checks along with the elimination of paper transmittal letters.

NOTE: The maximum amount of cash on hand is \$5,000. All funds collected must be stored in a GSA approved safe in accordance with Reference (h).

- S. SHIPYARD AVAILABILITY/FOOD CONTRACT. The FSO shall report to the COTR when documenting, billing, collecting and transmitting the paying customers' funds to the designated lock-box. The transmittal letter shall specify the purchase order number or contract number, accounting line, month to be credited, and dollar amount. The COTR must give a copy of the transmittal letter to the Contracting Officer; manager of the account being reimbursed; SFLC (for shipyard availability); FINCEN and the FSO for the CGDFs unit file. When the CGDF is re-established, the FSO shall not document these collections on the Coast Guard Dining Facility Operating Statement (CGDFOS), Worksheet 2576, line 34. Contact CSB for assistance. Use the following procedures when transmitting these funds:

1. Submit a separate transmittal letter for contract sale of meals funds.
2. Use the following generic customer number for contract sale of meals: 5SFCONTRACTSOM.
3. List a valid contract/purchase order number for the contracted sale of meals on your transmittal letter. Verify the purchase order/contract number conforms to the fiscal year that the services are provided.
4. Ensure both checks and money orders are securely attached to the letters for which they are listed.

T. OPERATING WITHIN ALLOWANCE.

1. Surplus. A surplus occurs if the total allowance is greater than the value of food items consumed for the month. The FSO must carry forward to the next month any surplus not used to liquidate a loss accumulated in the previous month. The maximum accumulated surplus of line 22 of the CGDFOS, Worksheet 2576, must be carried forward to the next month's report, unless a CGDF is being suspended. If the CGDF is temporarily disestablished all surplus must be carried over until the CGDF reopens. Maximum accumulated surplus allowed per unit:
 - a. WLBBs, WLBB, WMECs, OPCs, WMSLs, WAGBs, and WIX may carry-over a maximum of 50% accumulated allowance.
 - b. All other cutters may carryover no more than an 30% accumulated surplus.
 - c. All land units may carryover no more than an 10% accumulated surplus.
 - d. This rule does not apply to the maximum allowable deficit a CGDF may carry over.
2. Excess Accumulated Deficits. An excess accumulated deficit occurs if a deficit (CG 2576, Line 26) exceeds 10% of the operating allowance CGDFOS, Worksheet 2576, Line 22) during the reporting period. The CO/OIC must report the excess deficit, see Reference (a) for procedures. The CO/OIC must submit a memorandum explaining the cause of the excess accumulated deficit and the

current CGDFOS, Worksheet 2576 to CG-1113, thru the CSB. Final determination for repayment of excess deficit to the CGDF will be made by CG-1113. If a unit incurs excess deficits, the area, district or sector commander must ensure the CGDF is able to maintain an adequate subsistence support program. Pending a final decision about resolving the deficit, the unit must hold the deficit in suspense. Units must request authorization to absorb the deficit using the CGDF funds or utilize their units operating funds to liquidate the deficit from CG-1113 by memorandum through the CPL. The statement must include this information:

- a. Corrective action to prevent further deficit.
 - b. The period of time necessary to liquidate the accumulated deficit.
 - c. Whether an audit board, board of investigation, or other fact-finding body is convening or needed.
 - d. When CGDF is temporarily disestablished during any period of a reporting month, the 10% deficit does not apply, and no Excess Deficit Memo will be sent to CG-1113.
3. Cash Differential. A cash differential is the difference between funds collected for sale of meals and the converted ration value for sale of meals. A cash differential exists on the Daily Ration Memorandum, Worksheet 3123, and CGDFOS, Worksheet 2576, when the total funds collected for sale of meals is greater than the converted ration value for sale of meals.

U. OTHER ALLOWANCES.

1. Extraordinary Operating Condition (EOC). An EOC is an unusual, temporary, or exceptional condition compared to normally established or designated unit missions, (e.g., extended patrols or units replenishing supplies from a high-cost area). CG-1113 may grant an additional increase to the issued BDFA for units operating under EOC. See Extraordinary Operating Condition (EOC) Job Aid at Reference (b) for specific guidance in completing an EOC.
2. Freight. Units that incur a DLA freight charge from vendors will submit via email, all required documents to CSB. See Freight Reimbursement Request Job Aid at Reference (b) for specific guidance on completing the request.
3. Travel Subsistence. Reference (t) Joint Federal Travel Regulations (JFTR) contains subsistence travel entitlements, to include procedures for payment of per diem allowances and reimbursable meals for members in special travel categories, as well as purchase and deductions required on travel claims for meals available from Government dining facilities. In order to ensure that the CGDF receives proper ration credit, administrative officers must ensure members' travel orders are suitably endorsed and communicated to the FSO effectively.

4. Destitute Persons/Detainees. CGDFs are periodically tasked with feeding destitute persons. Destitute persons are defined as any persons rescued at sea, persons displaced by disaster and persons taken into custody. When subsisting destitute persons as defined above, CGDFs shall claim the BDFA plus any authorized BDFA increases. CGDFs shall document the number of destitute persons on an ICA, Worksheet 3476. Each destitute person shall be claimed as a whole ration, regardless of meals served per day. No personal information shall be collected on persons designated as destitute. The information on the ICA shall be used to generate a Requisition and Invoice/Shipping Document, DD-1149. The CGDF shall be reimbursed via an accounting string provided by the Area, District, Sector or unit funds and documented on the Requisition and Invoice/Shipping document, DD-1149.
5. Migrants. CGDFs must provide meals to migrants embarked aboard cutters. Food service personnel should consider migrants normal diet when issuing subsistence. FSOs documenting reimbursable issues must list the food items issued from the CGDFs inventory and those items total cost on a DD-1149. Document issues from mess as "AMIO Reimbursable" on a Sale of Stores Worksheet 2581.
6. Foreign Nationals/Translators. When subsisting Foreign Nationals, CGDFs shall claim the BDFA plus any authorized BDFA increases. CGDFs shall document the number of meals served on an ICA, Worksheet 3476. The information on the ICA shall be used to generate a Requisition and Invoice/Shipping Document, DD-1149. The CGDF shall be reimbursed via an accounting string provided by the Area, District, Sector or unit funds and documented on the Requisition and Invoice/Shipping Document, DD-1149. Contact CSB to determine district specific foreign ship riders policy.

CHAPTER 5. MENU GUIDELINES

- A. MENU STANDARDS. A menu is a list of items served or available to be served during CGDF meal service. Menus must provide nutritious and well-balanced meals within the BDFA. Since all aspects of the food service operations are influenced by the menus, they are the key to successful CGDF management. The following must be taken into consideration when developing a menu:

1. Menu budget based on approved BDFA.
2. Nutritional requirements.
3. Existing inventory.
4. Procurement restrictions.
5. Food availability.
6. Crew preferences (menu advisory board).
7. Unit operations and mission.
8. Special events.
9. CGDF staffing and equipment.

NOTE: The Food Service Officer is authorized to make changes to this menu, due to the unusual or unforeseen circumstances, it may be necessary to provide solutions for food items not in stock to permit the timely use of perishable foods.

- B. MENU BUDGET. The menu must be drafted and developed based on the unit's total BDFA and operational status. In order to prevent over expenditures of the total operating allowance it is imperative to cost the weekly menus. This is done by costing the individual recipes that compose the weekly menu. FSOs shall reconcile weekly menu costs against the Daily Ration Cost Record, Worksheet 3471, to identify daily losses and savings based on meals served. FSOs shall monitor Line 14 of the CGDFOS, Worksheet 2576, to ensure the CGDF is remaining within the BDFA and will make adjustments to the menu to remain within the allotted amount.
- C. NUTRITIONAL REQUIREMENTS. The FSO will plan menus to ensure all members have daily access to nutritionally sound food choices. See Menu Development Job Aid at Reference (b) CGDF Admin Management Job Aids Folder for assistance in drafting a menu for specific healthy dietary patterns.
- D. EXISTING INVENTORY. When planning a menu, the FSO shall utilize existing inventory to ensure first in, first out (FIFO) inventory rotation, eliminating waste and excess ordering to minimize waste of perishable items. Menus may be altered to include items that would otherwise be thrown out due to use by dates or natural decay.

1. A "Best if Used By/Before" date indicates when a product will be of best flavor or quality. It is not a purchase or safety date.
 2. A "Sell-By" date tells the store how long to display the product for sale for inventory management. It is not a safety date.
 3. A "Use-By" date is the last date recommended for the use of the product while at peak quality. It is not a safety date except for when used on infant formula.
 4. A "Freeze-By" date indicates when a product should be frozen to maintain peak quality. It is not a purchase or safety date.
- E. AVAILABILITY. Adjust menus to capitalize on the availability of fresh produce. Select fruits and vegetables in season as price and storage space permit. Canned, frozen and dehydrated fruits, juices and vegetables supplement the fresh menu items and are comparable in nutritive value.
- F. CREW PREFERENCES. Crew preferences result from different combinations of foods on a menu, the weather, geographical area and demographics. A way to prevent excess waste is to observe what is being thrown away at the end of the meal, which items are being consumed and which are not. Other ways of determining food preference are menu advisory boards and comment cards. Menu advisory boards must be held at minimum quarterly.
- G. RELIGIOUS ACCOMMODATION. The CGDF has no obligation to provide dietary accommodations for religious reasons.
- H. MEDICAL ACCOMMODATION. The CGDF has no obligation to provide dietary accommodations for medical reasons without proper approval. A medical officer or other qualified medical personnel must provide any special dietary accommodations in writing; the unit CO/OIC must analyze the accommodation to determine whether the request impacts the mission.
- I. UNIT OPERATIONS AND MISSION. When preparing menus, consideration must be given to the necessary caloric and nutritional value that meet levels of activity. For example, a person working buoys will need more calories than a person sitting at a desk. In addition, consideration should be given to avoid meals requiring excess preparation when the galley has limited staff due to operational needs. These factors must be considered:
1. Unit drills.
 2. Unit training.
 3. Schedule of unit operations.
 4. Timing of supply delivery.

- J. SPECIAL EVENTS. Special events are functions that are performed outside of CGDF daily operations. Examples include Change of Command, Receptions, Morale events, etc. CGDFs may support but is not required.
- K. GALLEY EQUIPMENT AND STAFFING. The FSO must consider the galley equipment available, the number of personnel to be fed, and the number of personnel who work in the galley. Plan a balance between foods that can be prepared early without deteriorating and those that must be prepared just before serving time. These factors must be considered to maximize efficiency in CGDFs:
1. CS proficiency.
 2. CS staff availability.
 3. Equipment type and availability.
- L. CYCLE MENUS. CGDFs utilizing Perpetual Inventory must utilize cycle menus. A cycle menu is a series of menus planned to be used consecutively and to be repeated, with some variations, over a period of time. It can be used most effectively for a three-month period or for any seasonal period of the year. Below are advantages to using a cycle menu:
1. A cycle menu requires less planning than writing a fresh menu at the beginning of each week. It is reasonable and practical to assume once a good menu is written, the plan is reusable or with minor alterations to bring it in line with available supplies. The cycle menu allows sufficient time to plan the following cycle menu. While the cycle menu is in use, the FSO is required to refine the menu and make changes by modifying the menu to the crews' preferences (e. g. Menu Advisory Board) before it is cycled again.
 2. Perpetual Inventory CGDFs must maintain on file at a minimum a six-week cycle menu with a corresponding load guide.
 3. Each menu must be submitted the week prior to allow time for CO/OIC approval.
 4. See Menu Development Job Aid at Reference (b) for assistance in drafting a menu.
- M. MENU REQUIREMENTS. The following requirements must be incorporated into menus:
1. Breakfast shall offer eggs to order (include on every breakfast menu); may include omelets. Meats, starches (non-cereal), assorted hot and/or dry cereal, assorted breads, fresh fruit, coffee, tea, juice and milk.
 2. Lunch and Dinner shall offer, at minimum, a main entrée, carbohydrate (potato, pasta, or rice, ect.), vegetable, salad and beverage. Soup, dessert and bread are optional.

3. Poultry shall be offered no less than four times per week.
 4. Beef shall be offered no more than four times per week.
 5. Pork shall be offered at least twice per week.
 6. Seafood shall be offered at least twice per week with at least one seafood entrée being a fish fillet.
 7. The menu shall be aesthetically pleasing in terms of complementary flavors, textures, colors, and shapes.
 8. When two vegetables are served, one shall be a non-starch vegetable.
 9. Never exceed three fried food items per week.
 10. The use and serving of trans fats in menu items served in CGDFs is prohibited. Units operating a CGDF are prohibited from purchasing and/or using any product containing 0.5 grams or more of trans fat per serving.
- N. OPEN GALLEY MENU. An open galley menu is an extension of the weekly CGDF menu of available food items that the crew can utilize to prepare a meal in the absence of the CS. The menu may be integrated into the weekly menus or posted separately and must be approved by the CO/OIC. See Menu Development Job Aid at Reference (b) for assistance in drafting a open galley menu.
- O. SPECIALTY MEALS. CO/OICs may authorize box meals to provide subsistence support during operations that prevent personnel from eating in the CGDF during normal meal periods.
1. Box meals are individually prepared for one person (e.g., but not limited to, boat crew members, flight crew members, personnel going to the range, or watch standers) unable to leave their post or for consumption away from the unit.
 2. All box meals shall be requested through the FSO and not issued at government expense to personnel without reimbursement. CGDFs shall claim the box meal the same way as if the meal had been sold and eaten at the CGDF. All personnel receiving a subsistence allowance and requesting a box meal will receive a box meal and shall be charged the appropriate meal rate on an ICA, Worksheet 3476, or payment will be collected when the box meal is issued.
 3. The raw food cost should not exceed the ration value for each person subsisted. CGDFs shall purchase non-food items (e.g., paper cups, bags, boxes) used in preparing and serving box meals from unit funds (not from CGDF funds).
 4. Authorized beverages are included with box meals. The FSO is authorized to issue more than one beverage for the purpose of mission duration and sustainment. The additional cost of providing more than one beverage in this

manner needs to be considered in calculating the overall cost of the box meal. All beverages shall be less than one liter.

- P. WASTE DISPOSAL REQUIREMENTS. For waste disposal requirements aboard USCG cutters returning from foreign countries, the CO/OIC must follow 7 CFR 330.400 in handling garbage from any USCG cutter that has visited any foreign country.
- Q. SANITATION. FSSP prevents human illness and injury from food hazards and poor sanitation.
1. The FSSP protects human health and ensures nutritious sources throughout food preparation. An effective FSSP addresses potential hazards at critical control points, such as receiving, storing, handling, and serving food. FSSP provides guidance to perform techniques and procedures that meet FSSP standards and requirements.
 2. Food service operations require careful management to protect the health and well-being of patrons. Steps must be taken to prevent the contamination of food items as they flow through the galley by identifying and addressing critical control points. FSSP requirements:
 - a. Reference (s), outlines the required program elements for implementing the FSSP.
 - b. Reference (c) details the management/guideline requirements all CO/OICs shall implement for the Coast Guard's FSSP. The information contained therein is based on the industry standard for food service sanitation as well as the military food safety standards, criteria, procedures, and roles for the sanitary control and surveillance of food to mitigate risk factors known to cause foodborne illness.

CHAPTER 6. PROCUREMENT

- A. OVERVIEW. CGDFs purchase food items to provide meals to authorized personnel. The cost of these items is charged to the USCG supply fund. Title 14 U.S.C. authorizes the supply fund in Section 650. CGDFs are located in various geographical areas, both ashore and afloat. CGDFs also vary substantially in size and in the number of authorized personnel served on a daily basis. The following procedural guidance addresses CGDF transactions: the proper documentation, review, and approval of purchasing foods and related supplies. This policy is designed to meet all applicable laws, rules, and regulations, and provide appropriate internal controls to meet stewardship duties relating to CGDFs.

- B. PROCUREMENT POLICY. The procurement process must obtain wholesome foods from the most economical source with timely delivery. FSOs must follow policies and procedures when procuring food items. These sources contain relevant laws, regulations, or instructions:
 - 1. Head of Contracting Activity's Simplified Acquisition Procedures Guidebook.
 - 2. Department of Homeland Security Purchase Card Manual.
 - 3. Department of Homeland Security Acquisition Regulations.
 - 4. Federal Acquisition Regulations (FAR), Volumes I and II.
 - 5. Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series).
 - 6. Supply Policy and Procedures Manual, COMDTINST M4400.19 (series).
 - 7. Certifying and Disbursing Manual, COMDTINST M7210.1 (series).
 - 8. Financial Resource Management Manual (FRMM) COMDTINST M7100.3 (series).

- C. CONDUCT. Every person charged with the responsibility of procuring food items must always act competently, fairly, and impartially. An individual may never undertake under any circumstances a food procurement action that could jeopardize the Coast Guard's best interests or integrity.

- D. BASIC AUTHORITY. Only the Head of Contracting Activity (HCA) serving a unit can delegate procurement authority to individuals. Units should check with their respective HCA for qualifications, requirements, and levels of authority. See Reference (j).

- E. UNITS WITH CGDFs. The USCG has established a specific supply account for CGDFs. The Supply Account project for provisions will be created by Commandant (CG-8). This account supplies authorized CGDFs throughout the USCG. It does not support contracted dining facilities. Units authorized to make food purchases using the designated Supply Account project are responsible for:
1. Managing purchases associated with the food purchases.
 2. Safeguarding food inventory.
 3. Procuring only inventory items that meet CGDF approved menus.
 4. Maintaining accounting and inventory records, providing reports, and financial statements in accordance with established policies and guidelines.
 5. Reconciling accounting records against inventory records.
 6. Reconciling local financial records with FINCEN accounting records, and reporting all unreconciled balances on a monthly basis.
 7. Identifying and removing excess, obsolete, or unserviceable inventory from the Supply Fund using Report of Survey, CG-5269.
 8. Reviewing and reconciling undelivered orders, accounts payable, accounts receivable, and price differences.
 9. Providing performance measurement data as requested by the Supply Fund manager in Commandant (CG-831).
- F. POLICY FOR PURCHASES AND AUTHORITY TO PROCURE FOOD ITEMS. Follow References (d), (j) and (z).
- G. INVENTORY REQUIREMENTS. The CGDF must be fully stocked with food items needed for operational requirements. Afloat units must contact the CSB for pre-deployment assistance and review of proper load out procedures 30 days prior to any deployment of more than 45 days.
- H. SOURCES OF SUPPLY. When purchasing and replenishing food items, the FSO must consider these factors:
1. Advance planning.
 2. Selecting supply sources.
 3. CGDF location and size.
 4. Accessibility to government supply activities.
 5. Transportation.

6. Shipping costs.
 7. Operational schedules.
 8. Indefinite delivery contracts.
- I. TAX-EXEMPT. The tax-exempt number for all USCG purchases is B239641. FSOs must verify tax-exempt processes prior to purchasing with vendor.
 - J. SOURCES FROM FOREIGN COUNTRIES. Title 7, Code of Federal Regulations (CFR), parts 319 and 330, “Plants and Plant products,” and 9 CFR 94, “Animal and Animal products” require the FSO to follow certain procedures when buying, importing, and transporting fruits, vegetables, meats, eggs, and dairy or animal products locally grown, produced, and/or processed in foreign countries, except Canada “foreign origin” includes food products, except meats, from non-continental U.S. island entities (American Samoa, Guam, Hawaii, Puerto Rico, U.S. Virgin Islands, and the Commonwealth of the Northern Marianas Islands) aboard any USCG cutter entering a U.S. continental, territorial, or offshore port. APHIS officers board vessels traveling from foreign ports and complete a section on the boarding inspection form Plant Protection and Quarantine (PPQ) program form 288; they support the USCG international convention for the prevention of pollution from ships (MARPOL) Annex V program. USCG policy forbids foreign meats, except those purchased in non-continental U.S. island entities, produce, or milk products to remain aboard any USCG cutter entering a U.S. continental, territorial, or offshore port. This policy excludes any U.S. origin frozen or canned products issued to a USCG cutter from an overseas U.S. military depot or U.S. Navy combat logistics force ship. The FSO must contact CSB when outside the U.S. to obtain authorized food items from these sources:
 1. Nearest U.S. Naval Support Activity.
 2. Combat Logistics Force Ships or other supply activity.
 3. DLA.
 4. Transfers from other military services and U.S. Government departments.
 - K. GOVERNMENT SOURCES. All CGDFs must use a government resource as their primary source of procuring food items and to the maximum extent possible. Not all CGDFs have the capability to use a government source and must contact CSB for guidance on government sources of supply. CO/OIC will be able to monitor the government-to-commercial purchase ratio located in the remarks section, Block C, of the CGDFOS, Worksheet 2576, of both the PI system workbook (PISW) and the PVA inventory system workbook (PVAISW). Government supply activities normally charge the most economical prices for food items. Except for units operating in remote areas, the USCG does not consider USCG Exchange System (CGES) operated mini-markets or grocery sections an economical source of supply. CGDFs can make purchases from the same vendor as the CGES market and eliminate the markup.

1. DLA Troop Support Subsistence Prime Vendor. By law, a government-sourced vendor shall be used when available and if appropriate for the unit's PAL. Purchases vs Allowance units are not required to use prime vendor due to longer lead times, bulk pack sizes, unit storage limitations, and the inability to meet the required minimum ordering amounts from government contracted vendors. Units using Prime Vendor as a source for food items are not limited in the dollar amount they can purchase. All products have been inspected, are domestically sourced and have been determined to have fair and reasonable pricing. The FSO should contact the respective DLATS Liaison concerning Prime Vendor options and for further guidance.
2. All WMEC or larger cutters are required to use Prime Vendor for fifty percent (50%) of all load outs prior to patrols. When purchasing through DLA follow:
 - a. Government purchase verification policy: Once a DLA order has been delivered to the unit, the member only has three days maximum to verify the pending receipts or the unit's Stores Web account will be automatically blocked from sending any further orders. Regardless of the status of normal CGDF paperwork completion for the day, it is always best practice to verify Stores Web orders on the same day you receive the delivery.
 - b. Government vendor payment: A government contracted subsistence vendor will not receive payment by DLA until the unit verifies the pending receipt in stores web and sends the receipt out for processing. Once this process is complete the pending receipt will then become a Sent Receipt Report (SRR) which will be the receipt used when conducting the CGDF paperwork & inventory process.
 - c. Pending receipts: When submitting a government subsistence order, be sure to coordinate your delivery specific needs such as your requested delivery dates, requested delivery timeframes, your exact mooring locations or delivery addresses, delivery driver base or pier escort needs, Not-in-Stock (NIS) or short shipped items on the orders, or other expected issues with your deliveries/orders directly with your area DLA vendor POCs & the DLATS liaison. This will reduce the chances of a unit having a missed delivery or erroneous order.
 - d. Mismatched invoices: A mismatched invoice occurs when a member does not properly verify their pending receipt against their vendor invoice. The most common mismatches stem from catch weight errors, short shipped items, and NIS items.
 - e. Government reconciliation: Once a pending receipt is submitted and it becomes a SRR, the operator must use the SRR pricing on all CGDFOS paperwork and stock cards. A unit shall not use the vendor prices or pending receipt prices on their CGDF paperwork or it will result in a FINCEN Block G audit for the unit. All SRR purchase order document numbers shall be

entered in block G government purchases on the Worksheet 2576. The Stores web pricing is the vendor price plus 4.6 percent DLA service fee surcharge.

3. Other Government sources are as follows:
 - a. Defense Commissary Agencies (DECA).
 - b. Other CGDFs (by transferring food items).
 - c. DOD supply activities.
 - d. Other Government dining facilities.

- L. ERRONEOUS GOVERNMENT INVOICES. CGDFs shall not accept any erroneous invoices. When a food delivery is made the vendor invoices should always be checked for accuracy. Any discrepancies discovered on the vendor invoice such as NIS, short shipped or refused items will need to be noted/pinned in on the vendor invoice and then signed by the receiving party and the delivery driver to confirm the errors. This is the only proof that is acceptable by DLA that an item was not received, accepted, returned, or short shipped.

- M. COMMERCIAL SOURCES. When it is impractical to obtain foods from the sources above, purchasing in the open market is authorized. The CGDF must make purchases under competitive conditions to ensure quality procurement at the most economical prices. The FSO must justify purchases made without competition.
 1. Government-wide Commercial Purchase Card (P-Card). Unit must use a government credit card for purchases under micro-purchase threshold, where there is no government source available. This ensures prompt payment to vendors. See Reference (q) for additional guidance. Units must have an alternate credit card holder for food purchases locked in a GSA approved safe in accordance with Reference (h).
 2. Indefinite Delivery Contracts. An authorized Contracting Officer and other Government contracting agencies may enter into Indefinite Delivery Contracts with commercial suppliers to obtain local bakery and dairy products, fresh fruits, vegetables, seafood, and other perishable items. Indefinite Delivery Contracts are mandatory for commercial purchases in these circumstances:
 - a. Authorized at the port or area where the delivery is required.
 - b. Requirements are at least as great as any minimum quantity stipulated in the contract.
 - c. Vendors can deliver in time to meet operational commitments.

- d. The CGDF can obtain the required foods more economically under an Indefinite Delivery Contract than from a Government supply source.
- N. ERRONEOUS COMMERCIAL INVOICES. CGDFs must not accept erroneous commercial invoices. Invoices should be checked for accuracy when the delivery is made. If mistakes are made, they must be corrected on the spot with both parties signing the invoice. If a shipment is short or damaged on delivery, immediately note the shortages and/or damage on the invoice provided by the vendor.
- O. EMERGENCY PROCUREMENT. The USCG supply system requires Area, District, and Sector commanders, and unit CO/OICs to maintain supplies in a state of readiness capable of immediate assumption of emergency operations with the DoD.
- 1. Emergency Situations. For food service operations, emergencies are defined as an interruption/deviation of standard day-to-day food service operations resulting from catastrophic events including but not limited to, natural disasters, extended loss of power, civil unrest, etc.
 - 2. Small Boat Operation Support. The use of subsistence Supply Funds to outfit/stock small boats is prohibited. Unit's may not use subsistence Supply Funds to purchase and hold for emergency use MREs. In the event of a natural disaster or emergency, CO/OICs may authorize the use of non-subsistence unit funds to purchase food items when it is required to protect government property or the protection of human life.
 - 3. During catastrophic disaster or emergencies, CGDFs are authorized to feed destitute persons and or emergency services personnel, see Chapter (4) ALLOWANCES. These meals are furnished at government expense. CO/OICs must issue a memorandum detailing the extent of the disaster or event and directly authorize the issuance of meals. FSOs must document all issued meals on a Meal Sign-Up Sheet, Worksheet 4901, by having the patrons sign for each meal received. All food items used in natural disasters or emergencies must be listed on Form DD-1149 and submitted with the CGDFOS, Worksheet 2576, to FINCEN for reimbursement.
 - 4. When normal food procurement procedures are disrupted due to a national emergency or disaster, CGDFs are authorized to transmit emergency narrative Military Standard Requisitioning and Issue Procedure (MILSTRIP) messages or telephoned requisitions to DLA.
- P. GENERAL PURCHASE POLICY. The following is a list of non-authorized food items:
- 1. Food supplements.
 - 2. Protein powders.

3. Energy enhancing drinks or powders. This includes any beverage, powder or syrup mix that claims to have energy enhancing properties.
4. Any form of meal replacement. This includes products such as weight loss beverages, powders or bars.
5. Vitamins.
6. Cooking oils and shortenings containing artificial trans fats.
7. Products containing more than 0.5 grams of trans fats per serving.
8. Products containing any prohibited substance for use by military personnel.
9. Non-food items such as tobacco products, chewing gum, and alcoholic beverages.
10. Products containing any alcohol (ex. Kombucha).
11. Products containing hemp, CBD, THC or any synthetic derivative.

NOTE: Cooking grade alcohol (fortified with sodium) labeled as such by the manufacturer is authorized for purchase.

Q. GENERAL STORE ITEMS. General store items are normally purchased with funds other than the subsistence Supply Fund accounts and consist of items that the CGDF will need for sanitary practices and include items such as:

1. Napkins.
2. Paper products.
3. Foil, parchment paper, wax paper, or plastic wrap.
4. CO2 for beverages dispensers, except for charges from DLA.
5. Ice.
6. Charcoal.
7. Bottled water used for cooking or cleaning.
8. Shopping bag fees and cash return values.

NOTE: This list is not all inclusive. Contact CSB for any questions on general store items.

R. RESTRICTIONS. Competition is fundamental in procurement to assure that the government receives reasonable, economical prices. Obtain the maximum competition

practical for all purchases. Satisfying the competition requirements for a large purchase is just as important when making a small purchase.

1. Meats and meat products bought for use in the continental United States must display the U.S. Department of Agriculture (USDA) stamp or label indicating they have been “U.S. Inspected and Passed.” When purchasing meats use the inspection and grading guidelines in accordance with Reference (q).
 2. Foreign fresh produce, fresh meat, and fresh dairy procured from foreign ports must be consumed or disposed of prior to reaching the U.S. Contiguous Zone (12-nautical mile limit). The USDA and some states may impose quarantine or other restrictive orders on foods procured in foreign ports. When procuring food from foreign ports, the FSO must work with the CSB to ensure their first source of supply is DLA Stores Web, if applicable.
 3. In accordance with specific quality regulations promulgated by the U.S. Department of Commerce, seafood must bear state or other regulatory authority certificate numbers indicating it was processed under proper sanitary conditions and is certified as a safe wholesome product. When purchasing seafood use the inspection and grading guidelines in accordance with Reference (q).
 4. Do not buy fruits and vegetables normally eaten raw in areas infected with cholera or fertilized with night soil (human waste). Fresh fruits and vegetables are more economical when procured in season. Qualities to look for when purchasing can be found in Reference (q).
 5. CGDFs are not authorized to purchase entirely prepared meals from commercial sources such as restaurants or fast food establishments. CO/OICs may authorize the purchase of meal components, (e.g., macaroni salad, coleslaw, potato salad, etc.), for special events or emergencies. This should be an uncommon practice for everyday food preparation at any CGDF. Contact CSB for further guidance.
 6. Units are not authorized to purchase, rent, or lease dispensing devices for beverages or food items using subsistence Supply Funds. Units must use non-subsistence operating funds to buy such dispensers or equipment. Units should not contract for, purchase, or accept equipment at any expense to the government for any dispenser that restricts its use to a particular brand of item. A unit may accept a beverage or food dispenser from a government-negotiated contract source for that particular food brand item, (e.g., Prime Vendor Program, etc.).
- S. DIRECTORY OF SANITARILY APPROVED FOOD ESTABLISHMENTS. CGDFs are required to buy food items only from approved food establishments. The Worldwide Directory of Sanitarily Approved Food Establishments for US Armed Forces procurement is used by DoD and non-DoD agencies for worldwide food procurement for us forces. Questions regarding Worldwide Directory of Sanitarily Approved Food Establishments for US Armed Forces procurement may be directed to the U.S. Army Public Health Command, (USAPHC) via phone at: 410-417-3725. The

USAPHC provides a current list of approved sources. This list may be obtained from the following site,

<http://phc.amedd.army.mil/topics/foodwater/ca/pages/dodapprovedfoodsources.aspx>.

T. SPECIFICATIONS OF PURCHASING.

1. The CO/OIC is responsible for researching and assessing any threats to the food supply in an area of deployment. The CO/OIC must communicate all threats and risks to the FSO prior to the purchase of food items in a foreign port.
2. Liquid beverage bases (syrups), bottled, or canned soft drinks obtained from government or commercial supply sources are authorized as long as those beverages are on the weekly menu. CO/OICs may authorize purchases of bottled spring water, carbonated flavored waters, etc., in individual serving-sized bottles up to one liter, as beverage items listed on the weekly menu. These beverage items must only be issued at meal times. Contact CSB for further guidance.
3. Units should not use vendors' rebate checks, gift certificates, or other compensation as a competitive consideration in establishing commercial supply sources.

U. SETTLING ACCOUNTS.

1. Responsibility. The FSO is responsible for obtaining and submitting all required documents to settle accounts.
2. Vessel Leaving Port. The FSO must obtain and process purchase invoices before departure.

V. PURCHASING FOOD ITEMS WITH CASH. Units without cash disbursing facilities may find it necessary to purchase food items with cash when scheduled for deployment where credit purchases may not be feasible. If cash purchases will be necessary, see the Reference (e):

1. Request. A letter shall be sent to FINCEN requesting the designation of a unit member as a Class A (Limited) cashier. The letter shall include an estimate of the dollar amount that will be needed to purchase food items during deployment.
2. Amount Needed. To find the dollar amount needed, estimate the quantity and cost of food service items that will need replenishing during deployment.
3. Foreign Purchases. Allow for any difference in the valuation of foreign currency used for purchases.

- W. DOCUMENTING PROCUREMENT. Foreign currency fees, international transaction fees, commissary surcharges, and fuel/delivery charges, when billed separately, must be documented in block G of the CGDFOS, Worksheet 2576, and the Provision Inventory Control Record, Worksheet 3469, in the “expenditures other” column for units using the PI system workbook (PISW), must document in block G of the CGDFOS and in the Daily Ration Cost Record, Worksheet 3471. Reimbursement for stores web shipping/freight charges, when billed separately, shall be submitted for approval to CG-1113 thru CSB. See Reference (a).

CHAPTER 7. INVENTORY MANAGEMENT AND CONTROL

- A. INVENTORY CONTROL. Maintaining and properly controlling an inventory ensures a CGDF has sufficient quantities of food items to meet normal requirements and emergencies. Contact CSB.
1. Effective inventory control entails accurately determining requirements, constantly supervising stock levels, properly receiving, and expending food items.
 2. Inventory discrepancies result from bulk issues of dairy, produce, and baked goods; inadequate quantity checks of receipts; clerical errors in recording breakouts and posting transactions; inventory estimates; and pilferage.
 3. The FSO should expect minor losses from breakage, and spoilage. It is important that the FSO knows the reasons for these discrepancies to prevent potential future losses. Securely store food items pending authorized expenditure.
 4. Aboard ships, the FSO shall ensure all galley store rooms are secure for sea.
- B. CONTROLLING FOOD ITEMS DURING SHIPYARD/DOCKSIDE AVAILABILITY. Secure spaces and food items to prevent pilferage or damage during vessels' disestablishment. FSOs must contact CSB prior to the commencement of shipyard or dockside availability.
1. Perishables. When scheduling major overhauls of refrigeration systems during shipyard or dockside availability, units should make every effort to deplete their perishable inventories beforehand. The FSO shall reduce quantities of perishable food items after arriving at the shipyard or during dockside availability by the following methods:
 - a. Transfer to other CGDFs.
 - b. Store ashore in Government refrigerated storage facilities.
 - c. Rent commercial refrigerated storage space if Government storage facilities are not available.
 - d. Utilize gleaning procedures for perishable food inventory. See Gleaning Job Aid at Reference (b) for guidance on completing the required forms.

2. Inventory and supervision. Transferring food items from a ship to temporary storage ashore and subsequent reloading requires the FSO to physically inventory and supervise the operation. The FSO shall ensure that inventory kept in temporary storage ashore, either Government or commercial, is held within the proper temperature ranges outlined in the Reference (c), documenting temperatures daily in the temperature log book. Unless written into the contract with the storage company or yard facility, the FSO shall inspect the contents of the refrigerated storage periodically to ensure accountability and no loss due to spoilage.
- C. PERPETUAL INVENTORY CONTROL. The PI Control System simplifies replenishing expended food items and provides a continuous check of the available inventory's quantity and monetary value by entering all purchases to and expenditures from the daily inventory. The CGDFs normal inventory system is the perpetual inventory control system and shall be utilized when the following applies:
1. The CGDF has three or more permanently assigned CSs.
 2. Quantity controls of food items are required to support a large number of personnel and units on extended deployments.
 3. Both quantity and monetary control procedures are necessary to provide adequate control of the inventory.
- D. STOCK CARDS. The FSO must maintain the PI Management Workbook stock cards for all food items to record the quantity of day-to-day receipts and expenditures.
1. Stock cards. Maintain electronic stock cards for all food items to record the quantity of day to day receipts and expenditures. If taking a complete physical inventory, enter a separate date line entry to record the actual quantity inventoried regardless of the previous entry. If the perpetual inventory and actual inventory quantities are not the same amount, act promptly to determine the cause of the difference. Correct and prevent further differences immediately.
 2. Monetary Control. The PI Control Record, Worksheet 3469, is a monetary control record maintained to summarize the total dollar value of the available inventory at the end of each day's transactions; The FSO must open a new Worksheet 3469 at the beginning of each month. The beginning inventory is the value of the ending inventory reported on the previous month's CGDFOS, Worksheet 2576, line 8; record the beginning inventory in the "Balance" column on the "Brought Forward (B/F)" line. The FSO must review any differences between the total monetary value of the available inventory recorded on the Worksheet 3469, on the last day of the month and the total monetary value of the actual ending physical inventory. Record entries for which there are no captioned columns in the "Other" column. At months-end, total each column using the check and balance procedure. The FSO must review the Worksheet 3469, and file it with the monthly Worksheet

2576. See Perpetual Inventory Management Workbook Job Aid for specific procedures in Reference (b).

3. Price changes. A price change occurs when a unit receives a food item at a higher or lower price than the comparable item already recorded on the inventory. The FSO must determine price average when price changes occur. All price averaging will be done within the inventory management workbook. See PI Management Workbook Job Aid for specific procedures in Reference (b).
 4. Expenditures. By signing the weekly menu, the CO/OIC authorizes all expenditures from the food inventory. The FSO must review and endorse expenditure documents (e.g. Worksheet 2581) before the end of the first working day after the transaction. See Issue of Stores, Worksheet 2581 Job Aid for specific procedures in Reference (b).
- E. PURCHASES VERSUS ALLOWANCES. PVA is a monetary-controlled process that requires the CGDF to maintain procurement levels based on anticipated allowances for the period. Under this system, the CGDFs daily operating allowance depends on maintaining a low inventory, rarely exceeding a week, with the approved menu serving as a check against both purchases and consumption. CGDFs using the PVA Inventory Control System do not issue items to the CGDF.
1. CGDFs must utilize the PVA Inventory Control System when the following criteria applies:
 - a. Units with two or less CSs attached must use PVA Inventory Control System.
 - b. The CGDF can maintain effective monetary control of food items with a complete physical inventory at the end of each month and adequate physical security.
 - c. Daily Expenditures. Daily expenditures are not itemized. Instead, the value of the day's purchases is entered directly in the Daily Ration Cost Record, Worksheet 3471s column 8.
 - d. Pricing Record. The FSO must mark the price of the item on the individual item purchased, (e.g., cans, box, etc.). The price of individual unused items are recorded to the Provision Inventory Report, Worksheet 4261 at the end of the report period. When there are different prices on items that are the same, they must all be recorded on the Worksheet 4261 separately.
 - e. Meal Sales. To convert daily meal sales to ration value, the FSO must use the Ration Memorandum, Worksheet 3123, to document daily meal sales.
 - f. Daily Ration Cost Record, Worksheet 3471. The FSO must maintain the Worksheet 3471, properly. See Reference (a) for proper procedures.

F. INVENTORY PROCEDURES.

1. Responsibility and Supervision:

- a. The FSO is responsible for the accuracy of inventory balances and must be physically present when taking physical inventories. Physical inventories shall be performed at the end of each calendar month for both the PI and PVA inventory systems.
- b. A CGDF annual audit and inventory verification must be completed when formally relieving the FSO.

2. Inventory Requirements:

- a. All CGDFs are required to report their operation's financial condition with a complete physical inventory performed monthly. Physical inventories must be completed by the FSO and documented on the Provision Inventory Report, Worksheet 4261.
- b. A physical inventory entails counting each individual food item in unbroken units (pounds, cans, etc.).
- c. The FSO must reconcile all quantity and monetary control records to reflect the reported physical inventory.
 - (1) When unable to conduct a complete physical inventory due to load out inventories or sea conditions, the FSO may take inventory from the stock cards, with a signed memorandum by the command.
 - (2) If authorized to conduct an inventory from the stock cards, the FSO will ensure that a complete physical inventory is conducted at the end of the next reporting period. No more than one reporting period may elapse between conducting physical inventories.
 - (3) If needed to maintain closer control, the FSO may hold additional physical inventories during the month.
 - (4) To verify inventory levels posted on the stock cards the FSO will conduct periodic spot inventories of fast moving and high value food items. A spot inventory is a physical inventory of select items which are then verified against the stock card balances.

3. Preparing for a Physical Inventory:

- a. The FSO must ensure all receipt and expenditure documents are posted to the applicable control records.

- b. The FSO will also take any action necessary to ensure no food sales, transfers or issues of stores occur during the inventory, except in an emergency.
 - c. The JOD must arrange the inventory stock to facilitate counting prior to loading stores.
- 4. Occasions Requiring Physical Inventory.
 - a. End of the month.
 - b. Annual audit and inventory verification.
 - c. Formal FSO relief.
- G. ANNUAL AUDIT AND INVENTORY VERIFICATION. It is essential to conduct annual audits and inventory verifications to independently verify the CGDF inventory to confirm its true value. The CO/OIC must designate one or more Commissioned Officer(s) and/or Chief Petty Officer(s) not in the CS chain of command to verify the CGDF operation. Units must conduct an annual audit and inventory verification a minimum of every 12 months and upon formal relief of the FSO. The FSO must not serve as a member of the audit board or participate in counting, recording, or reconciling the inventory. Proper authority in the chain of command must provide the appropriate number of Commissioned Officers and/or Chief Petty Officers to audit CGDFs in their area or district for units having only one officer or an OIC. The CO/OIC may perform an audit more than once in a year if proper authority in the chain of command so requests. The annual audit and inventory verification shall be conducted to meet the following minimum standards:
 - 1. Conduct a complete physical inventory accounting for all unopened food items.
 - 2. Confirm unit prices and total value for all unopened food items.
 - 3. Test/Verify the accuracy of internal control records.
 - 4. Ensure USCG payment to vendors is up to date.
 - 5. Ensure adherence to the security of government funds collected from meal and store sales.

NOTE: The CO/OIC must submit a memorandum with the findings of the Annual Audit Verification to CSB. See Annual Audit Job Aid at Reference (b) for the proper documentation procedures.

- H. INVENTORY ADJUSTMENTS. Inventory adjustments apply to missing, unfit food or inventory gains and should be documented as a food inventory adjustment as a survey or an adjustment. Questions regarding surveys should be directed to CSB.
1. Surveys. Document surveys on the Report of Survey, CG-5269 see Reference (u). Do not deduct the surveyed food items from inventory until you have received the approved survey and final disposition instructions. The FSO shall follow these criteria in reporting surveys:
 - a. Mechanical Failure. Survey any lost food items the CO/OIC determines are spoiled and unfit for human consumption due to mechanical failure, such as a refrigeration breakdown, flooding, or fire in food storage spaces.
 - b. \$500 Limit. Survey food losses not caused by mechanical failure if the total cost exceeds \$500. Prepare a Report of Survey for lost or damaged food items costing less than \$500 at the CO/OICs discretion.
- I. INTERNAL CONTROL RECORDS. To determine the accuracy of internal control records, compare the Daily Ration Cost Record, Worksheet 3471, with the CGDFOS, Worksheet 2576. Price changes during the reporting period generally account for minor differences.
1. Testing the PI Control System. The difference between the Daily Ration Cost Record, Worksheet 3471s ending balance, column 11, and the CGDFOS, Worksheet 2576s line 26 is usually the same as that between Worksheet 2576s line 8 and the PI Control Record, Worksheet 3469, ending balance. Any difference greater than 5 percent requires further analysis or investigation to eliminate or reduce discrepancies. To resolve the difference, auditors may compare the summary Daily Ration Memorandum, Worksheet 3123, number of rations claimed with the Daily Ration Cost Record, Worksheet 3471, rations credited. Other differences may reflect incorrect price recording, over or under-issue (excess or too few food items accumulated in galley spaces), unrecorded issues, and reconciling ledger card quantities with the physical inventory.
 2. Testing the Purchases vs Allowance System. Start with the beginning surplus from the previous month's CGDFOS Worksheet 2576, (bring forward Line 26). From that figure subtract the ending balance in the Daily Ration Cost Record, Worksheet 3471, Column 11. Save that figure as the first result. Then subtract the ending inventory, Line 8 of the Worksheet 2576, from the beginning inventory, line one of the Worksheet 2576. That figure is the second result. Add the first and second results. The resulting sum should equal Worksheet 2576, line 24. If it does not, look for errors in math, purchase postings, and figures transposed to the Worksheet 3471.
- J. COAST GUARD FOOD RECOVERY AND GLEANING PROGRAM. Per Reference (r) the policy of the Federal Government is to promote the donation of excess,

apparently wholesome, food to non-profit organizations. See Gleaning Job Aid at Reference (b).

K. RECEIPTS

1. Delivery Documents. The FSO must check delivery documents, requisitions, orders, and invoices for accuracy; match and file them with order or requisition copies; and safeguard all documents showing receipt of food items until they can enter them on the stock cards, prepare a CGDFOS, Worksheet 2576, and settle purchase accounts.
2. Third party signatures required on all vendor receipts to include:
 - a. Printed Name
 - b. Title
 - c. Telephone Number
 - d. Signature
 - e. Date received.
3. Unpriced Invoices. If food items arrive without invoices or unpriced invoices, the FSO should prepare a temporary invoice. Price food items at the last recorded price shown on the stock record. When the priced invoice for the items arrives, the FSO should check the priced invoice to find out if the invoice unit price, rounded to the nearest cent, is different from the temporary invoice price. If it is, the FSO should go back through and adjust stock card prices to the new invoice amounts.
4. Receipts from Government Sources.
 - a. Accepting Net Weights. Government sources issue food items in standard packages with net weights and measurements marked and certified on the packages. If the packages are intact when received, the FSO may accept them at their marked net weight.
 - b. Accepting Average Weights. If a Government supply activity issues dry food items on an average case weight basis, carefully record subsequent issues, sales, and transfers of food items received on an average case weight basis to prevent variances between the quantities actually remaining on hand and those shown on the stock cards.
 - c. Perishables. The FSO must inspect fresh and frozen food items obtained from Government sources on the receipt and generally can resolve disposition on delivery of damaged items with the issuing activity. The FSO must carefully consider deliveries involving transfer of perishables at sea,

during air drops, and after transport by open truck or small craft over long distances in extreme temperature, etc. In these cases, perishables defrosted or otherwise damaged on receipt must be used promptly to avoid further deterioration. If the food item is hazardous or found unfit for human consumption, the FSO must dispose of it promptly in a manner that prevents pilferage or use by another human or animal, preferably at sea or in secured hazardous material containers.

5. Inspecting Food Items. The FSO must carefully and critically inspect all food items the CGDF receives. Medical department members are authorized to perform or assist in this function. When receiving food items, the FSO or another qualified person the CO/OIC designates must inspect the stores before signing the delivery documents. The delivery driver must furnish receipts to the person designated to receive stores for the quantities actually received. The inspector must reject any item if doubt exists as to its fitness for human consumption.

CHAPTER 8. FOOD SERVICE PAPERWORK MANAGEMENT

- A. DINING FACILITY RECORD KEEPING. This Chapter covers financial management procedures for completing CGDF worksheets and reports. CGDFs must maintain all components of the monthly unit files for 72 months, or in accordance with the National Archives. CGDF documentation covers three areas: unit's operating allowance (ration determination and meal sales); inventory management (menus, purchases, issues, sales of stores, surveys, etc.) and operating statements. A unit must use one of the two inventory systems, PI or PVA. Both systems require the FSO to be aware of daily operating allowances and monitor daily breakout costs to avoid over spending and operate within budget.
1. Daily. Complete daily paperwork for the previous day and weekend paperwork on the next workday.
 - a. Issues/Sales Slip, Worksheet 2581. The Issues/Sales Slip, Worksheet 2581, functions as a means to document:
 - (1) CGDF inventory issued for meal preparations (PI only).
 - (2) Sale of inventory items to authorized purchaser.
 - (3) Transfer of inventory items to other CGDF.
 - b. Ration Memorandum, Worksheet 3123. The Daily Ration Memorandum determines the dining facility's operating allowance based on the daily ration value.
 - c. Provision Inventory Control Record, Worksheet 3469. The Provision Inventory Control Record maintains the current inventory total, displaying receipts and expenditures of all aspects of inventory management (PI only).
 - d. Daily Ration Cost Record, Worksheet 3471. The FSO updates the Worksheet 3471 daily for PVA inventory system workbook (PVAISW) only. The Daily Ration Cost Record, Worksheet 3471, tracks a CGDF's daily savings or loss, ration credits, values and total stores used. The XO reviews daily entries when the CGDF is exhibiting extreme financial difficulties such as excess accumulated deficit.
 - e. ICA, Worksheet 3476. The ICA, documents meal sales on a credit basis. Each member has their own ICA.
 - f. Meal Sign-In Sheet, Worksheet 4901. The Meal Sign-In Sheet documents the sale of meals for each meal in the CGDF. Each dining facility patron inputs their name, unit, and category.
 2. Weekly. These items must be completed and verified weekly:

- a. The next weeks approved menu. A menu is the key to successful CGDF management and providing meals within the unit's BDFA.
 - b. Verify purchases in accordance with Reference (d).
 - c. Verify purchases on the SRR within StoresWeb.
3. Monthly. Items that must be completed and verified monthly:
- a. The CGDFOS, Worksheet 2576. The CGDFOS provides the unit dining facility's financial condition, uncollected outstanding funds, agencies from which to obtain reimbursement, and other pertinent information. It provides accounting information to FINCEN. CG-1113 uses the CGDFOS for program management review and analysis.
 - b. Summary Ration Memorandum, Worksheet 3123. The Summary Ration Memorandum, Worksheet 3123, completes the month's summary ration value.
 - c. Daily Ration Cost Record, Worksheet 3471. The Daily Ration Cost Record, Worksheet 3471, tracks a CGDF's daily savings or loss, ration credits, values and total stores used.
 - d. Provision Inventory Control Record, Worksheet 3469 (PI only).
 - e. Provision Inventory Report, Worksheet 4261. The Provision Inventory Report states the CGDF inventory value.
 - f. Cash log and Pay.Gov log.
 - g. Individual Credit Account, Worksheet 3476.
4. Items as needed.
- a. Report of Survey, CG-5269.
 - b. Requisition and Invoice/Shipping Document, DD-1149. Request reimbursement for the cost of Food items expended from inventory for alien migrant interdiction operations, meals provided to destitute or detained persons, meals sold to personnel from other government agencies and food items sold to other government agencies.
 - c. Approved EOC.
 - d. Approved freight.
 - e. US Government General Terms and Conditions (GT&C) FS Form 7600A.

- B. DINING FACILITY MONTHLY FILE. The following must be included in the printed monthly report file and maintained at the unit in accordance with Reference (a).
1. CGDFOS, Worksheet 2576. The CO approves and digitally signs the CGDFOS. The FSO sends the CGDFOS with supporting documentation by the tenth day of the following month, in PDF format, to FINCEN.
 2. Summary Ration Memorandum, Worksheet 3123. The FSO submits a Summary Ration Memorandum to the XO at the end of the reporting period with the CGDFOS. The XO verifies and digitally signs the Summary Ration Memorandum. The Worksheet 3123 is sent as supporting documentation for sale or transfer of stores, as needed, with the CGDFOS by the tenth day of the month, in PDF format, to shared mailbox to FINCEN.
 3. Provision Inventory Report, Worksheet 4261. The FSO submits a Provision Inventory Report to the CO/OIC at the end of the reporting period with the CGDFOS. The CO/OIC verifies and digitally signs the Worksheet 4261 Summary Ration Memorandum. Sent as supporting documentation with the CGDFOS by the tenth day of the month, in PDF format, to FINCEN.
 4. Issue/Sales Slip, Worksheet 2581, transfers to and from the CGDF. The Worksheet 2581s are sent as supporting documentation for transfer of stores, as needed, with the CGDFOS by the tenth day of the month, in PDF format, to FINCEN.
 5. Issue/Sales Slip, Worksheet 2581, sale of food items. The Worksheet 2581s are sent as supporting documentation for sale of stores/inventory as needed, with the CGDFOS by the tenth day of the month, in PDF format, to FINCEN.
 6. Reimbursable Issues, DD-1149. Initiate when required to request reimbursement. Sent as supporting documentation, as needed, with the CGDFOS by the tenth day of the month, in PDF format, to FINCEN.
 7. ICAs, Worksheet 3476. FSO issues ICA bill statements at the end of the reporting period or prior to personnel departing on leave or departing the unit. A customer pays the total within five working days of receiving the Worksheet 3476. Members departing on leave, TAD, etc., pay their ICAs before departing.
 8. Daily Ration Memorandum, Worksheet 3123. Daily, the FSO inputs ration counts into the Worksheet 3123 and submits to the XO at the end of each day. The XO verifies and signs the Daily Ration Memorandum.
 9. Approved Purchase Card Transaction Worksheets (for each cardholder), DHS Form 1501. Monthly, the cardholder drafts DHS Form 1501 prior to making commercial purchases against allowances. The approving official digitally signs. The CO or authorized designee digitally signs as funds manager.
 10. Signed weekly CGDF menus and open galley menus by CO/OIC.

11. Monthly BDFA message.
12. Calendar year meal rates message.
13. Copies of delivery, invoice, receipt tickets, and credit card statements with receipts attached.
14. Copies of Stores Web Sent Receipt Report (SRR).
15. Meal Sign-in Sheet(s), Worksheet 4901.
16. Daily Ration Cost Record, Worksheet 3471.
17. Issue/Sales Slip, Worksheet 2581, issues to CGDF.
18. Provision Inventory Control Record, Worksheet 3469.
19. Report of Survey, CG-5269.
20. Printed electronic cash log and Pay.Gov log.
21. Copies of government-source shipping documents (Freight).
22. Copies of suppliers monthly statements.

C. CGDF EXPENDITURES. The FSO will verify all food items purchased are matched to the CGDF supply account. The CO/OIC is ultimately responsible for all inventory expenditures. The FSO is directly responsible to the CO/OIC for accurate, complete expenditure documents. Issues, Sales, Reimbursable Issues, Transfers and Inventory Adjustments are inventory expenditures.

1. Issues. Issuing food items to a CGDF requires careful supervision to prevent losses from inaccurate recording, pilferage, and negligence. It is essential to record issues accurately to provide correct inventory balances on the stock cards and reflect the CGDFs correct financial status. Use scales to weigh food items such as meat, produce, flour, coffee, sugar, etc., if issuing them in broken, (e.g. less than full), packages or containers. Using scales may be impractical onboard a cutter while underway. The FSO must make all CGDF issues according to the approved menu.
2. Sales. The unit CO/OIC may authorize selling food items to only:
 - a. Coffee Messes. Authorized Unit Independent Operated Coffee Messes (coffee mess-related items only).
 - b. Morale Committees. The Morale Committee funds officer for authorized USCG morale functions.
 - c. Official Command sponsored USCG functions.

3. Reimbursable Issues. Food items may be issued to these entities on a reimbursable basis for subsequent billing and payment:
 - a. Other US Armed Forces.
 - b. Other US Government agencies.
 - c. Destitute persons and migrants, pursuant to Reference (g).
 - d. Use the requisition and invoice/shipping document, DD-1149, to document reimbursable issues for which FINCEN must prepare billings on a voucher for transfers between appropriation and/or funds, SF-1080.
4. Transfer. Food items are authorized to be transferred to other CGDFs. Transfers of food items must be documented on an Issues/Sales Slip, Worksheet 2581.
5. Inventory Adjustments. Expenditure of food items found either unfit for consumption or otherwise unavailable. Inventory adjustments apply to missing or unfit food or inventory gains and should be documented as a survey. Questions regarding surveys should be directed to CSB.

D. FOOD SERVICE OFFICER RELIEF.

1. Formal Relief. Formal procedures are required to permanently relieve the FSO. If the outgoing FSO must be absent, the CO/OIC must designate a commissioned officer to serve as witness to the formal relief. If a commissioned officer is not available, the CO/OIC may designate an E-7 or above from outside the CGDF. The incoming FSO must be at the pay grade E-5 or above. An annual audit and inventory verification is required for both PI and PVA inventory systems. The process for relief can be found in Reference (a). The incoming FSO will initiate a letter of formal relief and must send a copy of this letter signed by the CO/OIC with the required CGDFOS, Worksheet 2576, to CG-1113 thru CSB. The following criteria shall be included in the FSO relief letter:
 - a. Statement of all the duties the incoming FSO is assuming.
 - b. Statement of all the duties the outgoing FSO is relinquishing.
 - c. A complete inventory in whole units of all unconsumed food items posted on the Provision Inventory Report, Worksheet 4261.
 - d. Statement that all Coast Guard accounts payable for procuring food items for the CGDF are certified true and correct.
 - e. Statement that all cash on hand, cash in transit, and receivables to be collected with the actual amounts noted are verified true and correct.

- f. Statement that the relieving FSO finds all records satisfactory or unsatisfactory. If the records are unsatisfactory, the relieving FSO must make an endorsement to the CO/OIC stating why they consider the records unsatisfactory and what corrective steps are being or should be taken.
 - g. Statement of the CGDFs financial condition on the day of relief.
 - h. Statement of notification to FINCEN for change in point of contact name and e-mail address for CGDF reports and receipts.
 - i. A CGDF annual audit and inventory verification must be completed when formally relieving the FSO. See Chapter (7) INVENTORY MANAGEMENT AND CONTROL for annual audit and inventory verification procedures.
 - j. Statements addressing equipment and facility operational status.
2. Relieved for Cause. When an FSO is relieved for cause pursuant to COMDTINST 1000.8 (series), the unit CO/OIC shall notify CG-1113 thru CSB via memorandum within ten business days.
3. Informal Relief. A CO/OIC implements informal relief procedures when they must designate a temporary FSO in writing and specify the duties and responsibilities assumed. A complete physical inventory is required for both PI and PVA inventory systems. Informal relief procedures do not require submitting a CGDFOS, Worksheet 2576. The process can be found in Reference (a).
- a. The permanent FSOs absence exceeds 30 days or when a formal procedure cannot be implemented.
 - b. A third party relieves the acting FSO (e.g., someone other than the permanent FSO relieves the acting FSO).
 - c. If a physical inventory discloses the CGDFs financial condition is suspect.

CHAPTER 9. CRITICAL INCIDENT MESSING

- A. OVERVIEW. The primary mission of the CGDF is to ensure the nutritional adequacy of the unit. CGDFs are subject to operating during national emergencies or catastrophes. The emergency or catastrophe may be an earthquake, flooding, hurricane, pandemic or civil unrest, etc., and may result in surge operations. During periods of surge operations or national emergencies, there may be a significant reduction in workforce readiness, physical damage to the CGDF, loss of power, unavailability of food deliveries, etc. The reduction or loss of the resources necessary to operate the CGDF will require the command and FSO to implement the incremented two phase standard operating capability procedure. During times of national emergency, the CO may be directed to provide subsistence support in the form of prepared meals or operational rations. The CO may also issue a directive declaring that an emergency or disaster condition exists at the local level and that subsistence must be provided. This may include support to persons that are not normally authorized to subsist in a dining facility.
1. Units able to operate at normal capacity. For units who are able to provide prepared meals, follow sale of meal procedures for members receiving per diem or BAS. For meals provided to other government agencies, not receiving per diem or BAS, fill out DD-1149 for reimbursement.
 - a. An ICA will be generated for each patron subsisting at the CGDF.
 - b. All meals issued from the CGDF must be accounted for on a Meal Sign-in Sheet, Worksheet 4901. Refer all questions to CSB.
 2. Units not able to operate at Normal Capacity (NORCAP) or Limited Capability (LIMCAP). When a CO/OIC has declared that the CGDF is not capable of operating as NORCAP, CSB must be notified immediately. Provide a basic explanation, an estimated duration of the situation, and what action is being taken to subsist.
 - a. Responsibilities of the CO and OIC.
 - (1) The CO/OIC has the authority to declare a CGDF as operating at the LIMCAP level. In the absence of the CO/OIC, a competent authority (designated by the CO/OIC) is authorized to declare a CGDF as operating at the LIMCAP level.
 - (2) In the absence of the CGDF staff, the CO/OIC shall authorize/designate individuals (e.g., Command Duty Officer, Officer of the Day, etc) the authority to access the CGDF spaces to issue and account for meals.
 - b. Responsibilities of the FSO.

- (1) Develop a section in the unit SOP for Critical Incident Messing, tailored to the unit and local area, to include any potential circumstances or emergencies where Critical Incident Messing may be required. When creating the Critical Incident Messing section, the FSO shall consider procedures for food/water purchasing and storage, food preparation, disposal of expired MREs, limited staffing, loss of power, etc.
- (2) If conditions permit, the FSO shall immediately contact CSB for guidance.
- (3) All cash sales must be suspended immediately.
- (4) All cash collected to date will be transmitted as soon as practical.
- (5) All meals issued from the CGDF shall be accounted for on a Meal Sign-In Sheet, Worksheet 4901.
- (6) The FSO shall prepare ICAs for each member subsisting at the CGDF and suspend the collecting of cash for each meal provided.
- (7) The FSO shall safeguard all paperwork for the reporting period from the last audited CGDFOS, Worksheet 2576. Personnel not assigned to, but subsisting at the unit (contractors, TDY, Federal/State employees, etc) shall provide the FSO with their names and name of their employer for reimbursement purposes.
- (8) The FSO shall engage the unit medical representative to ensure adherence to all sanitation practices.
- (9) The FSO shall refer any medical specific questions to their medical representative or CG-1121.

B. OPERATIONAL REQUIREMENTS.

1. The CO/OIC shall be notified immediately of any situation that will affect the CGDFs ability to provide meals in accordance with Reference (c).
2. The CGDF shall suspend all paperwork management immediately with the exception of Meal Sign-In Sheet, Worksheet 4901, and ICAs. CGDFs shall resume all paperwork when practical after contacting CSB.
3. Preparation and use of all remaining perishable food items shall be performed by qualified CS personnel only.
4. CGDF funds shall not be used for the procurement of any food items during LIMCAP, including beverages and MREs.

5. The hours of operation for the CGDF shall be adjusted to accommodate the needs of the unit and minimize the amount of man hours required of the CGDF staff.

C. FORCE HEALTH PROTECTION MEASURES.

1. Local plan. In the event of a quarantinable communicable disease outbreak (e.g., Pandemic Influenza), the unit shall develop a local plan that addresses appropriate force health protection measures and safe food distribution methods (e.g., a unit may choose to have meals delivered to staging areas or schedule meal pick-up times at the CGDF tasked with food handling).
2. Medical screening. Food handlers shall receive daily medical screening by a designated medical representative prior to entering the CGDF to handle or prepare food.
3. Personal Protective Equipment (PPE). PPE for CS personnel shall consist of, but not be limited to, hair restraints, N-95 Respirators (fit tested), and nylon/plastic disposable gloves.

- D. MESSING GUIDANCE FOR ASHORE CGDF. Subsisting on MREs cannot be accomplished in real-time based commercial shipping times. Sector level units and above must maintain sufficient stock levels to get through an emergency. The role of ordering, receiving and storing, of MREs must be assigned to the supply office and preparedness division of sectors. Operating funds must be used for purchasing MREs. The size, complexity and location of an incident will affect the availability of meals. The FSO shall become familiar with this information since the Logistics Section Chief (LSC) has this responsibility. On most USCG responses, meals are the responsibility of the individual since they are on per diem or BAS. If meals are provided, the incident Food Unit Leader (FDUL) tracks those who receive meals and individuals who are required to make the appropriate modifications to their travel claim See Reference (p) for specific responsibilities of the FDUL or designated individual. The Government is prohibited from providing a meal at no cost while paying the responder per diem for food.

- E. MESSING GUIDANCE FOR AFLOAT CGDFS. FSOs attached to afloat units must comply with all plans and directives issued by their respective area/district commanders, with regard to the planning for, prevention of, and response to a critical incident. Alternate feeding is defined as the use of MREs, uniform group rations (UGRs), or heat and serve (UGRH&S). Critical incident messing guidance for afloat CGDFS.

NOTE: FSOs attached to afloat units shall establish and maintain a unit DLA account.

- F. MEALS READY TO EAT. For commands to purchase MREs, contact the CSB for guidance.