

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.			
1. Title		2. Identification Number	
Summary Report of Flight and Special Meals		DI-FNCL-80539A	
3. Description/Purpose			
3.1 The report is used to summarize the number and type of meals served and the monetary status of the flight kitchen account. The report is used for replenishment planning and budgetary control.			
4. Approval Date (YYMMDD)	5. Office of Primary Responsibility (OPR)	6a. DTIC Applicable	6b. GIDEP Applicable
941114	F/AFSVA-SVPHF		
7. Application/Interrelationship			
7.1 This DID contains format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract.			
7.2 This DID is applicable to the acquisition and performance of full food service contracts at bases with flight kitchen operations.			
7.3 This DID supersedes DI-FNCL-80539.			
7.4 The referenced document, Federal Supply Catalog Price List (C8900-PL), may be obtained from the base food service officer at any Air Force base.			
8. Approval Limitation	9a. Applicable Forms	9b. AMSC Number	
	AF Form 467	F7060	
10. Preparation Instructions			
10.1 <u>Reference documents.</u> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.			
10.2 <u>Format.</u> Format shall be in accordance with AF Form 467.			
10.3 <u>Content.</u>			
10.3.1 <u>Items 1, 2, and 3.</u> Self-explanatory.			
10.3.2 <u>Item 4, Basic Daily Food Allowance (BDFA).</u> The value of the BDFA supplied by the government.			
10.3.3 <u>Rate.</u> The meal rate rounded to the nearest four decimal places (.00005 rounded up) and entered directly above the applicable meal shown in columns A through M as follows:			
a. <u>Column A through F and I through M.</u> The meal rate as supplied by the government, either as a percent of BDFA or a specific dollar value.			
b. <u>Column G.</u> The total monetary value of bulk issues daily divided by 65 percent of the BDFA.			
(continued on page 2)			
11. Distribution Statement			
Distribution Statement A: Approved for public release; distribution is unlimited			

DI-FNCL-80539A

## Block 10, Preparation Instructions (Continued)

c. Column H. The monetary value for one (1) gallon of coffee.

10.3.4 Number of meals served and gallons of coffee issued. The following entries are recorded on the left side of the columns:

a. Column A through F and I through M. Number of meals served daily.

b. Column G. Number of bulk issues, determined by dividing the dollar amount of bulk issues by the bulk issue rate above the column.

c. Column H. Number of gallons of bulk liquid beverage served daily for which reimbursement is received.

d. Column N. Monthly totals of left side of columns A through M.

10.3.5 Earned income. The following entries are recorded on the right side of the columns:

a. Column A, E, F, I, L, and M. Number served times the rate factor above the column.

b. Column B. The actual cost of the meal plus 20 percent of the BDFA.

c. Column C and D. The cost of the meal listed in the Federal Supply Catalog Stock List Group 89 (C8900-SL) plus 15 percent of the meal cost.

d. Column G. Dollar value of bulk issued for the day.

e. Column H. The monetary value for one (1) gallon of coffee.

f. Column J and K. The actual dollar amount received minus surcharge.

g. Column N. Monthly totals of the right side of columns A through M.

10.3.6 Totals. Total of all columns.

10.3.7 Block AA. Carry out meal summary.

a. Total carry out meals served. Total of the left side of columns J and K.

b. Total carry out meal earned income. Total of the right side of columns J and K.

c. Average carryout meal rate. Total carryout meal earned income divided by total carryout meals served.

10.3.8 Block BB. Ground support meal summary.

a. Total ground support meals served. Total of the left side of columns L and M.

b. Total ground support meal earned income. Total of the right side of columns L and M.

c. Average ground support meal rate. Total ground support meal earned income divided by total ground support meals served.

10.3.9 Column O, earned income or sales. The total monetary value reflected on the right side of column N for the day.

**Block 10, Preparation Instructions (Continued)**

**10.3.10 Column P, purchases.** The total cost from AF Form 287 of all food purchased for the day from the commissary and vendors.

**10.3.11 Column Q, transfers in or out.** Transfers to the flight kitchen from another dining facility or Air Mobility Command (AMC) flight on AF Form 3516 as a plus dollar value. Transfers out to the commissary or another facility on AF Form 3516 as a minus dollar value. At the end of each day, transfers out are subtracted from transfers in and the net total entered.

**10.3.12. Column R, gross value of issues.**

a. For facilities serving less than 6000 meals per month, column U (opening inventory), plus column P (purchases), plus or minus column Q (transfers), minus column V (closing inventory).  $Column R = U + P \pm Q - V$ .

b. For facilities serving more than 6000 meals per month, the total cost reflected on AF Form 148 for the day.

**10.3.13 Column S, value of excess cost.** The value of food certified as unfit for human consumption (AF Form 3516 for which disposal action has begun), and the value of bulk beverages and bulk ground coffee issued to security guard personnel. The beverage food cost is used up to a maximum three per cent of the BDFA.

**10.3.14 Column T, net value of issues.** Column S (value of excess cost) subtracted from column R (gross value of issues).  $Column T = R - S$ .

**10.3.15 Column U, opening inventory.**

a. For facilities serving less than an average of 6,000 meals per month, the first entry on the first day of the accounting period must have the same monetary value as the closing inventory of the previous month. If for any reason the amounts are not the same, block 12 must contain an explanation.

b. For facilities serving more than 6,000 meals per month, there is no entry.

**10.3.16 Column V, closing inventory.** The monetary value of the daily physical inventory recorded on AF Form 3516.

**10.3.17 Column W, gain or loss.** Column T (net value of issues) is subtracted from column O (earned income sales).  $Column W = O - T$ . Negative totals are shown in parentheses.

**10.3.18 Column X, cumulative gain or loss.** The same figure shown in column W on the first day of the accounting period. Thereafter, the daily entry in column X is the result of adding or subtracting the next day's column W entry. Parentheses indicate a loss for the accounting period.

**10.3.19 Column Y, cash collected for meals sold.** The total amount of cash collected for meals each day (including surcharge, if required).

**10.3.20 Block 5, opening inventory.** The closing physical inventory (block 6) for the previous month.

**10.3.21 Block 6, closing inventory.**

a. For facilities serving less than an average of 6,000 meals per month, the monetary value of the daily physical inventory posted on the last day of the accounting period in column V.

b. For facilities serving more than 6,000 meals per month, the monetary value of the physical inventory as of the last day of the accounting period.

DI-FNCL-80539A

Block 10, Preparation Instructions (Continued)

10.3.22 Block 7, book inventory.

- a. For facilities serving less than an average of 6,000 meals per month, there is no entry.
- b. For facilities serving more than 6,000 meals per month, the formula is Block 5 + column P plus or minus column Q - column R = Book Inventory.

10.3.23 Block 8, authorized inventory adjustment.

- a. For facilities serving less than an average of 6,000 meals per month, no entry.
- b. For facilities serving more than an average of 6,000 meals per month, the difference between the book inventory and the physical inventory for the same period.

10.3.24 Block 9, adjusted gain or loss.

- a. For facilities serving less than an average of 6,000 meals per month, the same figure as the total of column X (cumulative gain or loss) on the last day of the accounting period.
- b. For facilities serving more than 6,000 meals per month, the last entry in column X plus or minus block 8.

10.3.25 Block 10, carry over last month. The total of item 11, previous month's AF Form 467.

10.3.26 Block 11, cumulative gain or loss. The difference between items 9 and 10.

10.3.27 Block 12, remarks. An explanation of any unusual circumstances.

10.3.28 Block 13, date form completed. Self explanatory.

10.3.29 Block 14, signature, flight kitchen supervisor. Self explanatory.

10.3.30 Block 15, Signature. Contract project manager signature.