



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF:

ATZT-DL-S (30)

20 JUN 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #59-04, Headcount Control of Rations Consumed in Garrison Dining Facilities and Field Environments

1. REFERENCES:

- a. AR 30-22, 30 Aug 02, The Army Food Service Program.
- b. DA Pam 30-22, 30 Aug 02, Operating Procedures for the Army Food Program.

2. PURPOSE: To provide guidance and establish policy throughout Fort Leonard Wood regarding headcount control of rations consumed in Garrison dining facilities (DFs) and field environments.

3. POLICY/PROCEDURES:

a. One of the cornerstones of the Army Food Program is accurate information on the quantity and component of soldiers receiving subsistence. For this reason, it is strongly recommended that individual signatures be collected, whenever possible. However, in accordance with reference 1a above, one-line entries may be used in reception stations, noncommissioned officer academies, Advanced Individual Training and Basic Training (including One-Station Unit Training) DFs.

b. Other requests for one-line entries will be reviewed and authorized on a case-by-case basis by the Executive Food Program Manager, Directorate of Logistics (DOL); e.g., USAR and ARNG training exercises where time and transportation is a factor, mobilization and other emergency situations.

c. In order to use the one-line entry method, these personnel must be taken to the facility as a group by a permanently assigned designated soldier in the rank of Specialist/Corporal or above. This designated individual is responsible for counting and signing only for the group present at that time. At no time will the designated individual sign for personnel that are expected to show up later. Personnel arriving at the DF on an individual basis will utilize the regular individual headcount procedure.

d. The signature headcount system will be used to record the signature of each individual subsisting in all other appropriated fund-type DFs not specified above. A contract employee (DF) or a soldier in the rank of Specialist/Corporal or above (field feeding) is required to accurately perform headcount duties.

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e. Field Feeding. The commander of the unit requesting support will ensure that the proper signature headcount and cash collection procedures are used during the field training, as required. A soldier in the rank of Specialist/Corporal or above is required to accurately perform headcount duties.

f. One-line Entry Method. The unit commander responsible for the soldiers subsisting in a field environment may elect to use the one-line entry method when circumstances exist that would significantly impact training. All cash payments on the DD Form 1544 in the field will be recorded using the signature method.

g. Designated military and civilian personnel attending Military Police (MP) training, who do not receive full per diem, may subsist in the designated DF without signing the DA Form 3032 or DD Form 1544. A deferred cash payment system for personnel TDY for MP Schools at this installation may be coordinated between Directorate of Resource Management and the contractor for Installation Food Service.

h. Other special circumstances are approved for one-line entry. They include Special Olympics Missouri, approved youth groups, and Public Affairs Office-sponsored activities.

4. SUPERSESSION: This policy memo will remain in effect until changed or superseded.

5. PROPONENCY: The proponent for this command policy is the DOL, 596-0621.


R. L. VAN ANTWERP
Major General, USA
Commanding

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Detachments, Tenant Units, Directorates
and Personal Staff Offices