DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
CAMP PARKS RESERVE FORCES TRAINING AREA
BUILDING 620, 6TH STREET
DUBLIN, CA 94568-5201

AMSAS-FSI-LHL 09 July 2013

MEMORANDUM FOR ALL Parks Reserve Forces Training Area Tenant Units

SUBJECT: PRFTA Policy #9, Procedures for negative headcount variance exceeding 10% of authorized projected headcount.

1. REFERENCES.

a. AR 30-22, The Army Food Program, 30 May 2005.

b. DA PAM 30-22, Operation Procedures for the Army Food Program, 23 March 2007.

2. PURPOSE. To establish procedures for negative headcount variance exceeding 10% of authorized projected headcount.

3. APPLICABILITY. This policy is applicable to all Training Support Requests (TSRs) relating to authorized subsistence support from Parks Reserve Forces Training Area (PRFTA) and BT Collins Installation Dining Facilities.

4. POLICY. To establish guidelines for negative headcount variation for all tenant units utilizing Parks RFTA and BT Collins garrison dining facilities.

a. DPTMS submits all completed Training Support Requests with Customer/Unit identification, point of contact, phone & fax number and email address, to Full Food Service Office.

b. The Full Food Service Office will contact the customer/unit to authenticate food service support and entitlements. Upon approval, a food service support package will be emailed or faxed to customer unit. Food service support memorandums will be completed IAW AR 30-22.

c. Upon approval of customer/unit authorized feeding status (i.e. source of reimbursement to government), accompanied by memorandum, and alpha roster.

d. DA form 5913, the headcount meal entitlement information will be duly annotated on the projected headcount spreadsheet, which is disbursed to Dining Facility Manager, PRFTA and BT Collins food service distribution list.

e. All personnel projected to consume meals for the specified periods in your meal request will be accounted for by one-line entry, individually signing on a DA 3032, Headcount

Signature Sheet, DA Form 1544 Cash Collection Voucher, or authorized sick call slip attached to memo signed by Unit Commander or his/her representative.

f. Headcount variance is determined IAW AR 30-22. (i.e. Actual Fed divided by Projected Headcount = % variance.

g. Summary roll-up will be forwarded to the Director of Logistics no later than the 5th working day of the following month for review and further disposition.

h. Commander of each unit will be notified via memorandum of variance exceeding 10%, with a 10 day suspense from date of issue. Failure to acknowledge and reconcile will result in issuance of a Financial Investigation Liability Property Loss (FLIPL).

5. PROCEDURES: All Military units and Civilian Organizations will conform to the guidance established IAW AR 30-22, The Army Food Program and DA PAM 30-22, Operating Procedures for the Army Food Program.

6. PROPONENT. The proponent for this policy is the PRFTA Logistics Readiness Center at (925) 875-4602.

CHRISTOPHER P. GERDES
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Commanding