

MANPOWER STAFFING STANDARDS
SYSTEM (MS-3)
UNITED STATES ARMY

**APPLICATION PLAN
(APPLAN)
FOR
DINING FACILITIES**



**FUNCTION CODE: ALDF-A
AMSCG XXXXXX.F3000**

US ARMY MANPOWER REQUIREMENTS
AND DOCUMENTATION AGENCY
FORT BELVOIR, VA
APPROVED: 5 MARCH 1985
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TABLE OF CONTENTS

	Paragraph	Page
APPENDIX A-WORKLOAD FACTOR DATA COLLECTION, DATA ANALYSIS, AND STANDARD COMPUTATIONS:		
General	A-1	A-1
Workload Factor Data Collection	A-2	A-1
Manpower Additives	A-3	A-2
Manpower Exclusions	A-4	A-2
Instructions for Reporting Exceptions	A-5	A-3
Approval of Exceptions	A-6	A-3
Workload Factor (WLF) Instructions-WLF Chart A		A-4
Workload Factor (WLF) Chart A-1 Field Feeding		A-9
Workload Factor (WLF) Chart A-2-Instructions for Collecting Midnight Meals-Historical Data		A-12
Workload Factor (WLF) Chart A-3 Instructions Bake Shop		A-15
Instructions for Standard Application Chart A-4		A-18
Installation Manpower Summary of Requirements and Authorizations Chart A-5		A-22
Current TDA Manpower Summary by UIC-Chart A-6		A-24
Contract Manhours Expended-Instructions Chart A-7		A-26
Work Center Description Certification-Chart A-8		A-28
Workload Data Certification Chart A-9		A-30

PART ONE

INTRODUCTION

1-1. General

a. This Application Plan (APPLAN) addresses the Operation of Dining Facilities (Army Management Structure Code (AMSCO) XXXXXX.F3000/Functional Code: ALDF). The APPLAN was prepared by Presearch Incorporated under Contract No. MDA903-82-D-0038 to the Department of the Army. The Army methodology to develop and maintain staffing standards is delineated in AR 570-5, Manpower Staffing Standards System (MS-3).

b. The purpose of this APPLAN is to provide standardized instructions to the MACOMs, MS-3 Activities, and installations in applying the manpower staffing standards for the Operation of Dining Facilities. It provides detailed instructions for collecting workload counts for each dining facility, applying the staffing standards, identifying and documenting exceptions, and summarizing application results for MACOM and HQ DA review.

1-2. Background

a. The preliminary phase of the staffing standards development effort for dining facilities was started 1 October 1982. Preliminary analysis included familiarization visits to four installations representing two MACOMs. These visits and follow-on functional/organizational analysis resulted in the development of a measurement plan.

b. The measurement phase was started on 1 April 1983 and was completed 30 September 1983. Man-hour and workload data were obtained at 41 CONUS dining facilities representing seven MACOMs, with 30 of the measurement sites being used to establish a standard. Individual measurement input reports were prepared and submitted to USA Manpower Requirements and Documentation Agency (USAMARDA) and Troop Support Agency (TSA).

c. The Presearch developed dining facility standard was designed with two workload factors (1) Headcount—a ration served to one person in one day or 3 meals a day, and (2) Square Footage of dining facility floor space. A test application of the standard was conducted at Fort Belvoir, Va., and found to be very difficult to apply as the workload factor of square footage had too many variables for an accurate application. For example a dining facility that was too large for the number of personnel served would have excess square footage in the dining area, or a dining facility structure could have been designed with excess footage for contingency operations. In our analysis of the test application as well as a review of actual measured data, it was found that a small dining facility could serve twice the number of meals of a large facility and the large facility would receive the same manpower requirements because the square footage was larger. As a result of our analysis and test application we have recomputed the standard based on "Headcount." This standard meets statistical criteria of AR 570-5.1-3.

*AOE-TOE
MTOE
releasing
positions
down
slots*

1-3. Scope and Applicability

a. The staffing standards addressed in this APPLAN provide the means to determine manpower requirements for the Operation of Dining Facilities in the CONUS and Hawaii. Additive standards were developed for Field Feeding, Midnight Meals, and Bake Shop. A subtractive standard was developed for Baking. These standards are limited to Table of Distribution and Allowances (TDA) dining facilities employing military Food Service Specialists supported by detailed military and dining facility attendants, and/or civilian contract dining facility attendants

b. This standard applies to all TDA dining facilities in CONUS, Alaska, Hawaii and Panama except the U.S. Disciplinary Barracks, Fort Leavenworth, Kansas; West Point, and the U.S. Army Field Station, Kunia, Hawaii. The standard does not apply to TDA civilian contract-operated dining facilities; however, it can be used to compare on-going contractor manpower costs against in-house manpower costs.

c. Dining Facilities operated by MTOE and TDA staffing: The Dining Facility standard application will be based on total workload for the Dining Facility. The manpower requirements placed on the TDA will be determined by subtracting MTOE staffing from the standard, with the remainder being TDA manpower requirements. TDA manpower requirements will be programmed for only the difference between the standard and MTOE support. Total manpower authorizations will be placed on the mobilization document with any required adjustments that may be necessary.

1-4. Point of Contact: The principal HQDA and TSA key personnel for this study are listed below. Installation contacts will be to their MACOM Manpower Staffing Standards System (MS-3) representative, and with their approval may contact the following personnel:

<u>Name</u>	<u>Organization</u>	<u>Team Function</u>
Mr. C. Pasini	USAMARDA (PEMS-RA)	HQ DA Point of Contact A 315-2973/4
Ms. E. Prior	TSA-DALO-TAF-T	TSA Project Director

1-5. Study Contents. This APPLAN is in four parts. Part I contains the introduction. Part II contains the Dining Facility Work Center Description. Part III contains the Dining Facility manpower standard. Part IV contains general application instructions. Appendix A provides workload data collection and standards computation instructions.

Function Code: ALDF-A
AMSCO: XXXXXX.F3000

WORK CENTER DESCRIPTION
Dining Facility Operations
PART I: DESCRIPTION SUMMARY

DIRECT:

1. MANAGEMENT: Directs Dining Facility Operation. Provides advice and assistance. Approves report. Reviews correspondence. Maintains liaison. Monitors contract performance. Prepares Dining Facility report.
2. RECORD ADMINISTRATION: Processes requisition. Prepares cash collection voucher (DD Form 1131). Processes Headcount Record (DA Form 3033). Prepares statistical summary. Processes receipt/invoice. Performs record maintenance.
3. ISSUING: Prepares requisition. Picks up food. Receives delivery. Controls stock. Processes food item requirement. Prepares unsatisfactory subsistence document. Performs inventory.
4. FOOD PREPARATION: Prepares meat. Prepares fruit/vegetable/salad. Cooks food. Prepares short order item. Performs baking.
5. FOOD SERVICE LINE OPERATION: Sets up serving line. Serves food. Closes down serving line.
6. DINING ROOM SUPERVISION: Verifies headcount data and monies. Performs inspection of personnel. Briefs detailed personnel. Supervises detailed personnel. Opens and closes the dining facility.

INDIRECT:

7. SUPERVISION: Administers personnel. Supervises personnel. Reviews incoming distribution. Reviews outgoing distribution. Reviews report. Develops budget estimate. Inspects facility. Investigates accident/incident. Receives visiting official. Prepares management information system input.
8. ADMINISTRATION: Types communication. Processes unclassified distribution. Maintains unclassified correspondence files. Maintains unclassified publication file. Operates copying machine. Maintains blank form stock. Maintains status chart/bulletin board. Maintains time and attendance card. Maintains appointment record. Acknowledges visitor.
9. MEETING: Prepares meeting presentation. Conducts or attends meeting.
10. TRAINING: Administers training. Develops training material. Conducts training. Receives training.
11. SUPPLY: Processes equipment request. Conducts inventory. Maintains custodian document. Obtains expendable supplies.

12. EQUIPMENT MAINTENANCE: Maintains office equipment. Maintains dining facility equipment. Maintains assigned vehicle.

13. CLEAN-UP: Prepares work area. Puts work away. Cleans work area.

14. ADDITIVES:

A1. FIELD FEEDING: Fills container. Gathers utensils and condiments. Loads vehicle. Sets up serving line. Serves meal. Closes down serving line. Reviews headcount. Reloads vehicle. Cleans equipment. Performs travel to and from field dining area. Supervises field feeding activities.

A2. MIDNIGHT MEALS: Prepares food. Prepares food to order. Sets up serving line. Performs headcount. Serves food. Operates a warewash. Closes down serving line. Cleans dining facility. Verifies headcount data. Supervises midnight meal.

A3. BAKESHOP: Bakes rolls and quick bread. Bakes pastry/dessert.

15. SUBTRACTIVE:

S1. PERFORMS BAKING. Bakes rolls and quick bread. Bakes pastry/dessert.

PART II: DESCRIPTION DETAIL

DIRECT:

1 MANAGEMENT:

a. DIRECTS DINING FACILITY OPERATION:

(1) PREPARES PLAN OR SCHEDULE. Prepares plan or schedule including Cooks' Worksheet (DA Form 3034).

(2) ESTABLISHES OBJECTIVE. Establishes, monitors and evaluates mid- or long-range milestone or objective.

(3) PREPARES DIRECTIVE AND INSTRUCTION. Prepares directive and instruction pertaining to the operation of a dining facility.

(4) PREPARES COST ESTIMATE.

(5) GIVES VERBAL/WRITTEN ASSISTANCE. Gives assistance pertaining to the operation of a dining facility; accountability, taste, and acceptability of food item(s); food sanitation; replenishment of serving line; and progressive cooking.

(6) PREPARES MENU.

b. PROVIDES ADVICE AND ASSISTANCE. Answers question, resolves problem, and provides information to the commanding officer, chain of command and other personnel outside of the work center.

c. APPROVES REPORT. Reviews report, verifies report, and approves report originating within the work center or a subordinate work center.

d. REVIEWS CORRESPONDENCE. Reviews and endorses incoming and outgoing correspondence.

e. MAINTAINS LIAISON. Maintains liaison with commanding officer and intermediate chain of command official, support activity, and other outside activity

f. MONITORS CONTRACTOR PERFORMANCE:

(1) EVALUATES CONTRACTOR PERFORMANCE.

(2) PREPARES CONTRACTOR PERFORMANCE REPORT. Prepares report and submits to contracting office.

g. PREPARES DINING FACILITY REPORT:

(1) PREPARES DINING FACILITY EQUIPMENT REPLACEMENT RECORD (DA FORM 3988-R).

(2) PREPARES UNSATISFACTORY EQUIPMENT REPORT:

(a) PREPARES REQUEST FOR BUILDING MAINTENANCE.

(b) PREPARES REQUEST FOR DINING FACILITY EQUIPMENT MAINTENANCE

(3) MAINTAINS WORK ORDER LOG.

(4) PERFORMS WORK ORDER FOLLOWUP.

(5) PREPARES SUBSISTENCE REPORT AND FIELD RATION REQUEST (DA FORM 2970). Receives data from unit supported, consolidates data, prepares DA Form 2970, and forwards copy to Troop Issue Support Agency (TISA).

(6) PREPARES UNSATISFACTORY MATERIAL REPORT (SUBSISTENCE) (DD FORM 1608). Inspects damaged provision, contacts installation veterinarian and installation food advisor, computes value of loss, and prepares report.

2. RECORD ADMINISTRATION:

a. PROCESSES REQUISITION:

(1) EXTENDS REQUISITION:

(a) PROCESSES SUBSISTENCE REPORT AND FIELD RATION REQUEST (DA FORM 2970). Receives and processes requisition of subsistence and reports headcount and assigned personnel.

(b) PROCESSES REQUEST FOR ISSUE OR TURN-IN (DA FORM 3161). Receives and processes request for the transfer of subsistence between the issuing activity and the dining facility and for the disposition of excess.

(c) PROCESSES ORDER AND RECEIPT FOR DIRECT VENDOR DELIVERY (DA FORM 3915). Receives and processes request for direct vendor delivery (milk, ice, bread, pastries, ice cream, and beverages).

(d) PROCESSES DINING FACILITY EQUIPMENT REPLACEMENT RECORD (DA FORM 3988-R). Updates DA Form 3988-R for replacement of all installed food service equipment.

(e) PROCESSES KITCHEN REQUISITION (DA FORM 4552-R). Receives and processes DA Form 4552-R which computes and explains daily production costs less spillage and bad products.

(2) PROCESSES REQUEST FOR OPERATIONAL RATIONS. Receives and processes request for Meals Combat Individual, Meal Ready to Eat, Long Range Patrol Packet, box lunches, and miscellaneous operational rations.

(3) PROCESSES SPECIAL MEAL REQUEST. Receives and reviews feeding request, coordinates request with issue room and other dining facility personnel, computes number of rations fed, computes money value of request, posts ledger, and files document. (Includes holiday meals, extended hours of operation and super suppers.)

b. PREPARES CASH COLLECTION VOUCHER (DD FORM 1131). Computes total meals sold, surcharges, and cash meal sales; prepares report; counts cash; and prepares change fund.

c. PROCESSES HEADCOUNT RECORD (DA FORM 3033). Receives and processes record and verifies the number of meals served.

d. PREPARES STATISTICAL SUMMARY. Compiles data by researching records and prepares summary.

e. PROCESSES RECEIPT/INVOICE. Receives and reviews documents, posts subsistence ledger or record of receipts and expenditures, and files document

f. PERFORMS RECORDS MAINTENANCE:

(1) MAINTAINS ACCOUNTABILITY FILE. Maintains file from establishment of delivery date to the completion of the requisition action.

(2) PROCESSES CLOSE OUT RECORD. Reviews records, verifies total or balance, prepares new records or files, and discards old records or file.

3. ISSUING:

a. PREPARES REQUISITION:

) REVIEWS MASTER MENU.

(2) PREPARES KITCHEN REQUISITION (DA FORM 4552-R). Prepares requisition computes and annotates daily production costs, and issues items.

(3) PREPARES PURCHASE REQUEST AND COMMITMENT (DA FORM 3953). Computes and determines quantity of items to order, prepares request, and forwards request to appropriate office.

(4) PREPARES FIELD RATION ISSUE SLIP (DA FORM 3294-R). Computes and determines quantity of items to order, prepares request and forwards request to appropriate office.

(5) PREPARES ORDER AND RECEIPT FOR DIRECT VENDOR DELIVERY (DA FORM 3915). Computes and determines quantity of items to order, prepares request and forwards request to appropriate office.

b. PICKS UP FOOD:

(1) OBTAINS FOOD ITEMS. Selects food items; inventories, inspects, and signs for food items; and loads items in vehicle or on a pallet.

(2) UNLOADS ITEMS. Removes items from vehicle and inventories, inspects, and stores items.

(3) PERFORMS TRAVEL TO AND FROM ISSUE POINT.

c. RECEIVES DELIVERY. Unloads items from vehicle; inventories, inspects, and signs for items; and stores items (TISA or Vendor Delivery).

d. CONTROLS STOCK. Maintains and annotates accurate record of food received, used, returned, disposed of, and on hand.

e. PROCESSES FOOD ITEM REQUIREMENT. Reviews cooks' worksheet and recipe cards; computes quantity required, collects food, and issues food to cook.

f. PREPARES UNSATISFACTORY SUBSISTENCE DOCUMENT:

(1) INSPECTS DAMAGED PROVISIONS. Inspects provisions and contacts installation veterinarian.

(2) PREPARES REQUEST FOR ISSUE OR TURN-IN (DA FORM 3161). Prepares document, computes value of loss, and forwards to appropriate office.

(3) PREPARES UNSATISFACTORY MATERIAL REPORT (DD FORM 1608). Computes value of loss, prepares document, and forwards to appropriate office.

g. PERFORMS INVENTORY:

(1) PERFORMS DAILY INVENTORY. Performs physical item inventory and forwards results to appropriate office.

(2) PERFORMS WEEKLY INVENTORY. Performs physical item inventory and forwards results to appropriate office.

(3) PERFORMS MONTHLY INVENTORY:

(a) PERFORMS PHYSICAL ITEM INVENTORY.

(b) PREPARES INVENTORY RECORD (DA FORM 3234-R). Computes dollar value of quantity on hand, prepares report, and forwards to appropriate office.

(4) PERFORMS QUARTERLY INVENTORY. Performs physical item inventory and forwards results to appropriate office.

4. FOOD PREPARATION:

a. PREPARES MEAT:

(1) PREPARES BREAKFAST:

(a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.

(b) REVIEWS RECIPE CARDS.

(c) COLLECTS INGREDIENTS.

(d) PREPARES MEAT. Prepares meat for cooking.

(e) TRANSPORTS MEAT. Transports meat to cooking, storing, or serving area.

(f) CLEANS IMMEDIATE WORK AREA.

(2) PREPARES LUNCH:

(a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.

(b) REVIEWS RECIPE CARDS.

(c) COLLECTS INGREDIENTS.

(d) PREPARES MEAT. Prepares meat for cooking

(e) TRANSPORTS MEAT. Transports meat to cooking, storing, or serving area.

(f) CLEANS IMMEDIATE WORK AREA.

(3) PREPARES DINNER:

(a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.

(b) REVIEWS RECIPE CARDS.

- (c) COLLECTS INGREDIENTS.
- (d) PREPARES MEAT. Prepares meat for cooking.
- (e) TRANSPORTS MEAT. Transports meat to cooking, storing, or serving area.
- (f) CLEANS IMMEDIATE WORK AREA.

(4) PREPARES BRUNCH:

- (a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.
- (b) REVIEWS RECIPE CARDS.
- (c) COLLECTS INGREDIENTS.
- (d) PREPARES MEAT. Prepares meat for cooking.
- (e) TRANSPORTS MEAT. Transports meat to cooking, storing, or serving area.
- (f) CLEANS IMMEDIATE WORK AREA.

(5) PREPARES DINNER BRUNCH:

- (a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet
- (b) REVIEWS RECIPE CARDS
- (c) COLLECTS INGREDIENTS
- (d) PREPARES MEAT. Prepares meat for cooking.
- (e) TRANSPORTS MEAT. Transports meat to cooking, storing, or serving area.
- (f) CLEANS IMMEDIATE WORK AREA.

b. PREPARES FRUITS/VEGETABLES/SALADS:

(1) PREPARES BREAKFAST:

- (a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.
- (b) REVIEWS RECIPE CARDS.
- (c) COLLECTS INGREDIENTS.
- (d) PREPARES FRUITS/VEGETABLES/SALADS. Prepares fruits/vegetables/salads for cooking or serving.

- (e) TRANSPORTS FRUITS/VEGETABLES/SALADS. Transports fruits/vegetables/salads to cooking, storing, or serving area.
 - (f) CLEANS IMMEDIATE WORK AREA.
- (2) PREPARES LUNCH:
- (a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.
 - (b) REVIEWS RECIPE CARDS
 - (c) COLLECTS INGREDIENTS.
 - (d) PREPARES FRUITS/VEGETABLES/SALADS. Prepares fruits/vegetables/salads for cooking or serving.
 - (e) TRANSPORTS FRUITS/VEGETABLES/SALADS. Transports fruits/vegetables/salads to cooking, storing, or serving area.
 - (f) CLEANS IMMEDIATE WORK AREA
- (3) PREPARES DINNER:
- (a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet
 - (b) REVIEWS RECIPE CARDS.
 - (c) COLLECTS INGREDIENTS
 - (d) PREPARES FRUITS/VEGETABLES/SALADS. Prepares fruits/vegetables/salads for cooking or serving.
 - (e) TRANSPORTS FRUITS/VEGETABLES/SALADS. Transports fruits/vegetables/salads to cooking, storing, or serving area.
 - (f) CLEANS IMMEDIATE WORK AREA.
- (4) PREPARES BRUNCH:
- (a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.
 - (b) REVIEWS RECIPE CARDS.
 - (c) COLLECTS INGREDIENTS.
 - (d) PREPARES FRUITS/VEGETABLES/SALADS. Prepares fruits/vegetables/salads for cooking or serving.
 - (e) TRANSPORTS FRUITS/VEGETABLES/SALADS. Transports fruits/vegetables/salads to cooking, storing, or serving area

(f) CLEANS IMMEDIATE WORK AREA.

(5) PREPARES DINNER BRUNCH:

(a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.

(b) REVIEWS RECIPE CARDS

(c) COLLECTS INGREDIENTS.

(d) PREPARES FRUITS/VEGETABLES/SALADS. Prepares fruits/vegetables/salads for cooking or serving.

(e) TRANSPORTS FRUITS/VEGETABLES/SALADS. Transports fruits/vegetables/salads to cooking, storing, or serving area.

(f) CLEANS IMMEDIATE WORK AREA.

c. COOKS FOOD:

(1) PREPARES BREAKFAST:

(a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.

(b) REVIEWS RECIPE CARDS

(c) COLLECTS FOOD AND COOKING UTENSILS.

(d) MIXES INGREDIENTS.

(e) COOKS FOOD. (Excludes items prepared on short order line.)

(f) TRANSPORTS FOOD. Transports cooked food to serving area or storage.

(g) CLEANS IMMEDIATE WORK AREA.

(2) PREPARES LUNCH:

(a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.

(b) REVIEWS RECIPE CARDS.

(c) COLLECTS FOOD AND COOKING UTENSILS.

(d) MIXES INGREDIENTS

(e) COOKS FOOD. (Excludes items prepared on short order line.)

(f) TRANSPORTS FOOD. Transports cooked food to serving area or storage.

(g) CLEANS IMMEDIATE WORK AREA.

(3) PREPARES DINNER:

(a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet

(b) REVIEWS RECIPE CARDS.

(c) COLLECTS FOOD AND COOKING UTENSILS.

(d) MIXES INGREDIENTS.

(e) COOKS FOOD. (Excludes items prepared on short order line.)

(f) TRANSPORTS FOOD. Transports cooked food to serving area or storage.

(g) CLEANS IMMEDIATE WORK AREA.

(4) PREPARES BRUNCH:

(a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.

(b) REVIEWS RECIPE CARDS

(c) COLLECTS FOOD AND COOKING UTENSILS.

(d) MIXES INGREDIENTS.

(e) COOKS FOOD. (Excludes items prepared on short order line.)

(f) TRANSPORTS FOOD. Transports cooked food to serving area or storage.

(g) CLEANS IMMEDIATE WORK AREA.

(5) PREPARES DINNER BRUNCH:

(a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.

(b) REVIEWS RECIPE CARDS.

(c) COLLECTS FOOD AND COOKING UTENSILS.

(d) MIXES INGREDIENTS.

- (e) COOKS FOOD. (Excludes items prepared on short order line.
- (f) TRANSPORTS FOOD. Transports cooked food to serving area or storage.
- (g) CLEANS IMMEDIATE WORK AREA

d. PREPARES SHORT ORDER ITEMS:

- (1) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.
- (2) COLLECTS FOOD ITEMS.
- (3) COOKS FOOD TO ORDER.
- (4) CLEANS IMMEDIATE WORK AREA.

e. PERFORMS BAKING:

1) ROLLS AND QUICK BREADS:

- (a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet
- (b) REVIEWS RECIPE CARDS.
- (c) COLLECTS INGREDIENTS AND COOKING UTENSILS
- (d) MEASURES AND MIXES INGREDIENTS.
- (e) BAKES ITEMS.
- (f) TRANSPORTS BAKED ITEMS. Transports baked items to serving area or storage.
- (g) CLEANS IMMEDIATE WORK AREA.

(2) PASTRY/DESSERT:

- (a) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.
- (b) REVIEWS RECIPE CARDS.
- (c) COLLECTS INGREDIENTS AND COOKING UTENSILS
- (d) MEASURES AND MIXES INGREDIENTS.
- (e) BAKES ITEMS.
- (f) APPLIES FILLING/TOPPING. Prepares and applies filling/topping.

(g) PREPORTIONS PASTRY/DESSERT

(h) TRANSPORTS PASTRY/DESSERT. Transports pastry/dessert to serving area or storage.

(i) CLEANS IMMEDIATE WORK AREA

5. FOOD SERVING LINE OPERATION:

a. SETS UP SERVING LINE:

(1) PREPARES HOT FOOD TABLE.

(2) COLLECTS SERVING UTENSILS.

(3) PREPARES BEVERAGE. Prepares beverage and fills dispenser.

b. SERVES FOOD:

(1) PREPORTIONS FOOD.

(2) SERVES FOOD TO PATRON.

(3) REPLENISHES FOOD ITEM.

(4) REPLENISHES DINNERWARE ITEMS.

(5) KEEPS SERVING LINE CLEAN AND FREE FROM SPILLS.

c. CLOSES DOWN SERVING LINE:

(1) RETURNS FOOD TO KITCHEN OR STORAGE AREA.

(2) EMPTIES BEVERAGE DISPENSER

(3) TAGS LEFTOVERS

(4) WEIGHS OR INVENTORIES FOOD NOT SERVED

(5) ANNOTATES COOKS' WORKSHEET

6. DINING ROOM SUPERVISION:

a. VERIFIES HEADCOUNT DATA AND MONIES. Collects monies from headcount personnel, closes out DA Form 3351 and DA Form 3032, verifies Headcount Record, DA Form 3033, and turns in form and monies to the appropriate office for breakfast, lunch, dinner, brunch, or dinner brunch.

b. PERFORMS INSPECTION OF PERSONNEL. Inspects food service and detailed personnel prior to cooking and serving of food.

c. BRIEFS DETAILED PERSONNEL. Briefs detailed personnel (working parties or Dining Facility Attendants) and answers their questions on the tasks to be performed prior to the start of work.

d. SUPERVISES DETAILED PERSONNEL. Makes assignments and directs detailed personnel (working parties or Dining Facility Attendants) in the performance of assigned tasks.

e. OPENS OR CLOSES THE DINING FACILITY. Opens or closes the Dining Facility by unlocking/locking the doors, checks fire exits, and notifies the proper authority.

INDIRECT:

7. SUPERVISION:

a. ADMINISTERS PERSONNEL:

(1) INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints newly assigned personnel with the work center.

(2) RATES PERFORMANCE:

(a) PREPARES EVALUATION:

1. PREPARES ENLISTED EVALUATION. Writes evaluation by researching, evaluating, drafting, proofreading typed copies, marking boxes, and signing completed report.

2. PREPARES CIVILIAN EVALUATION. Writes evaluation by researching, evaluating, drafting, proofreading typed copies, marking boxes and signing completed report.

(b) INDORSES EVALUATION:

1. INDORSES ENLISTED EVALUATION. Writes indorsement by researching, evaluating, drafting, proofreading typed copies, and signing completed report.

2. INDORSES CIVILIAN EVALUATION. Writes indorsement by researching, evaluating, drafting, proofreading typed copies, and signing completed report.

(3) NOMINATES PERSONNEL FOR AWARD. Prepares recommendation by researching, evaluating, drafting, proofreading typed copies, and signing completed recommendation.

(4) MONITORS MANAGEMENT IMPROVEMENT PROGRAM:

(a) ASSISTS SUBORDINATE IN DEVELOPING IMPROVEMENT SUGGESTION.

(b) PROCESSES SUGGESTION RECEIVED FOR EVALUATION.

b. SUPERVISES PERSONNEL:

(1) SCHEDULES PERSONNEL. Reviews work requirements and priorities, reviews personnel status, determines duty assignments, and prepares personnel schedule.

(2) DEVELOPS DIRECTIVE. Develops policy, procedure, plan, operating instruction, checklist, or performance standard by researching, drafting, proofreading typed copies, and signing completed directive.

(3) DIRECTS WORK CENTER ACTIVITIES:

(a) INSPECTS WORK. Inspects work in progress.

(b) COORDINATES. Coordinates with supervisor or other unit or agency on work center or personnel status.

(c) INFORMS WORK CENTER PERSONNEL. Informs work center personnel on change effecting individual or work center activity.

(d) PREPARES ROUTINE CORRESPONDENCE.

(4) COUNSELS PERSONNEL. Counsels subordinate personnel on performance and progress in career development, and suggests areas for improvement; counsels and assists individual with morale, welfare, and disciplinary problem; and takes corrective action to maintain discipline.

c. REVIEWS INCOMING DISTRIBUTION. Reviews distribution for information and action.

d. REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing correspondence for completeness and accuracy and signs as required.

e. REVIEWS REPORT. Reviews information contained in report and statistical data for impact on work center status and to identify possible trends which require management action.

f. DEVELOPS BUDGET ESTIMATE. Prepares input to unit Resource Manager by researching, evaluating, coordinating, drafting, and forwarding estimates.

g. INSPECTS FACILITY. Periodically inspects for housekeeping, safety, fire hazard, or equipment condition that require attention; and prepares required report.

h. INVESTIGATES ACCIDENT/INCIDENT. Investigates ground accident or incident within work center; and prepares required report and associated correspondence.

i. RECEIVES VISITING OFFICIAL. Receives visitor, inspector, or other official; assists visitor to accomplish mission purpose; and escorts visitor in restricted and controlled areas.

j. PREPARES MANAGEMENT INFORMATION SYSTEM INPUT.

8. ADMINISTRATION:

a. TYPES COMMUNICATION:

(1) TYPES LETTER. Obtains and assembles materials, inserts in typewriter, types, separates copies, collates, fastens, proofreads, releases to originator, and puts material away.

(2) TYPES MESSAGE. Obtains and assembles materials, inserts in typewriter, types, separates copies, collates, fastens, proofreads, releases to originator, and puts material away.

(3) TYPES REPORT. Obtains and assembles materials, inserts in typewriter, types, separates copies, collates, fastens, proofreads, releases to originator, and puts material away.

(4) TYPES PLAN/SCHEDULE/ROSTER. Obtains and assembles materials, inserts in typewriter, types, separates copies, collates, fastens, proofreads, releases to originator, and puts material away.

(5) TYPES ENLISTED EVALUATION. Obtains and assembles materials, inserts in typewriter, types, separates copies, collates, fastens, proofreads, releases to originator, and puts material away.

(6) TYPES CIVILIAN EVALUATION. Obtains and assembles materials, inserts in typewriter, types, separates copies, collates, fastens, proofreads, releases to originator, and puts material away.

(7) TYPES EVALUATION INDORSEMENT. Obtains and assembles materials, inserts in typewriter, types, separates copies, collates, fastens, proofreads, releases to originator, and puts material away.

(8) TYPES STATISTICAL DATA. Obtains and assembles materials, inserts in typewriter, types, separates copies, collates, fastens, proofreads, releases to originator, and puts material away.

b. PROCESSES UNCLASSIFIED DISTRIBUTION:

(1) PROCESSES INCOMING DISTRIBUTION. Receives and opens envelope reviews for action, marks, and routes distribution.

(2) PROCESSES OUTGOING DISTRIBUTION. Stamps, marks, seals, packages, and routes distribution.

c. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

- (1) ESTABLISHES FILE. Prepares file outline, folders, guides, and labels
- (2) FILES CORRESPONDENCE. Receives material, marks, sorts, classifies, inserts in file, removes for reference, and refiles.
- (3) MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individuals of suspense, and annotates file at completion of action.
- (4) DESTROYS RECORD. Removes records from file and disposes of them in accordance with AR 150-18.
- (5) MAINTAINS LOG/REGISTER. Obtains book or form, makes entry, and puts or form away.
- (6) MAINTAINS PERSONNEL LOCATOR FILE. Prepares card or similar record, posts changes, and disposes of record.

d. MAINTAINS UNCLASSIFIED PUBLICATION FILE:

- (1) OBTAINS ADMINISTRATIVE PUBLICATION. Receives request, prepares requisition form, obtains authorizing signature, processes, and files form.
- (2) MAINTAINS INDEX. Posts new index, new publication, or change to
- (3) MAINTAINS PUBLICATION. Posts or files new publication.

e. OPERATES COPYING MACHINE:

- 1) OPERATES MACHINE.
- (2) COLLATES COPIES

f. MAINTAINS BLANK FORM STOCK. Establishes requirement, prepares requisition, receives, routes, and controls stock of blank forms.

g. MAINTAINS STATUS CHART/BULLETIN BOARD. Removes existing information, and posts new information.

h. MAINTAINS TIME AND ATTENDANCE CARD. Records time and attendance information, and forwards card.

i. MAINTAINS APPOINTMENT RECORD. Posts calendar or book, coordinates appointment with supervisor, reminds supervisor of pending appointment, and makes changes.

j. ACKNOWLEDGES VISITOR. Greets visitor, answers queries, and refers visitor to appropriate person or location.

9. MEETING:

a. PREPARES MEETING PRESENTATION. Gathers information, organizes material, prepares briefing, chart, or slide, and practices presentation.

b. CONDUCTS OR ATTENDS MEETING. Conducts or attends meeting, briefing, or conference.

10. TRAINING:

a. ADMINISTERS TRAINING. Reviews training record, interviews and counsels trainee, determines training needs, designates trainer, and evaluates training progress.

b. DEVELOPS TRAINING MATERIAL. Researches, drafts, reviews and updates training outline, lesson plan, or test and develops chart, mockup, demonstrator, or other training aid.

c. CONDUCTS TRAINING:

(1) PREPARES FOR TRAINING. Obtains material and prepares classroom and equipment.

(2) INSTRUCTS TRAINEE. Instructs on-the-job trainee, conducts lecture, demonstration, and group discussion.

(3) ADMINISTERS TEST. Administers and evaluates result of job related test given in the work center.

d. RECEIVES TRAINING:

(1) RECEIVES INSTRUCTION. Attends lecture or demonstration, or participates in group discussion.

(2) TAKES TEST. Takes locally devised oral, practical, and written test

(3) READS PUBLICATION. Maintains job proficiency by reading applicable technical or standard publication.

11. SUPPLY:

a. PROCESSES EQUIPMENT REQUEST. Determines need and authorization for equipment, researches stock number or nomenclature, prepares justification, submits request, takes follow-up action, and receives or turns in equipment.

b. CONDUCTS INVENTORY. Inventories equipment on hand and ensures accuracy of records.

c. MAINTAINS CUSTODIAN DOCUMENT. Receives listing from supply, posts changes to records, and resolves inconsistencies.

d. OBTAINS EXPENDABLE SUPPLIES. Determines need, researches stock number, orders, picks up, and distributes expendable supplies.

12. EQUIPMENT MAINTENANCE:

a. MAINTAINS OFFICE EQUIPMENT. Cleans, dusts, changes ribbon, belt, or tape, and makes minor adjustment.

b. MAINTAINS DINING FACILITY EQUIPMENT:

(1) MAINTAINS EQUIPMENT. Cleans, lubricates, or makes minor adjustment.

(2) MAINTAINS TOOL KIT. Establishes requirement, researches stock number and nomenclature, prepares request, takes followup action, and picks up tools; replaces broken or lost tool; and conducts periodic inventory.

c. MAINTAINS ASSIGNED VEHICLE. Cleans, washes, inspects, refuels, and makes minor adjustment.

13. CLEANUP:

a. PREPARES WORK AREA. Places working tools or equipment in proper location at beginning of duty period and arranges area to conform with any sanitary, safety, or security requirement.

b. PUTS WORK AWAY. Stores working tools or equipment in proper location at the end of the duty period and arranges area to conform with sanitary, safety, or security requirement.

c. CLEANS WORK AREA. Dusts, sweeps, mops, waxes, buffs, washes window, and performs other associated janitorial task.

14. ADDITIVES:

A1. FIELD FEEDING:

a. FILLS CONTAINER. Inspects, sanitizes, preheats or precools insulated container; places food or beverage into container; and labels container.

b. GATHERS UTENSILS AND CONDIMENTS. Gathers serving utensils, silverware, trays, equipment, necessary condiments, and necessary paperwork; places items in field box and labels box.

c. LOADS VEHICLE. Prepositions food containers and loads containers, field boxes, trash containers, and other necessary items on vehicle.

d. SETS UP SERVING LINE. Cleans field dining area, unloads truck, sets up serving line in predetermined order, and briefs detailed servers.

e. SERVES MEAL. Pre-ports food, serves food to patron, replenishes food and dinnerware items, and keeps serving line clean and free from spills.

f. CLOSES DOWN SERVING LINE. Reseals insulated container, places condiments in field box, places soiled trays and silverware in field box, and cleans field dining area.

g. REVIEWS HEADCOUNT. Receives and reviews headcount data

h. RELOADS VEHICLE. Loads insulated containers, field boxes, trash containers, and other items on vehicle.

i. CLEANS EQUIPMENT. Unloads vehicle; cleans, sanitizes, and inspects equipment; and stores equipment.

j. PERFORMS TRAVEL TO AND FROM FIELD DINING AREA.

k. SUPERVISES FIELD FEEDING ACTIVITIES. Supervises personnel involved in field feeding beginning with filling the food containers through performing associated travel except serving the meal and reviewing the headcount.

A2. MIDNIGHT MEALS:

a. PREPARES FOOD. Reviews and signs cook's worksheet, reviews recipe cards, collects food and cooking utensils, mixes ingredients, cooks food, and cleans immediate work area. (Excludes items prepared to order.)

b. PREPARES FOOD TO ORDER. Collects food items, cooks food to order, and cleans immediate work area.

c. SETS UP SERVING LINE. Prepares hot food table, collects serving utensils, prepares beverage, fills dispenser, and transports food from cooking or storage area to serving line.

PERFORMS HEADCOUNT. Checks Meal Cards, DD Form 714, PCS or TDY Orders, and ensures patrons sign Signature Headcount Sheet, DA Form 3351, Dining Facility Meal Register, DA Form 3032, or Cash Meal Payment Sheet Register, DD Form 1544.

e. SERVES FOOD. Pre-ports food, serves food to patrons, replenishes food and dinnerware items, and keeps serving line clean and free from spills.

f. OPERATES A WAREWASH. Transports busing cart to warewash, sorts dinnerware, prewashes dinnerware, loads dishwasher, unloads dishwasher, cleans dinnerware dispenser, and returns busing cart to dining area.

g. CLOSES DOWN SERVING LINE. Returns food to kitchen or storage area, empties beverage dispenser, tags leftovers, weighs or inventories food not served, and annotates cooks' worksheet. (Includes self service items.)

h. CLEANS DINING FACILITY:

- 1 CLEANS COOKING UTENSILS.
- (2) CLEANS EQUIPMENT
- (3) CLEANS SERVING LINE
- (4) CLEANS DINING AREA.
- (5) CLEANS KITCHEN.

i. VERIFIES HEADCOUNT DATA. Collects monies from headcounter, closes out DA Form 3351 and DA Form 3032, verifies Headcount Record, DA Form 3033, and turns in forms and monies to the appropriate office.

j. SUPERVISES MIDNIGHT MEAL ACTIVITY.

A3. BAKE SHOP:

a. BAKES ROLLS AND QUICK BREADS.

(1) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.

(2) REVIEWS RECIPE CARDS.

(3) COLLECTS INGREDIENTS AND COOKING UTENSILS.

(4) MEASURES AND MIXES INGREDIENTS.

(5) BAKES ITEMS.

(6) TRANSPORTS BAKED ITEMS. Transports baked items to serving area or storage.

(7) CLEANS IMMEDIATE WORK AREA.

b. BAKES PASTRY/DESSERT:

(1) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.

(2) REVIEWS RECIPE CARDS.

- (3) COLLECTS INGREDIENTS AND COOKING UTENSILS.
- (4) MEASURES AND MIXES INGREDIENTS.
- (5) BAKES ITEMS.
- (6) APPLIES FILLING/TOPPING. Prepares and applies filling/topping.
- (7) PRE-PORTIONS PASTRY/DESSERT.
- (8) TRANSPORTS PASTRY/DESSERT. Transports pastry/dessert to serving area or storage.
- (9) CLEANS IMMEDIATE WORK AREA

15. SUBTRACTIVE:

S1. PERFORMS BAKING:

a. BAKES ROLLS AND QUICK BREADS

- (1) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.
- (2) REVIEWS RECIPE CARDS.
- (3) COLLECTS INGREDIENTS AND COOKING UTENSILS.
- (4) MEASURES AND MIXES INGREDIENTS.
- (5) BAKES ITEMS
- (6) TRANSPORTS BAKED ITEMS. Transports baked items to serving area or storage.
- (7) CLEANS IMMEDIATE WORK AREA.

b. BAKES PASTRY/DESSERT:

- (1) REVIEWS WORKSHEET. Reviews and signs cooks' worksheet.
- (2) REVIEWS RECIPE CARDS.
- (3) COLLECTS INGREDIENTS AND COOKING UTENSILS.
- (4) MEASURES AND MIXES INGREDIENTS.
- (5) BAKES ITEMS.
- (6) APPLIES FILLING/TOPPING. Prepares and applies filling/topping.
- (7) PRE-PORTIONS PASTRY/DESSERT.

(8) TRANSPORTS PASTRY/DESSERT. Transports pastry/dessert to serving area or storage.

(9) CLEANS IMMEDIATE WORK AREA.

A-5. Instructions for Reporting Exceptions

a. The MS-3 activity will include each exception (additive, exclusion, or deviation) in separate sections of the Standards Application Results Report for MACOM review and approval.

b. MACOMs will review the proposed exceptions and forward them to Troop Support Agency, TSA-DALO-TAF-T, ATTN: Emily Prior, Ft. Lee, VA 23801-6020, with recommendations for approval/disapproval as a part of the overall Standards Application Results Report.

c. TSA will review each MACOM Standards Application Results Report and forward them, with comments, to USAMARDA.

A-6. Approval of Exceptions. USAMARDA will review all exceptions, MACOM recommendations, TSA comments, and re-coordinate with TSA/MACOM's prior to final approval/disapproval of the exceptions. It should be understood that an exception to the standard may or may not result in increase/decrease in manpower.

a. Additive. Approved additives will become a part of the standards for dining facilities. Disapproved additives will be returned to the installations, with comments, through TSA and MACOMs.

b. Exclusions and deviations. Exclusions and deviations will be reviewed for the man-hour impact by USAMARDA. Coordination with the appropriate staff proponent will be accomplished prior to final approval/disapproval. Approved exclusions and deviations will be included in the application of the manpower staffing standard to the appropriate dining facility. Disapproved exclusions and deviations will be returned to the installations, with comments, through TSA and MACOMs.

c. Charts A through A-9 contain workload documentation forms that must be completed in the application of the standard. Each form has instruction sheets that must be followed to insure proper documentation. Only forms appropriate for an installations current workloads will be documented for a standard application. If an installation has a mission change that will influence the number of personnel "Headcount" eating in a dining hall (by building number) this mission change should be documented as an additive or subtractive to the standard, and forwarded to the MACOM along with the current standard requirements.

WORKLOAD FACTOR (WLF) - INSTRUCTIONS
WLF CHART A
DINING FACILITY
(LESS MIDNIGHT MEALS)

This form is to be used with workload factor, "Average Monthly Headcount", less midnight meals, derived from DA Form 2970, Subsistence Report and Field Ration Request. Complete Chart A for each Dining Facility on Post.

- Block 1 Command/Location/Organization
Enter the MACOM, Installation, and Organization Name, and UIC
- Block 2 Work Center
"Dining Facility"
- Block 3 Workload Factor Title
"Average Monthly Headcount"
- Block 4 Workload Factor Definition
"The twelve-month average number of personnel served. (Excludes midnight meals.)"
- Block 5 Workload Factor Source of Count
"Subsistence Report and Field Ration Request (DA Form 2970)." Maintained by the Troop Issue Support Activity.
- Block 6 Date Completed
Enter the day, month, and year.
- Block 7 Building Number
Enter the Building Number of the dining facility.
- Block 8 Workload Factor Data
Enter the year above the pre-entered month of the data collection period for 12 months starting with the last completed month of historical data. Workload data must be extracted from DA Form 2970, Subsistence Report and Field Ration Request.

Chart A-Dining Facility

- Line.1 Opposite "Breakfast" enter the number of breakfast meals served for each month of the data collection period. These data are taken from DA Form 2970, line 7.1B, column "g," Cumulative Total to Date (e + f) for the last day of the month that the dining facility was open. (Do not include midnight meals served as breakfast.)
- Line.2 Opposite "Lunch" enter the number of lunch meals served for each month of the data collection period. These data are taken from DA Form 2970, line 7.1L, column "g", Cumulative Total to Date (e + f) for the last day of the month that the dining facility was open.
- Line.3 Opposite "Dinner" enter the number of dinner meals served for each month of the data collection period. These data are taken from DA Form 2970, line 7.1D, column "g", Cumulative Total to Date (e + f) for the last day of the month that the dining facility is open. (Do not include dinner meals served as midnight meals.)
- Line.4 Opposite "Total B/L/D" enter the sum of lines .1, .2, and .3 for each month of the data collection period.
- Line.5 Divide the total of line .4 by 3 (the number of meals served) and enter the results for each month of the data collection period opposite "Monthly Headcount B/L/D." (Retain two decimal points.)
- Line.6 Opposite "Brunch" enter the number of brunch meals served each month of the data collection period. These data are taken from DA Form 2970, line 7.1 BR, column "g", Cumulative Total to Date (e + f) for the last day of the month that the dining facility was open.
- Line.7 Opposite "Dinner Brunch" enter the number of dinner brunch meals served for each month of the data collection period. These data are taken from DA Form 2970, line 7.1 D/BR, column "g", Cumulative Total to Date (e + f), for the last day of the month that the dining facility was open.
- Line.8 Opposite "Total BR/D/BR" enter the totals of lines .6 and .7 for each month of the data collection period.
- Line.9 Divide the total of line for each month .8 by 2 or for the number of brunch-type meals served and enter the results for each month of the data collection period (Retain two decimal points).
- Line.10 Opposite "Average Monthly Headcount" enter the total of lines .5 and .9 for each month of the data collection period.

Chart A-Dining Facility

Block 9 and Block 10

- Line Block 9 Sum monthly number of breakfast meals served
- Block 10: Divide by the number of months in the data collection period.
- Line .2 Block 9: Sum monthly number of lunch meals served.
- Block 10: Divide by the number of months in the data collection period.
- .3 Block 9: Sum monthly number of dinner meals served
- Block 10: Divide by the number of months in the data collection period.
- Line .4 Block 9: Sum lines 9.1, 9.2 and 9.3.
- Block 10: Divide lines 9.1, 9.2 and 9.3 by 12 to determine the average number of rations served. The sum of the data collection months and the sum of 9.4 must agree.
- .5 Block 9: Multiply the number of months in the data collection period by 3 (the number of meals served daily). For example, 12 months of meals would have a product of 36 (12 X 3). Then divide the total meals served (line 9.4) by 36. If only two meals a day were served the product would not be 24 (2 x 12) but the divisor will remain at 36. If less than 12 months data is available, then the product would be 3 x number of months data was collected. If only two meals a day are served the divisor will remain as the product of 3 x number of data months. Rationale is a standard is based on "headcount" or 3 meals a day for one person.
- Block 10: Divide block 10.4 by 3 to obtain ration served. Block 9.5 and 10.5 totals must agree.
- Line.6 Block 9: Enter the total number of brunches served during the data collection period.
- Block 10: Divide block 9 by the number of months in the data collection period.
- Line. Block 9: Sum monthly number of dinner brunches served during the data collection period.
- Block 10: Divide block 9 by the number of months in the data collection period. If a dining facility serves brunch or a special meal for less than 12 months, divide by the number of months in the data collection period to allocate meals to a monthly average

Chart A-Dining Facility

- Line .8 Block 9: Sum blocks .6 and .7 and enter total in block 9.8
- Block 10: Divide 9.8 by the number of data months. This should equal the sum of block 10.6 and 10.7.
- Line .9 Block 9: Multiply the number of data collection months by 3, then divide block 9.8 by the product, and enter the results in block 9.9. For example: 12 months data would have a product of 36. (12 X 3) then divide the total meals served (line 8.8) by 36. Rationale for dividing by 36 is based on "headcount" a ration of three meals a day per person.
- Block 10: Divide block 10.8 by 3 (converts 2 meals to a ration) and enter the results in block 10.9. Block 10.9 and 9.9 should agree.
- Line .10 Block 9: Add lines 9.5 and 9.9 and enter the sum in block 9.10.
- Block 10: Add block 9.5 and 9.9 and enter the sum in block 9.10.
- Block 11 Remarks - This space should be used to provide explanations as a result of the data analysis period in accordance with this Appendix. If additional space is required, use plain 8 1/2 X 11 white bond paper. Identify each continuation page with the information from Blocks 1, 2, 3, 6, and 7.

HISTORICAL WORKLOAD FACTOR DATA

WLF CHART-A

1 Command/Location/Organization:		3 Workload Factor Title: Average Monthly Headcount												6 Date Completed:			
		4 Workload Factor Definition: The twelve-month average number of personnel served. (Excludes midnight meals.)												7 Building Number			
2 Work Center: Dining Facility		5 Workload Factor Source of Count: Subsistence Report and Field Ration Request (DA Form 2970)												9 Total		10 Mo Avg	
8 Workload Factor Data		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC				
.1 Breakfast																	
.2 Lunch																	
.3 Dinner																	
.4 Total B/L/D																	
.5 Monthly Headcount B/L/D																	
.6 Brunch																	
.7 Dinner Brunch																	
.8 Total BR/D/BR																	
.9 Monthly Headcount BR/D/BR																	
.10 Average Monthly Headcount																	
11 Remarks:																	

WORKLOAD FACTOR (WLF)
WLF CHART A-1
FIELD FEEDING

HISTORICAL WORKLOAD DATA COLLECTION - WLF FORM A-1
APPLICATION DATA COLLECTION INSTRUCTIONS

This form is to be used with workload factor, "Average Monthly Number of Times Field Feeding Sites are delivered meals."

- BLOCK 1 Command/Location/Organization
Enter the MACOM, Installation, and Organization Name. (If the additive applies to more than one dining facility on the installation, see Block 8, lines .1 through .10.)
- BLOCK 2 Work Center
"Dining Facility"
- BLOCK 3 Workload Factor Title
"Average Monthly Number of Meal Deliveries"
- BLOCK 4 Workload Factor Definition
"The twelve-month average number of times field feeding sites are delivered meals."
- BLOCK 5 Workload Factor Source of Count
"A count of one for each Headcount Record (DA Form 3033 completed either at the Field Feeding site or the dining facility (Do Not count meals)."
- BLOCK 6 Date Completed
Enter the day, month and year

CHART A-1 FIELD FEEDING

BLOCK 7

Building Number

Enter the Building Number of the dining facility. (If the Additive applies to more than one dining facility on the installation, go to Block 8, lines .1 through .10.)

BLOCK 8

Workload Factor Data

Enter the year about the pre-entered months of the data collection period. Data collection will be for a 12 month period starting with the last completed month of historical data.

If the Additive applies to more than one dining facility on the installation, prepare a form for each dining facility. Enter the organization name and dining facility building number. Enter the number of times field feeding sites are supplied each month of the data collection period. These data are a count of one for each of the Headcount Record (DA Form 3033) completed at the Field Feeding Site. An alternate form for work counts may be DA Form 3034, Cook's Worksheet.

BLOCK 9

Total

Add the total in blocks shown for the data collection period.

BLOCK 10

Monthly Average (Mo Avg)

Divide the total in Block 9 by the months in the data collection period (Retain two decimal points.)

BLOCK 11

REMARKS-This space should be used to provide explanations as a result of the data analysis period in accordance with this Appendix. If additional space is required, use plain 8½ X 11 white bond paper. Identify each organization page with the information from Blocks 1, 2, 3, 6, and 7.

HISTORICAL WORKLOAD FACTOR DATA
WLF CHART A-1

1 Command/Location/Organization:	2 Work Center: Dining Facility	3 Workload Factor Title: Average Monthly Number of Times Field Feeding Sites are Delivered Meals 4. Workload Factor Definition: The twelve-month average number of meal deliveries to field feeding sites. 5 Workload Factor Source of Count: A count of one for each Field Feeding Headcount Record (DA Form 3033) completed.	6 Date Completed:													
			7 Building Number													
8 Workload Factor Data			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	9 Total	10 Mo Avg
.1																
.2																
.3																
.4																
.5																
.6																
.7																
.8																
.9																
.10																
11 Remarks:																

PART THREE

DINING FACILITY STANDARDS

3-1 STANDARD. The following standards were developed from workload and manhours measured at 30 dining facilities. The standard applies to each TDA Dining Facilities serving breakfast, lunch and dinner meals located in CONUS, Alaska, Hawaii and Panama except at Kunia, Hawaii, U. S. Army Detention Facility Ft. Leavenworth, KS, and West Point.

a. Dining Facilities Manhour Standard:

$$Y_c = a + bX$$

Y_c = Manhours computed by formula.

$$Y_c = 893.3 + .1481X \quad (pg\ 3-5c)$$

X = Average monthly headcount

Source of Count: Field Ration Request (DA Form 2970) exclude midnight meals.

b. Additive manpower standard for field feeding. The application of the standard will be added to the dining facility standard manhours before computing total manpower requirements:

$$Y_c = a + bX$$

$$Y_c = 8.2846 + 3.8199X \quad (pg\ 3-5b)$$

Y_c = Computed monthly manhour requirement

X = Average Monthly number of meal deliveries (No sites)

Source of Count: Headcount Record (DA Form 3033)

c. Additive Manpower standard for midnight meals. This standard only applies to installations that serve midnight meals.

$$Y_c = a + bX$$

$$Y_c = 68.04 + .05619X \quad (pg\ 3-5c)$$

X = Average monthly number of personnel served a midnight meal.

Source of Count: Headcount Record (DA Form 3033)

d. Additive Manpower standard for Bake Shop.

$$Y = bX$$

TO BE USED

$$Y = 0.01457X \quad (p. 3.5d)$$

X = Headcount for the Dining Facility plus midnight meals.

Source of Count: Field Ration Request (DA Form 2970)

e. Subtractive Manpower Standard for Bake Shop. The subtractive bake shop standard is applicable to dining facilities (tenants) supported by a Consolidated Bake Shop (Host). Manhours are subtracted from the tenant and added to the host dining facility using the following formula:

$$Y_c = b(x)$$

$$Y_c = .003842(x) \quad (p. 3.5d)$$

Y_c = Computed monthly manhours

X = Average monthly headcount for the tenant dining facility supported by the host dining facility.

Source of Count: Field Ration Request (DA Form 2970), exclude midnight meals

3-2. STANDARD APPLICATION ILLUSTRATION. The following is a hypothetical illustration example of a standard application of the staffing equation. In the application of the standard consider only those work centers applicable to each Army Installation:

STEP-1: COLLECTED WORKLOAD FACTOR DATA

	<u>WORKLOAD</u>
(1) Dining Facilities:	
X Average Monthly Headcount For Dining Facility <i>avg H/c per day x</i> <i>no. days per month</i>	21550.46
(2) Field Feeding:	
X Average Monthly Number of times meal deliveries are made to Field Feeding Sites. Delivered (12 month average of Headcount Records DA Form 3033)	32.75
(3) Additive Midnight Meals:	
X Average monthly number of midnight meals served (12 months average of all meals served)	75.00
(4) Additive Bakeshop:	
X = Average Monthly Headcount Supported (1) + (3)	21625.46
(5) Subtractive Bake Shop	
X = Average Monthly Headcount	1000.00

STEP-2 Applying Standard to Workload Data

Formulas and computations using above workload data:

o (1) Dining Facilities $Y = a + bX$

$$Y_c = 893.3 + .1481 X$$

$$Y_c = 893.3 + .1481 (21550.46)$$

$$Y_c = 893.3 + 3191.62$$

$$Y_c = 4084.92 \text{ hours}$$

(2) = Additive Field Feeding: $Y = a + bX$

$$Y = 8.2846 + 3.8199 (32.75)$$
$$Y = 133.39 \text{ hours}$$

(3) = Additive/Midnight Meals Served: $Y = a + bX$

$$Y = 68.04 + .05619(75)$$
$$Y = 68.04 + 4.214$$
$$Y = 72.25 \text{ hours}$$

(3) = Additive Bake Shop: In dining facilities where the host (one that provides the service) operates a bake shop that is geographically separate from the dining facility, and supports one or more tenants (unit receives baking service) compute manhours required by this standard and subtract manhours from the tenant dining facility standard application and add manhours to the host dining facility standard application.

$$Y = b(X)$$

$$Y = .01457X$$
$$Y = .01457 (21625.46)$$
$$Y = 315.08 \text{ hours}$$

(4) = Subtractive Bake Shop Standard:

Manhours subtracted from Dining Facility Supported (Tenant) (unit receiving bake shop support) and added to the Host Dining Facility Bake Shop (unit providing support):

$$Y = .003842(X)$$
$$Y = .003842 (1000)$$
$$Y = 3.84 \text{ hours}$$

STEP-3 DETERMINE TOTAL STANDARD MANHOURS:

(1) = Total Dining Facility Manhours
(2) = Additive for Field Feeding
(3) = Additive for Midnight Meals
TOTAL DINING FACILITY MANHOURS

4084.92 ✓
133.39 ✓
~~72.25~~ ✓
4290.56

STEP-4 DETERMINE BAKE SHOP STANDARD MANHOURS:

(4) Bake Shop Manhours, when a separate

Bake shop is operated (No Tenant). 315.08

(5) Bake Shop Manhours transferred from tenant to host bake shop.
TOTAL BAKE SHOP HOURS

3.84
318.92

STEP-5 DETERMINE MANPOWER REQUIRED FROM TABLE OF MANPOWER REQUIREMENTS
USING THE ASSUMPTION THAT ALL MANPOWER REQUIREMENTS ARE MILITARY:

1) Total Dining Facility Manhours (SEE STEP 3):

$$\frac{4290.56}{145.0} = 29.59 \quad \text{or} \quad 29$$

rk hr. ava. mth

(2) Geographically Separated Bake Shop or in-house Bake Shop serving a tenant Dining Facility:

$$\frac{318.92}{145.0} = 2.19 \quad \text{or} \quad *3$$

*Note The dining facility standard includes manhours to operate an in-house bake shop. In this example, a dining facility operating a geographically separate bake shop would receive 29 manpower requirements with three of the requirements allocated to the operation of the bake shop. A dining facility that contracts out all pastry baking would only receive 26 manpower requirements. Contracting of bread baking does not change manpower requirements.

Table of manpower requirements for Dining Facility

MEASURED FRACTIONAL MANPOWER	CONVERTED TO MANPOWER REQUIREMENTS
.5 to 1.077	1
1.078 to 2.154	2
2.155 to 3.231	3
3.232 to 4.308	4
4.309 to 5.385	5
5.386 to 6.462	6
6.463 to 7.539	7
7.540 to 8.616	8
8.617 to 9.693	9
9.694 to 10.770	10
10.771 to 11.847	11
11.848 to 12.924	12
12.925 to 13.999	13

Starting at 13 manpower requirements all fractions will be rounded down i.e. 53.794 would be 53.

MANPOWER STANDARD AND TABLE		
For use of this form, see AR 570-5; the proponent agency is DCSPER.		
SECTION I - MANPOWER STANDARD		
WORK CENTER TITLE/CODE Dining Facilities		
CLASS OF STANDARD <input checked="" type="checkbox"/> TYPE I <input type="checkbox"/> TYPE II	SCOPE <input checked="" type="checkbox"/> ARMY COMMON <input type="checkbox"/> COMMAND UNIQUE	TYPE <input checked="" type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN
APPLICABILITY STATEMENT This standard is applicable to CONUS TDA and MTOE Garrison Dining Facilities with a geographical separate bake shop or a bake shop that supports a tenant or a Dining Facility that contracts out pastry and bread baking. The standard does not apply to West Point, Kunia, HI, Fort Leavenworth confinement facility, Army hospital Dining Facilities, and contracted out Dining Facilities. For the purpose of this standard, CONUS includes Hawaii, Alaska, and Panama.		
APPLICATION INSTRUCTIONS 1. The Dining Facility standard includes manhours to perform baking in-house. A bake shop geographically separated from the dining facility will be staffed according to this standard. The manhours required to staff the geographically separated bake shop will be subtracted from the total dining facility manhours. The bake shop manhours will not be reduced for contracted bread baking. An installation that contracts out both bread and pastries will have manpower requirements reduced as defined by this standard. 2. The standard application for the bake shop will be based on 12 months data. 3. A dining facility with a bake shop (host), that provides services to another dining facility (tenant) will be provided standard manhours by reducing the tenant manhours and increasing the host manhours as defined by the standard.		
NORMAL HOURS OF OPERATION Variable	WORK WEEK 7Day Week-5 Day Week	MANHOURL AVAILABILITY FACTOR 145
MANHOURL DATA SOURCE <input type="checkbox"/> WORK SAMPLING <input checked="" type="checkbox"/> OPERATIONAL AUDIT <input type="checkbox"/> MANPOWER REPORTING <input type="checkbox"/> MANPOWER FILES <input type="checkbox"/> TIME STUDY <input type="checkbox"/> OTHER (specify)		
STANDARD Y = .01457(X)-Pastry and Bread contracted out or Geographically separated bake shop Y = .003842(X)-Tenant subtraction	APPROVAL DATE 5 Mar 85	CURRENCY REVIEW DATE
WORKLOAD FACTOR IDENTIFICATION		
TITLE Average number of personnel served to include midnight meals.		
DEFINITION Personnel Served = Headcount = One Ration = 3 meals.		
SOURCE Subsistence and Field Ration Request, DA Form 2970.		

DA FORM 5279-R, Dec 83

MANPOWER STANDARD AND TABLE		
For use of this form, see AR 570-5; the proponent agency is DCSPER.		
SECTION I - MANPOWER STANDARD		
WORK CENTER TITLE/CODE DINING FACILITIES		
CLASS OF STANDARD <input checked="" type="checkbox"/> TYPE I <input type="checkbox"/> TYPE II	SCOPE <input checked="" type="checkbox"/> ARMY COMMON <input type="checkbox"/> COMMAND UNIQUE	TYPE <input checked="" type="checkbox"/> MILITARY <input checked="" type="checkbox"/> CIVILIAN
APPLICABILITY STATEMENT This standard applies to midnight meals served at CONUS TDA and MTOE Dining Facilities, except Dining Facilities at West Point, Kunia, HI, Fort Leavenworth Confinement Facility, Army hospital Dining Facilities, and contracted dining facilities. For the purpose of this standard, CONUS includes Hawaii, Alaska, and Panama.		
APPLICATION INSTRUCTIONS Apply the standard to a 12 month workload for each installation dining facility. The standard does not apply to installations that are not authorized to serve midnight meals.		
NORMAL HOURS OF OPERATION 0500 - 1900	WORK WEEK 7 Day Week 5 Day Week	MANHOUR AVAILABILITY FACTOR <u>145</u>
MANHOUR DATA SOURCE <input type="checkbox"/> WORK SAMPLING <input checked="" type="checkbox"/> OPERATIONAL AUDIT <input type="checkbox"/> MANPOWER REPORTING <input type="checkbox"/> MANPOWER FILES <input type="checkbox"/> TIME STUDY <input type="checkbox"/> OTHER (specify)		
STANDARD Y = 68.04 + .05619	APPROVAL DATE 5 Mar 85	CURRENCY REVIEW DATE
WORKLOAD FACTOR IDENTIFICATION		
TITLE Average monthly number of personnel served midnight meals.		
DEFINITION Each person eating a midnight meal.		
SOURCE Headcount record DA Form 3033 (primary source) Count each signature on DA Form 3351 or Dining Facility Meal Requests, DA Form 3032 or Cook's Worksheet, DA Form 3034, (Alternate source).		

MANPOWER STANDARD AND TABLE		
For use of this form, see AR 570-5; the proponent agency is DCSPER.		
SECTION I - MANPOWER STANDARD		
WORK CENTER TITLE/CODE DINING FACILITIES		
CLASS OF STANDARD <input checked="" type="checkbox"/> TYPE I <input type="checkbox"/> TYPE II	SCOPE <input checked="" type="checkbox"/> ARMY COMMON <input type="checkbox"/> COMMAND UNIQUE	TYPE <input checked="" type="checkbox"/> MILITARY <input checked="" type="checkbox"/> CIVILIAN
APPLICABILITY STATEMENT This standard applies to CONUS Dining Facilities with a Field Feeding Mission. The standard excludes West Point, Kunia, HI, Fort Leavenworth Confinement Facility, Army hospital Dining Facilities, and contracted dining facilities. For the purpose of this standard CONUS includes Hawaii, Alaska and Panama.		
APPLICATION INSTRUCTIONS Apply this standard to a twelve month average workload for each installation Dining Facility with a field feeding mission.		
NORMAL HOURS OF OPERATION Variable	WORK WEEK Variable	MANHOUR AVAILABILITY FACTOR 145
MANHOUR DATA SOURCE <input type="checkbox"/> WORK SAMPLING <input type="checkbox"/> MANPOWER FILES		
<input checked="" type="checkbox"/> OPERATIONAL AUDIT <input type="checkbox"/> TIME STUDY		
<input type="checkbox"/> MANPOWER REPORTING <input type="checkbox"/> OTHER (specify)		
STANDARD	APPROVAL DATE 5 Mar 85	CURRENCY REVIEW DATE
WORKLOAD FACTOR IDENTIFICATION		
TITLE The average number of times field feeding sites are delivered meals		
DEFINITION Trips from the dining facility to field feeding site, and return.		
SOURCE Headcount Record, DA Form 3033 (DO NOT count meals)		

MANPOWER STANDARD AND TABLE		
For use of this form, see AR 570-5; the proponent agency is DCSPER.		
SECTION I - MANPOWER STANDARD		
WORK CENTER TITLE/CODE DINING FACILITIES		
CLASS OF STANDARD <input checked="" type="checkbox"/> TYPE I <input type="checkbox"/> TYPE II	SCOPE <input checked="" type="checkbox"/> ARMY COMMON <input type="checkbox"/> COMMAND UNIQUE	TYPE <input checked="" type="checkbox"/> MILITARY <input checked="" type="checkbox"/> CIVILIAN
APPLICABILITY STATEMENT This standard applies to CONUS TDA and MTOE Garrison Dining Facilities, except Dining Facilities at West Point, Kunia, HI., Fort Leavenworth Confinement Facility, Army hospital Dining Facilities, and contracted dining facilities. For the purpose of this standard, CONUS includes Hawaii, Alaska and Panama.		
APPLICATION INSTRUCTIONS Apply the standard to a twelve month average workload for each installation Dining Facility.		
NORMAL HOURS OF OPERATION 0500 - 1900	WORK WEEK 7 Day Week 5 Day Week	MANHOUR AVAILABILITY FACTOR 145
MANHOUR DATA SOURCE <input checked="" type="checkbox"/> WORK SAMPLING <input checked="" type="checkbox"/> OPERATIONAL AUDIT <input type="checkbox"/> MANPOWER REPORTING <input type="checkbox"/> MANPOWER FILES <input type="checkbox"/> TIME STUDY <input type="checkbox"/> OTHER (specify)		
STANDARD Y = 893.3 + .1481(X)	APPROVAL DATE 5 Mar 85	CURRENCY REVIEW DATE
WORKLOAD FACTOR IDENTIFICATION		
TITLE Average number of personnel served, excluding midnight meals		
DEFINITION Personnel served = Headcount = one ration served = 3 meals		
SOURCE Subsistence and Field Ration Request, DA Form 2970.		

II. MANPOWER TABLE		WORK CENTER TITLE/ AMS Code XXXXXX.F3000 DINING FACILITIES FUNCTION CODE: ALDF--A						
DUTY POSITION TITLE	MOS Code	MNHR AVL	WORKLOAD OR FRACTIONAL MANHOURL VALUES					
		L						
		U						
		L						
		U						
145 U		1	294.9	1349.3	2403.7	3458.1	4512.5	
GRADE	MANPOWER REQUIREMENT							
Senior Food Service Sergeant	94B50	SGM						
Senior Food Service Sergeant	94B50	MSG						
Food Service Sergeant	94B40	SFC						**1
Food Service Sergeant	94B30	SSG	1	1	1	1	**1	
First Cook	94B30	SSG						1
First Cook	94B20	SP5	1	1	1	1	1	
Cook	94B20	SP5	1	1	1	1	1	2
Cook	94B10	SP4	2	2	2	3	4	4
Cook-Meatcutter-Baker	94B10	PFC	1	2	3	3	3	3
TOTAL			* 6	7	8	9	10	11
DUTY POSITION TITLE	MOS Code	MNHR AVL	WORKLOAD OR FRACTIONAL MANHOURL VALUES					
		L						
		U						
		L						
		U						
145 U		5567.0	6621.4	7674.3	8653.4	9632.4	10611.5	
GRADE	MANPOWER REQUIREMENT							
Senior Food Service Sergeant	94B50	SGM						
Senior Food Service Sergeant	94B50	MSG						
Food Service Sergeant	94B40	SFC	1	1	1			
Food Service Sergeant	94B30	SSG		1	1	1		
First Cook	94B30	SSG	1	1	1	1		1
First Cook	94B20	SP5						
Cook	94B20	SP5	2	2	2	2	2	3
Cook	94B10	SP4	4	4	4	5	6	6
Cook-Meatcutter-Baker	94B10	PFC	4	4	5	5	5	5
** The SSG position will be authorized in lieu of the SFC until the Average Headcount equals 4800 meals.								
TOTAL			12	13	14	15	16	17

II. MANPOWER TABLE		WORK CENTER TITLE/ AMS Code DINING FACILITIES FUNCTION CODE: ALDF-A						
DUTY POSITION TITLE	MOS Code	MNHR	WORKLOAD OR FRACTIONAL MANHOURL VALUES					
		AVL						
		L						
		U						
		L						
		U						
		145 L	11590.6	12569.6	13548.7	14527.8	15506.9	16485.9
		U	12569.5	13548.6	14527.7	15506.8	16485.8	17464.9
		GRADE	MANPOWER REQUIREMENT					
Senior Food Service Sergeant	94B50	SGM						
Senior Food Service Sergeant	94B50	MSG						
Food Service Sergeant	94B40	SFC	1	1	1	1	1	1
Food Service Sergeant	94B30	SSG	1	1	1	1	1	1
First Cook	94B30	SSG	1	1	1	1	1	1
First Cook	94B20	SP5						
Cook	94B20	SP5	3	3	3	3	4	4
Cook	94B10	SP4	6	6	7	8	8	8
Cook-Meatcutter-Baker	94B10	PFC	6	7	7	7	7	8
TOTAL			18	19	20	21	22	23
DUTY POSITION TITLE	MOS Code	MNHR	WORKLOAD OR FRACTIONAL MANHOURL VALUES					
		AVL						
		L						
		U						
		L						
		U						
		145 L	17465.0	18444.0	19423.1	20402.2	21381.2	22360.3
		U	18443.9	19423.0	20402.1	21381.1	22360.2	23339.3
		GRADE	MANPOWER REQUIREMENT					
Senior Food Service Sergeant	94B50	SGM						
Senior Food Service Sergeant	94B50	MSG						
Food Service Sergeant	94B40	SFC	1	1	1	1	1	1
Food Service Sergeant	94B30	SSG	1	1	1	1	1	1
First Cook	94B30	SSG	1	1	1	1	1	1
First Cook	94B20	SP5						
Cook	94B20	SP5	4	4	4	5	5	5
Cook	94B10	SP4	8	9	10	10	10	10
Cook-Meatcutter-Baker	94B10	PFC	9	9	9	9	10	
TOTAL			24	25	26	27	28	29

II. MANPOWER TABLE		WORK CENTER TITLE/ AMS Code XXXXXX.F3000 DINING FACILITIES FUNCTION CODE: ALDF-A						
DUTY POSITION TITLE	MOS Code	MNHR AVL	WORKLOAD OR FRACTIONAL MANHOUR VALUES					
		L						
		U						
		L						
		U						
		145 L	2339.4	24318.5	25297.5	26276.6	27255.7	28234.7
		U	24318.4	25297.4	26276.5	27255.6	28234.6	29213.7
		GRADE	MANPOWER REQUIREMENT					
Senior Food Service Sergeant	94B50	SGM						
Senior Food Service Sergeant	94B50	MSG						
Food Service Sergeant	94B40	SFC	1	1	1	1	1	1
Food Service Sergeant	94B30	SSG	1	1	1	1	1	1
First Cook	94B30	SSG	1	1	1	1	1	1
First Cook	94B20	SP5						
Cook	94B20	SP5	5	5	6	6	6	6
Cook	94B10	SP4	11	12	12	12	12	13
Cook-Meatcutter-Baker	94B10	PFC	11	11	11	12	13	13
TOTAL			30	31	32	33	34	35
DUTY POSITION TITLE	MOS Code	MNHR AVL	WORKLOAD OR FRACTIONAL MANHOUR VALUES					
		L						
		U						
		L						
		U						
		145 L	29213.8	30192.9	31171.9	32151.0	33130.1	34109.1
		U	30192.8	31171.8	32150.9	33130.0	34109.0	35088.1
		GRADE	MANPOWER REQUIREMENT					
Senior Food Service Sergeant	94B50	SGM						
Senior Food Service Sergeant	94B50	MSG						
Food Service Sergeant	94B40	SFC	1	1	1	1	1	1
Food Service Sergeant	94B30	SSG	1	1	1	1	1	1
First Cook	94B30	SSG	1	1	1	1	1	1
First Cook	94B20	SP5						
Cook	94B20	SP5	6	7	7	7	7	7
Cook	94B10	SP4	14	14	14	14	15	16
Cook-Meatcutter-Baker	94B10	PFC	13	13	14	15	15	15
TOTAL			36	37	38	39	40	41

II. MANPOWER TABLE		WORK CENTER TITLE/ AMS Code XXXXXX.F3000 DINING FACILITIES FUNCTION CODE: ALDF-A					
DUTY POSITION TITLE	MOS Code	MNHR AVL	WORKLOAD OR FRACTIONAL MANHOURL VALUES				
		L	U	L	U	L	U
		145	145	145	145	145	145
		U	U	U	U	U	U
		GRADE	MANPOWER REQUIREMENT				
Senior Food Service Sergeant	94B50	SGM					
Senior Food Service Sergeant	94B50	MSG	1	1	1	1	1
Senior Food Service Sergeant	94B40	SFC	1	1	1	1	1
Senior Food Service Sergeant	94B30	SSG	1	1	1	1	1
First Cook	94B30	SSG	1	1	1	1	1
First Cook	94B20	SP5					
Cook	94B20	SP5	8	8	8	8	8
Cook	94B10	SP4	16	16	16	16	17
Cook-Meatcutter-Baker	94B10	PFC	15	15	16	17	17
TOTAL			42	43	44	45	46
DUTY POSITION TITLE	MOS Code	MNHR AVL	WORKLOAD OR FRACTIONAL MANHOURL VALUES				
		L	U	L	U	L	U
		145	145	145	145	145	145
		U	U	U	U	U	U
		GRADE	MANPOWER REQUIREMENT				
Senior Food Service Sergeant	94B50	SGM					
Senior Food Service Sergeant	94B50	MSG	1	1	1	1	1
Senior Food Service Sergeant	94B40	SFC	1	1	1	1	1
Senior Food Service Sergeant	94B30	SSG	1	1	1	1	1
First Cook	94B30	SSG	1	1	1	1	1
First Cook	94B20	SP5					
Cook	94B20	SP5	9	9	9	9	10
Cook	94B10	SP4	18	18	18	19	20
Cook-Meatcutter-Baker	94B10	PFC	17	18	19	19	19
TOTAL			48	49	50	51	*53

WORKLOAD FACTOR (WLF)-CHART A-2 INSTRUCTIONS
FOR COLLECTING MIDNIGHT MEALS
HISTORICAL WORKLOAD

This form is to be used with workload factor, "Average Monthly Number of Personnel Served a Midnight Meal". If a Mess Facility does not have an approved authorization to serve midnight meals, and is serving midnight meals, the manhours must be provided within current resources and the count will not be included in the Standard computation for midnight meals. Box lunches are part of the total count and will not be reported separate. Data collection will be for a 12 month period.

- BLOCK 1 Command/Location/Organization
Enter the MACOM, Installation, and Organization Name. (If the Additive applies to more than one dining facility on the installation, see Block 8, line .1.)
- BLOCK 2 Work Center
"Dining Facility"
- BLOCK 3 Workload Factor Title
"Average Monthly Number of Personnel Served a Midnight Meal"
- BLOCK 4 Workload Factor Definition
"The twelve-month average number of personnel served a midnight meal."
- BLOCK 5 Workload Factor Source of Count
"Total number of personnel served a Midnight Meal as reflected on the Headcount Record (DA Form 3033) prepared for each night that a Midnight Meal is Served." An alternate source of count is a count of one for each signature on the Signature Headcount Sheet (DA Form 3351) and Dining Facility Meal Register (DA Form 3032) or Cook's Worksheet (DA Form 3034) used for each night a midnight meal is served.
- BLOCK 6 Date Completed
Enter the day, month, and year

WLF CHART A-2 MIDNIGHT MEALS

- BLOCK 7 Building Number
- Enter the Building Number of the dining facility serving the midnight meal. (If the Additive applies to more than one dining facility on the installation, go to Block 8, first blank line under line .1.)
- BLOCK 8 Workload Factor Data
- Enter the year above the pre-entered month of the data collection period starting with the last completed month of historical data.
- Line .1
- If the Additive applies to more than one dining facility installation, select a blank line after .1 and enter the organization name and building number. Enter the number of midnight meals served for each month of the data collection period and repeat this step for each dining facility serving midnight meals.
- BLOCK 9 TOTAL Total the number of midnight meals served during the data collection period for each dining facility
- BLOCK 10 Monthly Average (Mo Avg)
- Divide the total in Block 9 by the number of months in the data collection period. (Retain two decimal points.)
- BLOCK 11 REMARKS - This space should be used to provide explanations as a result of the data analysis period in accordance with this Appendix. If additional space is required, use plain 8½ X 11 white bond paper. Identify each continuation page with the information from Blocks 1, 2, 3, 6, and 7.

FOUR

GENERAL APPLICATION INSTRUCTIONS

4-1. General

Part four contains terms and definitions, defines the baseline for data collections, identifies the sources of workload counts, and provides instructions for distributing and coordinating the APPLAN.

4-2. Terms and Definitions

a. Dining Facility (CONUS/Hawaii). A Table of Distribution and Allowance facility that, during normal operation, serves three meals a day (breakfast, lunch and dinner).

b. Specialty House. A dining facility operated to serve less than the normal three meals per day, or a specific special type of meal such as pizza, spaghetti, Mexican dishes, or sandwich meals to order.

c. Field Feeding. A delivery of meals from the dining facility to a field feeding site to support personnel who are operating under field conditions such as on the firing range, or on bivouac.

d. Midnight Meals. A meal served to personnel authorized to subsist in the dining facility whose duty hours prevents them from obtaining the normal three meals (breakfast, lunch and dinner), and who are served a breakfast- or dinner-type meal.

e. Bake Shop. A separate function operated within a dining facility preparing pastries/desserts for other dining facilities on the same or adjacent installations but not for all dining facilities on the same installation.

f. Headcount. One ration served or three meals a day being served to one person.

4-3. Workload Factor Source

a. The baseline data collection period is FY 1984 (February 1984 through January 1985) or 12 months of data starting with the last month of completed workload data or 6-months of data if 12-months is not available. Installations will have to establish a workload reporting system for annual standard reapplication, if a reporting system is not currently available.

b. The primary data collection source for the workload factor "Average Monthly Headcount" will be the Subsistence Report and Field Ration Request (DA Form 2970). Exclude Midnight Meals.

c. The primary data collection source for the additive workload factor (Average Monthly number of times meal deliveries are made to Field Feeding Sites) is one count for each Headcount Record (DA Form 3033) maintained for a delivery to a Field Feeding site.

d. The primary data collection source for the additive workload factor "Average Monthly Number of Personnel Served a Midnight Meal" will be the Headcount Record (DA Form 3033) (completed for each night a Midnight Meal is served).

e. The primary data collection source for the additive workload factor "Average Monthly Headcount Supported" will be the Subsistence Report and Field Ration Request (DA Form 2970).

f. The primary data collection source for the subtractive workload factor "Average Monthly Headcount" will be the Subsistence Report and Field Ration Request (DA Form 2970). The subtractive standard will be used when one bakery shop supports two or more dining facilities. The tenant facility would have a subtractive standard applied (a tenant receives the services from a host who provides the service).

4-4. Military/Civilian Mix. The MS-3 activity or the installation Manpower/Force Development office in concert with the installation Food Service Office, Food Service Advisors, and Dining Facility Managers will identify the military essential positions in accordance with the basic policy contained in AR 570-4. The military essential positions determined as a result of this review will be reflected on the Standard Application Worksheet (Chart A-6).

4-5. Contractor-Performed Work: The Installation/MACOM MS-3 Activity or in their absence the Manpower/Force Development Office is responsible for reviewing Dining Facility contracts and collecting contractor manhours over the latest 12 month period. Contractor manhours to be collected are restricted to manhours devoted to Dining Facility administration, cooking, supply, serving food, or performing head checker duties. Contract manhours for cleaning and maintaining the Dining Hall do not have to be collected. These contracts normally include, but are not limited to KP type duties of cleaning floors, tables, scullery, cleaning fruits and vegetables for cooks, and may include manhours for transporting food from docks to storage areas.

4-6 APPLAN Distribution and Coordination

a. USAMARDA will provide the APPLAN to each MACOM. The MACOM, in turn, will provide the APPLAN to each MS-3 activity or installation Manpower/Force Development Office with a sufficient number of copies of Appendix A for each TDA for each dining facility located on the installations. The MS-3 or the Manpower/Force Development analyst will collect work count data from the Troop Issue Subsistence Activity (TISA) and complete the historical workload data collection forms required by Appendix A. Workcount collected by TISA or Dining Facility Managers must be validated by actual count.

b. Upon completion of application data collection package, the MS-3 activity or Manpower/Force Development Office will coordinate the results with the installation Food Service Office and forward the Standards Application charts to the parent MACOM. The MACOM's MS-3 activity will review, approve, and comment on installation installation reports, as may be required and forward a MACOM summary along with the installation reports to the Troop Support Activity (TSA) DALO-TAF-D (Ms. E. Prior), Ft. Lee, VA 23801, and one copy to USAMARDA. TSA will review each MACOM's submission, prepare endorsing comments, and forward to USAMARDA. USAMARDA will review the reports, coordinate as required and issue instructions for implementing the standards in the manpower files.

4-7. APPLAN - GENERAL

a. The Work Center Description (WCD) must be read and approved by each installation Dining Facility Manager, using Chart A-8. The WCD has been designed for a single work center regardless of the size of the dining facility. Large dining facilities requiring the identification of a separate work center for management or baking will be provided manpower requirements by allocating spaces from total standard requirements. In the event a separate work center is required for management or baking functions, the post manpower office will enter it on the TDA with the appropriate functional code.

b. An additive manpower standard has been designed to support field feeding, and for installations serving midnight meals. Manpower requirements for serving midnight meals are restricted to the extrapolation limits shown in the standard. Post dining facilities serving midnight meals which exceed the extrapolation limits are required to provide the following documentation: (1) Number of dining hall personnel assigned to duty on a full time/part time basis. (2) Number of meals served by month, for 12 months. (3) Validation of the WCD or any changes that are required. (4) Your recommendation on the number of dining facility personnel required. USAMARDA/MACOM will consider data provided and make the final manpower determination.

c. The dining facility manpower standard includes measured manhours for baking. At installations that has one baking shop supporting two or more dining facilities, a subtractive standard will be applied to the tenant dining facilities being supported.

d. The standard defined military grades are listed on standard manpower tables, Part 3 page 3-6. These grades will be used for military dining facilities or for military if a military/civilian mix is required to staff a Dining Facility.

WLF CHART A-2 MIDNIGHT MEALS

BLOCK 7

Building Number

Enter the Building Number of the dining facility serving the midnight meal. (If the Additive applies to more than one dining facility on the installation, go to Block 8, first blank line under line .1.)

BLOCK 8

Workload Factor Data

Enter the year above the pre-entered month of the data collection period starting with the last completed month of historical data.

Line .1

If the Additive applies to more than one dining facility installation, select a blank line after .1 and enter the organization name and building number. Enter the number of midnight meals served for each month of the data collection period and repeat this step for each dining facility serving midnight meals.

BLOCK 9 TOTAL

Total the number of midnight meals served during the data collection period for each dining facility

BLOCK 10

Monthly Average (Mo Avg)

Divide the total in Block 9 by the number of months in the data collection period. (Retain two decimal points.)

BLOCK 11

REMARKS - This space should be used to provide explanations as a result of the data analysis period in accordance with this Appendix. If additional space is required, use plain 8½ X 11 white bond paper. Identify each continuation page with the information from Blocks 1, 2, 3, 6, and 7.

WORKLOAD FACTOR (WLF)-CHART A-2 INSTRUCTIONS
FOR COLLECTING MIDNIGHT MEALS
HISTORICAL WORKLOAD

This form is to be used with workload factor, "Average Monthly Number of Personnel Served a Midnight Meal". If a Mess Facility does not have an approved authorization to serve midnight meals, and is serving midnight meals, the manhours must be provided within current resources and the count will not be included in the Standard computation for midnight meals. Box lunches are part of the total count and will not be reported separate. Data collection will be for a 12 month period.

- BLOCK 1 Command/Location/Organization
Enter the MACOM, Installation, and Organization Name. (If the Additive applies to more than one dining facility on the installation, see Block 8, line .1.)
- BLOCK 2 Work Center
"Dining Facility"
- BLOCK 3 Workload Factor Title
"Average Monthly Number of Personnel Served a Midnight Meal"
- BLOCK 4 Workload Factor Definition
"The twelve-month average number of personnel served a midnight meal."
- BLOCK 5 Workload Factor Source of Count
"Total number of personnel served a Midnight Meal as reflected on the Headcount Record (DA Form 3033) prepared for each night that a Midnight Meal is Served." An alternate source of count is a count of one for each signature on the Signature Headcount Sheet (DA Form 3351) and Dining Facility Meal Register (DA Form 3032) or Cook's Worksheet (DA Form 3034) used for each night a midnight meal is served.
- BLOCK 6 Date Completed
Enter the day, month, and year

APPENDIX A

WORKLOAD FACTOR DATA COLLECTION, DATA ANALYSIS, AND STANDARD COMPUTATION

A-1. This appendix contains instructions for MACOM MS-3 personnel or in their absence Manpower/Force Development personnel in concert with installation Troop Support Agency, and Dining Facility managers on how to apply the standard to each installation Dining Facility. Workload data will be collected only by MS-3 or Manpower Force Development personnel, and only from standard identified sources of count. Data collected by functional personnel must be validated by actual count from source documents. Data collection personnel must:

- o Reproduce sufficient charts to apply the standard to each installation Dining Facility.
- o Complete the standard application worksheets.
- o Complete the manpower staffing standard worksheets
- o Complete the manpower summary worksheets.
- o Develop only necessary exceptions to the Staffing Standard.
- o Analyze data for possible manpower requirement savings

A-2. Workload factor data collection. Individual workload factor data collection worksheets and detailed instructions are contained in the appendix. They are identified as:

- a. Dining Facility WLF Chart A, Page A-4: Contains instructions for collecting Dining Facility workload to establish a twelve month average headcount or six months if 12 months is not available to application the standards.
- b. Field Feeding WLF Chart A-1, Page A-9: Contains instructions for collecting Field Feeding to establish a twelve month average of meal deliveries to support the Field Feeding additive standard.
- c. Midnight Meals WLF Chart A-2, Page A-12: Contains instructions for collecting a twelve month average to support the midnight meal additive standard.
- d. Bake Shop WLF Chart A-3, Page A-15: Contains instructions for collecting a twelve month average headcount for application of the standard is used to collect the average monthly headcount in support of the Additive A3 -- Bake Shop.
- e. Standard Application Instructions Chart A-4, Page A-18: Contains instructions for computing the dining facility manpower standard.
- f. Installation Manpower Summary Chart A-5, Page A-22: Contains instructions for preparing a manpower impact of the standard against current TDA/MTOE requirements and authorizations.

g. Current TDA Manpower Summary WLF Chart A-6, Page A-24: Contains instructions for recapping military/civilian TDA requirements/authorizations by UIC.

h. Contractor Manhours Expended Chart A-7, Page A-26. Contains instructions on what contractor hours are to be collected and source of count.

i. Work Center Description Certification, Chart A-8, page A-28: Contains instructions for certifying the work center description as correct or modifying the work center description to conform to an individual dining facility.

j. Workload Data Certification, Chart A-9, page A-30: Contains instructions to certify workload data as being correct.

A-3. Manpower Additive. The MS-3 Activity or installation manpower will document standard additives using the following criteria:

a. The governing directive requiring the performance of the additive workload.

b. A work center description to the level of detail necessary to properly describe the work being performed.

c. A definition of the workload factor and identification of the primary source of workload count and associated work units (If no work units are identified, so state).

d. Work measurement data using the acceptable procedures for man-hour and workload factor data collection as prescribed in AR 570-5.

e. Computation of the total monthly allowed man-hours for the additive(s) entered in Column D, line 3 of the Standard Application Worksheet.

f. A description of the work measurement technique(s) used, the methodology used to develop the additive man-hour equation, and the dining facility(s) to which the additive(s) applies.

A-4. Manpower Exclusion. The MS-3 Activity will provide:

a. A detailed list, of work center description tasks contained within the work center descriptions that are not required to be performed.

b. The authority that specifically excludes the dining facility from performing the stated work.

c. Deviation. The MS-3 Activity will document the new work method and obtain historical workload and associated man-hours.

HISTORICAL WORKLOAD FACTOR DATA

WLF CHART A-2

1 Command/Location/Organization:	3 Workload Factor Title: Average Monthly Number of Personnel Served A Midnight Meal												6 Date Completed:		
2 Work Center:	4 Workload Factor Definition: The twelve-month average number of personnel served a midnight meal.												7 Building Number:		
8 Workload Factor Data	5 Workload Factor Source of Count: Headcount Record (DA Form 3033) prepared for each night a midnight meal is served.												9 Total	10 Mo Avg	
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
.1															

11 Remarks:

WORKLOAD FACTOR (WLF) - INSTRUCTIONS
WLF CHART A-3
BAKESHOP
ADDITIVE STANDARD

This form is to be used for workload factor, "Average Monthly Headcount Supported". This count should be the same as for the Dining Facility Supported.

- BLOCK 1 Command/Location/Organization
Enter the MACOM, Installation, and Organization Name.
- BLOCK 2 Work Center
"Dining Facility"
- BLOCK 3 Workload Facotr Title
"Average Monthly Headcount Supported"
- BLOCK 4 Workload Factor Definition
"The twelve-month average number of personnel served.
- BLOCK 5 Workload Factor Source of Count
"Subsistence and Field Ration Request (DA Form 2970)," maintained by the Dining Facility Manager and the Troop Issue Support Activity (TISA).
- BLOCK 6 Date Completed
Enter the day, month and year.
- BLOCK 7 Enter the building number of the Dining Facility.
- BLOCK 8 Workload Factor Data
Enter the year above the pre-entered months of the data collection period starting with Feb 84 through Jan 85, or 12 month period starting with the last month data is complete.

CHART A-3
BAKE SHOP
ADDITIVE STANDARD

BAKE SHOP WORKLOAD FOR A GEOGRAPHICAL SEPARATE BAKING FACILITY

.1 Copy the average headcount taken from the Dining Facility WLF Chart A, Line .4, for each month, including block 9 and 10.

.2 Copy the average number of midnight meals served from WLF Chart A-2, Block 8.1.

LINE .3 TOTAL LINES .1 and .2.

TENANT BAKE SHOP WORKLOAD SUPPORTED BY A GEOGRAPHICAL SEPARATE BAKING FACILITY

LINE .4 ENTER THE BUILDING NUMBER OF THE TENANT DINING FACILITY SUPPORTED.

LINE .5 COPY the average headcount from the tenant Dining Facility WLF Chart A, Line .4 FOR EACH month, INCLUDING Block 9 and 10.

LINE .6 Enter the average number of midnight meals served by month from WLF Chart A-2, Block 8.1.

LINE .7 TOTAL LINES .5 and .6.

8 TOTAL LINES .3 and .7.

NOTE:

- a. Manpower for baking pastries is included in the standard for the Dining facility, so the Bake Shop Standard does not apply as an additive when done in the dining facility.
- b. A Dining Facility that has its total Bread and Pastry baking done by local contract will have a bake shop subtractive applied.
- c. A Dining Facility that bakes pastries for a tenant Dining Facility will have an Additive Bake Shop standard applied.
- d. A corresponding subtractive standard will be applied to each tenant dining facility that is supported by a host bake shop.

HISTORICAL WORKLOAD FACTOR DATA
WLF CHART A-3

Command/Location/Organization:	3 Workload Factor Title: Average Monthly Headcount Supported												6 Date Completed:			
2 Work Center:	4 Workload Factor Definition: The twelve-month average number of personnel served (INCLUDES MIDNIGHT MEALS).												7 Building Number:			
Dining Facility: BAKE-SHOP	5 Workload Factor Source of Count: Subsistence and Field Ration Request (DA Form 2970).												9 Total		10 No Avg	
8 Workload Factor Data	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC				
.1 HOST DINING-WLF CHART A																
.2 HOST DINING-MIDNIGHT MEALS WLF CHART A-2, BIK 8.1																
.3 TOTAL																
.4 TENANT BUILDING NUMBER:																
.5 TENANT DINING-WLF CHART A																
.6 MEALS, WLF CHART A-2, BIK 8.1																
.7 TOTAL																
.8 TOTAL LINE .3 + .7																
1 Remarks:																

INSTRUCTION FOR
STANDARD APPLICATION
CHART A-4

Step	Enter Header Information on Worksheet
Block 1a	Command/Location/Bldg No. Enter the MACOM, Installation, and Building Number.
Block 1b	Work Center Title/AMSCO/FC "Dining Facility/XXXXXX.F3000/ALDFA"
Block 1c	Standard Man-hour Equation "Yc = 893.3 + .1481(X) (1) Refer direct to page 3-7 for Block 6H manpower if an additive/subtractive/contractor standard is not applied to the Dining Facility (2) Complete Chart A-4 manhour computation Block 2d through 4d <u>only</u> if an installation has an additive/subtractive manpower standard applied or contractor hours are used.
Block 1d	Workload Factor Identifiers and Values Opposite "Average Monthly Headcount (X1)" enter the value obtained on WLF Chart A, Page A-8 Block 10, line 10.
Step 2 - Line 2d	Compute manhours using block 1c formula. Enter average monthly Headcount X1 from block 10-10 of WLF Form A form. Compute Yc. Enter this man-hour value in column D.

Chart A-4-Standard Application

- Step 3 - Line 3d If a dining facility has a baking or field feeding exception (additives, exclusions, deviations) that applies to the Dining Facility, compute values and enter the plus or minus value in Column D.
- Step 4 - Line 4d Total the man-hours in lines 2 and 3, and enter this value in Column D.
- Step 5 - Line 5d If a contractor performs any duties of cooking, supply, administration, or working on the serving line the annual contractor hours must be obtained from the contractor and enter the average monthly contractor hours in Column D, Line 5d. Annual contractor manhours provided are to be divided by 12 to arrive at the monthly contractor hours. If contractor hours are not performed in the Dining Facility enter "0."
- Step 6 - Line 6d Subtract line 5 from line 4 and enter the remainder in Column 6D.
- Line 6e Divide the value in Block D, line 6 by the Pre-entered manhour Availability Factor (MAF) in Column E (145.0). Enter the results in Block F.
- Line 6g Using Table of Manpower requirements, Page 3-5 of the standard enter the fractional Manpower value in Block 6g to 3 decimal places.
- Line 6h Enter value from 6g in Block 6h Column H

DO NOT CONTINUE UNLESS CIVILIAN MANPOWER IS REQUIRED IN THE DINING FACILITY

- Step 7 Line 7b Enter total manpower requirements from line 6g or 6h whichever is larger.
- 7c Pre-entered military manhour availability factor
- 7d Multiply line 7b times 7c and enter in block 7d.
- Step 8 Line 7d Subtract Block 7d from Block 6d 7c and enter this value in 8d.
- Step 9 Line 8f Divide Block 7d by Block 7e (pre-entered Civilian manhour availability factor, and enter results in block 7g to 3 decimal places.

Chart A-4- Standard Application

Line 8h	Enter whole manpower requirements based on Page 3-5 table.
Line 9h	Enter total military manpower from block 6h.
Line 10h	Sum block 8h and 9h and enter total in 10h.

STANDARD APPLICATION WORKSHEET CONUS/Hawaii		1a. Command/Installation/Bldg No.:		1b. Work Center Title/ Dining Facility/XXXXX.F3000/ALDFA			
1c. Standard Man-hour Equation: $Y_c = 893.3 + .1481(X)$		1d. Workload Factor Identifier: Average Monthly Headcount					
Calculation Description A	Upper Rounding Value B	Appropriate MAF C	Man-hour Values D	Appropriate MAF E	Fractional Manpower F	Rounded Manpower Value G	Manpower Totals H
2. Basic Standard Man-hours							
3. Exception Man-hours			+				
4. Total Standard Man-hours							
5. Contract Equivalent Man-hours			-				
6. Work Center Man-hour Requirements				↑ 145.0	-	-	
7. Military Essential Man-hours		x 145.0					
8. Civilian Man-hour/Whole-man Requirements				↑ 145.0	-	-	+
9. Total Work Center Military Requirements							+
10. Total Work Center Manpower Requirements							-

CHART A-5
INSTALLATION
MANPOWER SUMMARY
OF
REQUIREMENTS AND AUTHORIZATIONS
(without contractor manpower)

Chart A-5 is a TDA/MTOE summary of current manpower requirements and authorizations by pay grade.

Block I	Enter name of MACOM, name of installation, and building number of Dining Facility.
Block 2	Pre-Entered name of work center (if other than Dining Facility-Add name of correct work center).
Block 3	Enter date chart is completed.
Standard Required Column:	Enter manpower by military grade or a total number of manpower requirements for civilians as computed from the standard application.
Current TDA Required Column:	Enter the total number of military by grade, and total civilian manpower requirements from the current TDA.
Net Change + or -:	Subtract current TDA manpower requirements from standard required. If current TDA requirements are less than standard required enter a "+" net change. If current TDA requirements are more than standard required enter a "-" net change.
Current TDA Authorized:	Enter current authorized from TDA.
Net Change + or -:	Subtract Current TDA from Standard Required column. If current TDA is less than standard required enter a "+" net change. If current TDA is greater than standard required enter a "-" net change.

WLF CHART A-5
**MANPOWER SUMMARY OF REQUIREMENTS AND
 AUTHORIZATIONS FOR DINING FACILITY**

1. Command/Location/Organization/Building Number:						
2. Work Center: Dining Facility					3. Date Completed:	
	MTOE/TDA REQUIRED	STANDARD REQUIRED	± DIFFERENCE	MTOE/TDA AUTH:	± DIFF:	
Grades Officer						
WARRANT OFFICER						
50E9-SGM						
50E8 -MSG						
40E7-SFC						
30E6-SSG						
20E5-SP5						
10E4-SP4						
10E3-PFC						
10E2-PV2						
10E1-PV1						
CIVILIAN (US)						
CIVILIAN (FNDH)						
CIVILIAN (FNIH)						
6. Total						

CURRENT TDA MANPOWER SUMMARY BY
UIC
WLF CHART A-6

A consolidated dining facility being supported by more than one UIC will collect and report military grades for each UIC providing manpower requirements to the Dining Facility. Total pay grades must equal total manpower requirements/authorizations on TDA/MTOE.

- Block 1 Enter name of MACOM, Installation, unit, and Building Number of the Dining Facility Supported.
- Block 2 Name of work center has been pre-entered, if used for a different work center add the name of the new work center.
- Block 3 Enter date the form is completed
- Block 4 Enter the UIC for each unit supporting a consolidated dining facility.
- Block 5 Enter the number of personnel by grade for each UIC.
- Block 6. Total each UIC down and grades across to balance.
- Enter the total by grade on Chart A-6 as required.

WLF CHART A-6
**MANPOWER SUMMARY OF REQUIREMENTS AND
 AUTHORIZATIONS FOR DINING FACILITY**

1. Command/Location/Organization/Building Number:						
2. Work Center: Dining Facility					3. Date Completed:	
4. UIC's						TOTAL
5. Grades Officer						
WARRANT OFFICER						
50E9-SGM						
50E8 -MSG						
40E7-SFC						
30E6-SSG						
20E5-SP5						
10E4-SP4						
10E3-PFC						
10E2-PV2						
10E1-PV1						
CIVILIAN (US)						
CIVILIAN (FNDH)						
CIVILIAN (FNIH)						
6. Total						

CONTRACTOR MANHOURS EXPENDED - INSTRUCTIONS
CHART 7

This form is to collect Contractor Manhours expended to support Dining Facility administration, cooks, headcounter, supply and working on the serving line. Do not count cleaning and maintenance contract hours; which include, but not limited to K P duties, Skullery duties, cleaning fruit and vegetables, and unloading or storing foods.

- BLOCK 1 Command/Location/Organization
Enter the MACOM, Installation, and Organization Name
- BLOCK 2 Work Center
"Dining Facility"
- BLOCK 3 Workload Factor Title
"Average Monthly Manhours Performed"
- BLOCK 4 Workload Factor Definition
"The twelve-month average number of manhours performed by the Contractor."
- BLOCK 5 Workload Factor Source of Count
Contractual documents (Standard Form 33) and invoices maintained by the Installation Contracting Officer or the Contracting Officer Representative
- BLOCK 6 Date Completed
Enter the day, month, and year.
- BLOCK 7 Enter the building number of the Dining Facility
- BLOCK 8 Workload Factor Data
Enter the year above the pre-entered months of the data collection period for 12 months, starting with the last completed month of historical data.
- REMARKS: Enter Contractor days per week, shift hours and duty day, for contract personnel.

CHART A-7
 HISTORICAL WORKLOAD FACTOR DATA
 CONTRACTOR MANHOURS EXPENDED

1 Command/Location/Organization:	3 Workload Factor Title: Average Monthly Number of Average Contractor Monthly Manhours Expended												6 Date Completed:				
2 Work Center: Dining Facility	4 Workload Factor Definition: The twelve-month average number of manhours expended by the Contractor												7 Building Number:				
5 Workload Factor Data	5 Workload Factor Source of Count: Contractual documents (Standard Form 33) maintained by the Installation Contracting Office or his representative.												9 Total	10 Mo Avg			
Dining Hall Building Number																	
Dining Hall Building Number																	
Dining Hall Building Number																	
Dining Hall Building Number																	
Dining Hall Building Number																	
Dining Hall Building Number																	
Dining Hall Building Number																	

11 Remarks:

Contractor Day per week: _____

Shift hours: _____

Hours in Contractor duty day: _____

Work Center Description Certification
Chart-A-8

1. The MS-3 or Manpower/Force Development personnel are responsible for providing each Dining Facility Manager with a Work Center Description (WCD) and insuring Chart A-8 has been completed by the Dining Facility Manager.
2. Dining Facility Managers are responsible for reviewing the WCD for work that is being done and work that is not being done as described by the WCD. Dining Facility Managers will describe on Chart A-8 work that is required by the WCD but is not being done, and work being done that is not on the WCD.
3. MS-3 or Manpower/Force Development personnel will review the Dining Facility Managers certification and document any additive, subtractive, or exclusions as required on Page A-2.
4. A copy of the Dining Facility Managers certification will be maintained by the installation, MACOM, and USAMARDA to insure correction to the WCD have been accomplished. It should be noted that installation recommended changes may not be included in the WCD as the WCD may contain or infer the change or it may be interpreted by use of other words. USAMARDA will make all final changes to the WCD and approve any additive/subtractive/exclusion to the standard.

WORK CENTER DESCRIPTION-CERTIFICATION
Chart A-8

I certify that I have read the Dining Facility Manpower Standard, Work Center Description Part I-Summary and Part II-Description Detail and find that it is applicable to Dining Facility, Building Number _____, Installation: _____. Recommend the following changes be incorporated into the work center description:

- a. No change required (X in)
- b. _____ Make the following changes to page number, paragraph number (use a blank sheet, if additional room is required).

Page Number Paragraph Number: _____

Page Number Paragraph Number: _____

Page Number Paragraph Number: _____

(DINING FACILITY MANAGER)

Workload Data-Certification
Chart A-9

1. The MS-3 or Manpower/Force Development personnel are responsible for collecting and recording 12 months workload data from standard defined sources of count. Data collection should be in concert with TSA or Dining Facility Personnel.
2. Required workload data that has been collected by functional personnel must be validated by actual count against source documents defined in the standard. Source documents may be in the installation Troop Support Agency, or Dining Facility or both, and detailed counting may be required.
3. The Dining Facility Manager and/or Troop Support Agency Manager must sign Chart A-9 to certify workload collected by MS3 or Manpower/Force Development personnel is correct.
4. A copy of the certification must be maintained by the installation MS-3/ Manpower/Force Development office, and three copies forwarded with the standard application, one for the MACOM, Troop Support Agency, Fort Lee, Va and one for USAMARDA.

Workload Data-Certification
Chart A-9

I certify that workload data collected is correct and is from standard defined sources of count, and acceptable for determining manpower requirements, according to the standard. Workload collected is for Dining Facility Building Number _____:
INSTALLATION: _____

MACOM: _____

(Dining Facility Manager)

(Troop Support Agency Manager)