Fort Stewart, GA

Performance Work Statement (PWS)

Full Food Service

As of 26 May 2026

1. GENERAL INFORMATION

1.1 Introduction

1.1.1 This PWS is developed to support Fort Stewart, GA (FSGA) food service requirements to meet Full Food Service (FFS) at designated Dining Facilities. The Contractor shall provide quality services in support of the installation food service program supporting the warfighter with flexible, efficient, and cost-effective services through management innovations and use of industry best practices, where applicable, while ensuring compliance with all applicable laws, rules, and regulations.

1.1.2 The United States Government uses the Performance Based Services Acquisition (PBSA) strategy to provide the descriptions, instructions, and references in this document. The Government provides additional details or references when experience indicates a need exists to drive a specific effective and efficient outcome. The presence of these additional details or the absence of these details reflect the performance-based nature of this format and should not be construed to mean this performance-based document lists all implied tasks necessary to achieve the successful level of performance. **Referenced publications, regulations, and guidance in this PWS provide specific performance standards; the Contractor, Sub-Contractors (herein the Contractor) must adhere to those standards unless specific relief has been given, in writing, by the Contracting Officer (KO).**

1.1.3 The KO or his/her designated representative will be the point of contact (POC) concerning administration and performance of the contract. The Contracting Officer's Representative (COR) monitors all aspects of the contract and assists in contract administration. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. Both the KO and COR can provide guidance.

1.1.4 All work under this effort is subject to inspections and performance assessments. Failure to meet the contract requirements may result in a Corrective Action Request (CAR)(previously referred to as a Non-Conformance Report (NCR)), cure notice, and/or termination. The Government reserves the right to seek consideration in the event of un-resolved contract discrepancies and serious incidents impacting the effort.

1.2 Scope of Effort

1.2.1 The Contractor shall provide all supervision, labor, personnel, equipment, materials and supplies, with the exception of Government Furnished Property (GFP), to perform activities as defined in this PWS. The Contractor shall perform the requirements in this PWS, conform to the professional standards identified in this contract, and shall follow all applicable instructions and directives as identified by this PWS. All services provided by the Contractor in this contract shall be performed in

accordance with (IAW) Tri Service Food Code (TB MED 530), Army Policy, and all applicable local, state, and federal laws, regulations, and policies. In the event of a conflict between any law and regulation, the more stringent rule shall apply. Contractor tasks include but are not limited to the following: dining facility management functions, food requisitioning, receiving and storage, food preparation, food serving, facility sanitation duties, and the associated logistics analysis and management functions in support of the installation's mission.

1.2.2. Estimated workload requirements (e.g., square footage, hours of operation, capacity) for each dining facility are outlined in Attachment B - Workload Data Capabilities with AFMIS Historical Headcount data provided in Attachment C – AFMIS Headcount.

1.2.3 Additional Services
If additional dining facility (DFAC) supplies and services within the general scope of the contract are required by the Government based on the Army's mission (e.g., exercises, contingency operations) the required supplies and services will be added to the contract through a negotiated modification IAW FAR 52.212-4(c), Changes.

1.3 Contract Administration and Management

1.3.1 The Contractor shall successfully integrate and coordinate all activity needed to comply with contract requirements. The Contractor shall respond to Government requests for contractual actions within 3-5 days. The Contractor shall provide corrective action plans, proposal submittals, identification of issues, and effective management of Sub-Contractors (when applicable).

1.3.2 The Contractor shall maintain continuity between the operations at the installation and the Contractor's corporate offices.

1.3.3 The contracting office will hold periodic status or progress meetings (referred to as Performance Management Reviews (PMRs)) with the KO, COR, Contractor, and other personnel as necessary IAW AR 70-13, Management and Oversight of Service Acquisitions. These meetings will be held at least quarterly to discuss problems, progress of the contract, and contractor performance. The Contractor shall coordinate with the KO and COR to support quarterly PMRs. The Contractor shall participate and provide the Performance Management Review Report utilizing Attachment J – PMR Briefing format to provide supporting data.

Reportable
A07 Performance Management Review Report

1.3.4 Sub-contract Management
The Contractor shall manage all sub-contracts necessary to integrate work performed on this requirement and the Contractor shall be responsible and accountable for Sub-

Contractor performance on this requirement. The Contractor shall manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations. Contractor shall file sub-contract reports in the electronic Sub-contracting Reporting System (eSRS). Prime/ Higher Tier Sub-Contractors shall inform their Sub-Contractors to enter their reports in eSRS under the flow down requirement. Contractors shall provide a notification e-mail address in the report for the federal Government agency.

1.3.5 Invoice Supporting Documentation
The Contractor shall submit all required invoice support data with each invoice submission utilizing the Attachment I - Invoice Tracker and a Monthly Certified Labor Hour Summary (CLS), derived from payroll records, which serves as supporting documentation for the Invoice Tracker.

Reportables
A08 Invoice Tracker
A09 Monthly Certified Labor-Hour Summary

1.4 Contractor Personnel Requirements

1.4.1 The Contractor shall provide the appropriate amount of qualified labor and management with required training, skills, and experience in order to effectively accomplish the work required in this PWS. The Contractor shall not allow any employee that is not certified and trained for a particular task to perform such work. The Contractor, at its own expense, shall maintain all qualifications and certifications required to perform the requirements of this PWS.

1.4.1.1 Staffing in the dining facilities is critical to successful performance. As such, the contractor's Staffing Matrix is incorporated into the contract as Attachment H Contractor Staffing Matrix. The contractor shall ensure staffing is maintained during the performance of any Food Services.

1.4.2 The Contractor shall provide administrative support to employees IAW state and federal employment policies (time keeping, leave processing, pay, emergency needs). The Contractor shall provide guidance to employees during designated Government non-workdays or other periods where Government offices are closed due to weather or security conditions.

1.4.3 Key Personnel
The Government has determined that certain positions, for the purpose of ensuring the Contractor can satisfy minimum experience and certification requirements, are key and essential. Key positions must be filled within 24 hours of being vacated, as a temporary mitigation, and filled within 30 days with a permanent employee. The COR must be

notified immediately upon replacement (temporary and permanent) of key personnel and the KO must be notified within 72 hours.

1.4.3.1 Project Manager (PM) (KEY)

The Contractor shall provide on-site Project Manager (PM) who will be responsible for all work under this contract. The PM shall manage all contractor/subcontractor employees and ensure all performance standards are met. The PM shall have full authority to act for the Contractor on all matters relating to this contract. The PM is required to have a Common Access Card (CAC) and shall be highly qualified with a minimum of 5 years general supervisory experience and shall have at least 3 years specific management experience in managing cafeteria style or multi-entrée operations providing complete meal service (breakfast, lunch, and dinner). The PM shall be highly familiar with automated information systems (i.e., Army Food Management Information Systems (AFMIS) and Over The Counter Network (OTC Net) to order, issue, inventory, and plan food operations. The PM shall have and maintain a current (within the last 5 years) Food Protection Manager Certificate (i.e., Serv Safe), as defined in Tri Service Food Code (TB MED 530) prior to performing contract requirements. The PM has overall responsibility for the site's quality control (QC). The PM shall be the primary point through which technical communications, prioritization of effort, team standardization and technical direction flow between the Government and the Contractor. A qualified alternate PM shall have full authority to act for the Contractor on all matters relating to work performed. The PM shall return all Government calls within one hour during operational hours and two hours during non-operational hours.

1.4.3.2 Dining Facility Manager(s) (DFM) and Asst Dining Facility Manager(s) (ADFM) (KEY)

The Contractor shall provide at least one (1) full time DFM for each FFS dining facility identified in Attachment B – Workload Data Capabilities to provide total managerial oversight of day-to-day operations of contractors/Sub-Contractors and meet all performance standards at their respective dining facilities. In the event the DFM is absent or off duty, the contractor shall provide an ADFM to cover all DFM responsibilities. During any absence of management, the COR shall be notified immediately. Both the DFM and ADFM shall have full authority to act for the Contractor on all matters relating to work performed at their respective dining facility(s). Managers shall have a minimum of 3 years' experience in: managing cafeteria style or multi-entrée operations; catering or Government cafeteria operations providing complete meal service (breakfast, lunch, and dinner); bulk feeding (i.e. over 300 customers per sitting); and automated systems (such as AFMIS) to order, issue, inventory, and plan food operations daily. All management staff are required to have a CAC and a current (within the last 5 years) Food Protection Manager Certificate as defined in Tri Service Food Code (TB MED 530) prior to performing contract requirements.

1.4.3.3 Supervisory Personnel

The Contractor shall provide first line supervisors as required for completion of PWS requirements. Each shift leader shall supervise Contractor employees in no more than

one dining facility per shift. First line supervisors shall have and maintain a current (within the last 5 years) Food Protection Manager Certificate as defined in Tri Service Food Code (TB MED 530) prior to performing contract requirements.

1.4.4 Emergency Services

The Contractor shall be responsible for providing medical services to its employees. Emergency medical services will be provided by the Government to support life-saving injuries or illnesses until proper medical support can be administered from an external source to the Government from a medical treatment facility or transport.

1.4.5 Employee Health, Hygiene, and Dress Code

The Contractor shall follow the requirements for public health, personal hygiene, IAW the regulatory guidance in Tri Service Food Code (TB MED 530) and state and local policies for Contractor employees. Supervisory personnel are responsible for ensuring all Contractor and conditional employees are knowledgeable and understand their responsibility to report listed symptoms, diagnosis, and exposure to a listed pathogen to their supervisor. Additionally, Contractor employees must be medically cleared, specifically IAW Tri Service Food Code (TB MED 530), Chapter 2, Appendix G, in order to report back to work after an absence due to illness.

1.4.5.1 The Contractor (to include Sub-Contractors) shall wear and display a Contractor provided Identification (ID) Badge in a conspicuous place on the front of exterior clothing above the waist except when safety or health reasons prohibit. The minimum required information on the badge includes company name, employee full name, picture of employee, and date of expiration. The Contractor shall ensure employees wear a Government approved uniform. The Contractor shall submit uniforms to the COR within 10 days of award to determine acceptability.

Reportable
A05 Contractor Employee Uniforms

1.4.6 Employee Conduct, Behavior, and Ethics

The Contractor shall ensure employees comply with all applicable Government regulations, policies and procedures and all personnel employed under this contract conform to conduct regulations contained in FAR Clause 52.203-13, Contractor Code of Business Ethics and Conduct. The Government may direct the Contractor to remove any Contractor employee from the Government premises IAW the authority of the Installation Commander. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract.

1.4.7 Organizational Conflict of Interest (OCI)

Contractor and Sub-Contractor personnel performing work under this contract may receive, have access to or participate in the development or modification of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications, or work statements, etc.) or perform evaluation services which

may create a current or subsequent OCI as defined in FAR Subpart 9.5. The Contractor shall notify the KO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the KO to avoid or mitigate any such OCI. Furthermore, Contractor and its Sub-Contractors shall not hire any person whose employment would result in a conflict of interest or employment that is prohibited by the latest Department of Defense (DoD) 5500.7-R entitled “Joint Ethics Regulation”.

1.4.8 E-Verify

The Contractor shall use E-Verify to facilitate verification status of employees. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of newly hired employees. E-Verify is currently free to employers and is available in all 50 states. E-Verify provides an automated link to federal databases to help employers determine employment eligibility of new hires and the validity of their Social Security numbers.

1.4.8.1 Alien Employment

The Contractor shall not employ any alien who does not have a valid US Immigration I-551, Green Card or I-94, Arrival/Departure Record. The Contractor shall provide valid social security numbers and citizenship status of all employees to the Government, upon request.

1.4.9 Vehicle Operators

Contractor employees or employees of Sub-Contractors shall have proper state registration, proof of insurance, and a valid driver's license to operate privately owned vehicles (POV) on the installation. All vehicles (Contractor and personally owned), Contractor personnel, and their personal property are subject to search and seizure of contraband or unauthorized Government property. The search and seizure provisions of AR 190-5, Motor Vehicle Traffic Supervision apply to Contractor personnel entering, within, or leaving the installation or the installation’s area of responsibility (AOR) which require access by Contractor personnel in performance of this contract. Current requirements may change when dictated by security conditions.

1.4.10 Sexual Harassment and Sexual Assault Training Plan

The Contractor shall have a Sexual Harassment and Sexual Assault Training Plan which includes a schedule for all related training. The plan shall identify the methods of training (e.g., classroom, on-line, etc.), as well as intervals (e.g., quarterly) for refresher training, as applicable. The plan shall address (but not be limited to) such things as: procedures for training each employee, training record retention, method/mode of instruction, instructor accreditation, on-line/web-based resources/training aids. The Contractor’s Sexual Harassment and Sexual Assault Training Plan shall be submitted for approval within 30 days of contract award. The Government has 30 days after receipt of the Training Plan for review and approval. The Contractor’s training shall address, at a minimum, the following:

1. Defining what constitutes sexual harassment and sexual assault
2. Explaining sexual assault is a crime.
3. Defining the meaning of “consent” as defined in DoDD 6495.01 (Sexual Assault Prevention and Response Program, SAPR).
4. Explaining the distinction between sexual harassment and sexual assault and that both are unacceptable forms of behavior even though they may have different penalties. Emphasizing the distinction between civil and criminal actions.
5. Providing an awareness of the roles and responsibilities of company managers, including all available resources for victims.
6. Identifying prevention strategies and behaviors that may reduce sexual assault, including bystander intervention, risk reduction, and obtaining affirmative consent. Identifying strategies to safely intervene and to guard against retaliation, reprisal, ostracism, or maltreatment because of that intervention.
7. Explaining what constitutes retaliation, reprisal, coercion, ostracism, and maltreatment and company procedures for reporting allegations of reprisal.
   a. Explaining what the appropriate, professional response by peers to a victim and an alleged offender is when a sexual assault is reported. Explain the impact to the victim of incidents of retaliation, reprisal, ostracism, and maltreatment, as well as the impact in deterring reporting of sexual assault incidents.
   b. Explaining that all personnel in the victim’s company, when they become aware of allegations of retaliation, reprisal, ostracism, or maltreatment, are required to take appropriate measures to protect the victim, including information regarding how to prevent retaliation, reprisal, ostracism, and maltreatment after a reporting an incident of sexual assault.
8. Explaining company policy which protects victims of sexual assault from retaliation, reprisal, ostracism, and maltreatment. Explaining how victims can seek assistance on reporting allegations to:
   a. Their immediate Supervisor, or other company officials
9. Explaining the company policy that protect witnesses and bystanders who intervene to prevent sexual assaults or who report sexual assaults from retaliation, reprisal, ostracism, and maltreatment.
10. Ensure Project Manager is aware of their obligation to report - as soon as they become aware - any allegation or first-hand knowledge of sexual assault, sexual harassment to their local/Corporate management, Human Resources office, the COR, and Contracting Officer.
11. Ensure employees are aware of their obligation to report - as soon as they become aware - any allegation or first-hand knowledge of sexual harassment and/or sexual assault to their local/Corporate management and Human Resources office.

1.4.10.1 The Contractor shall retain all training records and shall make them available to the COR, upon request.

Reportable
A01 Sexual Harassment and Sexual Assault Training Plan

1.4.10.2 The Contractor shall report ALL known incidents of sexual assault that occur on post in a timely manner to all relevant parties including but not limited to the local Provost Marshall/Department of Emergency Services (DES), Sexual Assault Response Coordinator (SARC), COR, and KO following all relevant law enforcement procedures.

1.5 Training Requirements

1.5.1 The Contractor shall ensure all Contractor employees are fully trained, licensed, certified, and otherwise qualified to provide services IAW contract requirements. The Contractor shall provide necessary training to employees to ensure competent performance. All training records shall remain on-site and shall be made available for Government review upon request.

1.5.1.1 The Contractor shall provide a written report to the COR at the end of each month listing each employee and date trained by required courses. All training that has been completed within the last month shall be highlighted. This report shall also indicate any employee that has not received the required training within the established training timelines provided.

Reportable
A06 Monthly Contractor Employee Training Status

1.5.2 Food Sanitation, Safety Training and Nutritional Training

The Contractor shall ensure all Contractor employees receive Food Sanitation and Safety Training IAW Tri Service Food Code (TB MED 530) and Nutritional Training IAW AR 30-22, AR 40-25, TM 4-41.11, and DA PAM 30-22. The Contractor shall ensure Contractor employees receive food sanitation and safety training within 30 days of beginning food service duties and shall receive refresher food sanitation and safety training at least annually or as often as necessary to ensure awareness of responsibilities in safe food handling.

1.5.2.1 Food Sanitation and Safety Training can be satisfied by one of the following requirements:

1. Satisfactorily complete the Educational Foundation of the National Restaurant Association Course in Applied Food Service Sanitation.
2. Pass an examination from the Educational Testing Service (ETS) showing satisfactory completion of the Food Protection Certification Program.
3. Satisfactorily complete of a course of study that is offered from an accredited college or university approved by the Installation Medical Authority.

1.5.3 DoD Level I Antiterrorism Training (AT)

All Contractor employees, to include Sub-Contractor employees, requiring access to Army installations, facilities and controlled access areas shall complete AT Level I awareness training within 30 days after contract start date and annually thereafter. The

Contractor shall submit certificates of completion for each affected Contractor employee and Sub-Contractor employee to the COR (or to the KO if a COR is not assigned) within 5 days after completion of training by all employees and Sub-Contractor personnel. AT Level I awareness training is available at the following website: https://jkodirect.jten.mil and takes approximately two (2) hours to complete. In the event the automated system at https://jkodirect.jten.mil cannot be accessed or is not available (e.g. server problems), the training can be provided by a qualified instructor. If the training is not completed online, instructor qualification must be coordinated with the Installation Antiterrorism Officer (or Installation Security equivalent) and the resultant names(s) of approved instructors shall be provided to the KO or designee.

1.5.3.1 iWATCH Training

The Contractor and all associated sub-Contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity Antiterrorism Officer (ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 days of contract award and within 5 days of new employees commencing performance. Results shall be reported to the COR NLT 10 days after completion. Course takes approximately two (2) hours to complete.

1.5.4 DoD Information Assurance (IA) Awareness

All Contractor employees shall complete DoD IA Awareness and associated Cyber Awareness training at https://learn.atis.army.mil/moodle/ prior to being granted access to any Government network. Course takes approximately two (2) hours to complete. All users who require network access will complete initial and annual training thereafter. Contractor employees requiring access to Government Automated Data Processing Equipment (ADPE) (i.e., keyboards, monitors, etc.) or networks must also initially and annually sign, date, and submit the required Acceptable Use Policy (AUP) and DoD IA Training to their Army Validation System (AVS) records. If during performance of the contract ADPE security requirements or access policies change, the Contractor will be required to follow and adhere to the new or updated policies. All Contractor employees with access to a Government information system shall be registered in the AVS at commencement of employees' services.

1.5.5 Operations Security (OPSEC) Training

Per AR 530-1 Operations Security, the Contractor employees shall complete Level I OPSEC Awareness training within 30 days of their reporting for duty and annually thereafter. OPSEC Awareness training is available at the following website: https://securityawareness.usalearning.gov/opsec/index.htm.
The course takes approximately one (1) hour to complete. In the event the automated system cannot be accessed or is not available (e.g., server problems), OPSEC Training can be provided by a qualified instructor.

1.5.6 Information Security (INFOSEC) Training

Per AR 380-5 Army Information Security Program and AR 350-1 Training and Leader Development, Contractor personnel shall be given initial security orientation and annual security refresher training. Contractor personnel shall be trained within 30 days of reporting for duty and annually thereafter. Information Security Training is available at the following websites: https://learn.atis.army.mil/moodle/. The course takes approximately two (2) hours to complete. In the event the automated system cannot be accessed or is not available (e.g., server problems), INFOSEC Training can be provided by a qualified instructor.

1.5.7 Controlled Unclassified Information (CUI) Training

Per DoD 5200.48 Controlled Unclassified Information and DA G2 Memo Implementing Guidance for DoD 5200.48 Controlled Unclassified Information, all Contractor personnel shall receive initial and refresher CUI training. Contractor personnel shall be trained within 30 days of their reporting for duty and annually thereafter. CUI training is available at the following website: https://securityawareness.dcsa.mil/cui/index.html. The course takes approximately two (2) hours to complete. In the event the automated system cannot be accessed or is not available (e.g. server problems), CUI Training can be provided by a qualified instructor.

1.5.8 Threat Awareness and Reporting Program (TARP)

Per AR 381-12 Threat Awareness and Reporting Program (TARP), Annual threat awareness training conducted by a counterintelligence (CI) agent making the presentation to a live audience is mandatory for all Contractor personnel. Contractor personnel shall be trained within 30 days of their reporting for duty and annually thereafter. The course takes approximately two (2) hours to complete. In the event live training is not possible, Contractor personnel shall complete the computer-based training that is available on the Army Training Information System Learning (ATIS)) Web site at https://learn.atis.army.mil/moodle/. This is the only authorized alternative method for TARP training.

1.5.9 Sexual Harassment and Sexual Assault Training

All Contractor employees must complete Sexual Harassment and Sexual Assault Training IAW the Contractor's Sexual Harassment and Sexual Assault Training Plan.

1.6 Contractor Planning and Resource Management

1.6.1 Hours of Operation

The Contractor shall maintain the operating hours of the DFAC(s) listed in Attachment B - Workload Data Capabilities. These hours are subject to change based upon supported unit requirements.

1.6.1.1 Extended Service Hours

Special and emergency situations (i.e., in the event of fire, aircraft accident, rescue operations, civil disturbances, severe weather, pandemics, alerts, training exercises, troop movements, etc.) may necessitate a dining facility to operate on an extended basis of up to 24 hours per day. The Contractor shall provide extended services when notified by the KO or COR. The KO or COR may authorize the Contractor to provide extended services by giving at least four (4) hours prior notice of any change. In the event of extenuating circumstances or mission requirements, short and/or no advance notifications may occur; however, notifications will be given as soon as possible.

1.6.2 Recognized/Government Holidays

Government personnel in CONUS locations (to include Alaska and Hawaii) observe the following holidays:

New Year's Day	1st day of January
Birthday of Martin Luther King Jr.	3rd Monday of January
Presidents' Day	3rd Monday of February
Memorial Day	Last Monday of May
Juneteenth National Independence Day	19th day of June
Independence Day	4th day of July
Labor Day	1st Monday of September
Columbus Day	2nd Monday of October
Veterans Day	11th day of November
Thanksgiving Day	4th Thursday of November
Christmas Day	25th day of December

1.6.3 Holiday Decorations

The Contractor is responsible for providing appropriate holiday decorations to include Thanksgiving, Christmas, and the Army Birthday to highlight these periods and special meals as appropriate.

1.6.4 Mission Essential Contractor Services

In accordance with DFARS Clause 252.237-7023, Continuation of Essential Contractor Services, the Government identified all the services performed under this PWS as essential Contractor services. Any changes to the Contractor's written plan submitted with its proposal, shall be submitted to the KO, and be approved by the Government, and incorporated into the contract.

1.6.5 Employee Labor Strike Notification

The Contractor is required to notify the KO immediately, in writing, upon learning of a labor strike affecting contract performance and provide daily status updates thereafter.

Names of striking employees shall be submitted, in writing, to the KO within 8 hours of the labor strike.

1.7 Security Requirements

1.7.1 Access and General Protection/Security Policy and Procedures

The Contractor and all associated Sub-Contractor's employees shall comply with applicable installation access requirements and adhere to all local security policies and procedures. The Contractor shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR Clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, Headquarters Department of the Army (HQDA) and/or local policy. Upon successful completion of background checks, Contractor personnel will receive an Installation Access Card (IAC). In addition to the changes otherwise authorized by FAR Clause 52.212-4 Contract Terms and Conditions – Commercial Products and Commercial Services of this contract, should the FORCE Protection at any individual facility or installation change, the Government may require changes in Contractor security matters or processes.

1.7.2 Contractor Background Checks

In addition to installation access background checks, all Contractor personnel must, at a minimum, have a favorably adjudicated Tier 1 or an equivalent or higher investigation IAW Homeland Security Presidential Directive-12 (HSPD-12). The Contractor must have a pre-hiring system in place to ensure probability and eligibility to receive a favorably adjudicated Tier 1.

1.7.2.1 Upon contract award, the Contractor will provide the name, telephone number, and e-mail contact information for their Facility Security Officer (FSO) or Security POC through the KO to the ASC G2 Contractor Background Investigation Management (KTR BIM) Program. The KTR BIM will contact the FSO/POC and will provide specific instructions on the electronic submission of background investigations (SF 85, Questionnaire for Non-Sensitive Positions and FD 258, Fingerprint Card) in accordance with HSPD-12 and Defense Counterintelligence and Security Agency (DCSA) guidance. The KTR BIM will provide verification of existing investigations for personnel transitioning from other contracts.

1.7.3 Contractor Common Access Card (CAC)

All Contractor personnel performing on U.S. Government facilities (on a regular basis for a period of six months or more) and/or require access to U.S. Government Information Technology (IT) systems are eligible and vetted for a CAC IAW Army Sustainment Command (ASC) CG policy 380-13. Before CAC issuance, Contractor

personnel must, at a minimum, have a favorably adjudicated Tier 1 or an equivalent or higher investigation IAW Homeland Security Presidential Directive-12 (HSPD-12).

1.7.3.1 The Government will issue a CAC to eligible contractor employees performing work under this contract in accordance with Department of Defense (DoD) Manual 1000.13, Volume 1, DoD Identification (ID) Cards, January 2014. A CAC will be issued if a) The contractor requires both physical access to a DoD facility and access, via logon, to a DoD network onsite or remotely, or b) The contractor requires physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of DoD on a recurring basis for a period of 6 months or more. The Government reserves the right, in its sole discretion, to refuse to issue a CAC to any employee or to revoke one for security purposes or other reasons.

1.7.3.2 All CAC and IAC cards are property of the U.S. Government and shall be returned upon separation, resignation, firing, termination of contract or upon any other event in which the Contractor employee no longer requires the use of an ID card.

1.7.4 Key Control

The Contractor shall maintain key control IAW AR 190-51, Security of Unclassified Army Resources (Sensitive and Non-Sensitive) and AR 190-13 in ensuring all keys issued by the Government to the Contractor are not lost, damaged, or misplaced and are not used by unauthorized persons. The Contractor will report to the COR(s) any occurrences of loss, damage, unauthorized use, or unauthorized duplication of keys in the Contractor possession and control immediately. The Contractor will be liable for any and all costs necessary to secure the locks and keys compromised by any occurrence of loss, damage, unauthorized use, or unauthorized duplication of keys.

1.8 Quality Program Requirements

1.8.1 Quality Assurance

The Contractor shall have work complete and ready for inspection IAW all terms of the contract. The Government will conduct inspections according to the appropriate random and planned surveillance method, to compare the Contractor's performance to contract requirements and standards. The Government reserves the right to monitor the contract in any manner necessary, at any time necessary, and at all places necessary to ensure that the services rendered conform to the contract requirements. In addition to random and planned surveillance, US Army Public Health Command personnel may perform inspections at dining facilities. The Contractor shall provide a copy of the inspection results to the COR. The Contractor shall correct all recorded defects prior to re-inspection if the Contractor fails a service.

1.8.2 Quality Control Plan

The Contractor shall develop and maintain an effective quality control plan (QCP) to ensure services are performed IAW this PWS. The Contractor shall develop and

implement procedures to identify, prevent, and ensure against recurrence of defective services.
The Contractor's QCP shall be submitted for approval within 10 days of contract award and shall include the following:

1. Elements of the Plan: The QCP shall ensure the enforcement of the required standards for:
   a. Personnel health and hygiene
   b. Workplace Safety IAW DFAC safety standards and regulations outlined herein
   c. Fire prevention and evacuation
   d. Environmental protection
   e. Energy conservation
   f. Employee training
   g. HAZMAT Program
   h. Hazard communication standards (OSHA) for use of chemicals
   i. Hazard Analysis Critical Control Point (HACCP) Plan
   j. Security and use of Government Property

2. An organizational chart which provides for QC personnel to have direct accountability to the Contractor's top management.

3. An inspection system covering all tasks and services required by this contract.
   a. The system shall include those areas to be inspected on a routine or unscheduled basis, the frequency of inspections, documentation forms, individuals that shall perform the inspections and the follow-up procedures.
   b. A method or methods of identifying deficiencies in the quality of services performed before the level of performance becomes unacceptable.
   c. The method of documenting and enforcing QC operations.
   d. A Process Action Plan to correct and prevent continuous deficiencies and defects.

4. A cleaning schedule that ensures the cleanliness of each dining facility in accordance with Tri Service Food Code TB MED 530, paragraph 6-501.12.

5. Methods of communication with the Government regarding quality and contract performance.

6. A Customer/diner feedback program.

7. A monthly reporting system to the Contractor's home office.

Reportable
A02 Quality Control Plan

1.9 Environmental Requirements

1.9.1 The Contractor shall follow local, state, and federal policies concerning Environmental and Public Health while in performance of the contract. The Contractor's QCP shall include provisions to enforce environmental policies at the supporting dining facility(s).

1.10 Safety Requirements

1.10.1 In performing the services required, the Contractor shall ensure compliance with all applicable Federal, U.S. Government, and local command directives and regulations that pertain to safety, occupational health, and fire prevention as outlined in 29 CFR 1910, Occupational Health and Safety; DODI 6055.01, DoD Safety and Occupational Health Program; AR 385-10, The Army Safety and Occupational Health Program; DA PAM 385-10, Army Safety and Occupational Health Program; DA PAM 385-40, Army Mishap Investigations and Reporting. In addition, the Contractor shall adhere to the safety standards outlined in AR 30-22, Army Food Program; DA PAM 30-22, Operating Procedures for the Army Food Program; TM 4-41.11, Dining Facility Operations; TM 4-41.12, Food Program Operations; ATP 4-41, Army Field Feeding and Class I Operations; TM 4-41.11 Appendix B (Sample Dining Facility Safety Checklist); and TB MED 530, Tri-Service Food Code.

1.10.2 The Contractor shall provide initial verbal notification of any accident involving on-duty injuries to employees and/or damage to Government property (in excess of $100) to the COR, and HQ ASC Safety Division not later than four (4) hours after occurrence. The Contractor shall utilize Attachment K - Contractor Accident Reporting Format to report all accidents involving damage to property and/or injury to employees to the COR and HQ ASC Safety Division at usarmy.ria.asc.list.g4-safety@army.mil with complete details within 72 hours.

1.10.2.2 The Government reserves the right to conduct an investigation of any incident involving Government or Contractor personnel and equipment. If an accident investigation by the Government is determined appropriate, the Contractor shall provide all information related to the incident.

1.10.2.3 The Contractor shall comply with Occupational Safety and Health Administration (OSHA) standards, Federal, DoD, Army, State, and local safety and health requirements.

2. GOVERNMENT FURNISHED PROPERTY, FACILITIES, AND SERVICES

2.1 Government Furnished Property (GFP)

The Government will provide the property listed in Attachment D(1) – GFP Listing. The Contractor shall track, monitor, inspect, control, and manage GFP issued for use IAW the Contractor's approved Property Management System procedures, FAR Clause 52.245.1, Government Property, and all related FAR and DFARS clauses.

2.2 Property Management System (PMS) Procedures
The Contractor shall provide Property Management System (PMS) procedures within 30 days of award. The PMS shall contain the intricate details of the inner workings of the Contractor's PMS and how it will meet the 10 established outcomes IAW FAR Clause 52.245-1(f) Government Property Requirements.

Reportable
A03 Property Management System Procedures

2.3 Real Property
A list of Real Property is provided in Attachment D(2) - Real Property. In the event of damage occurring to any real property item, the Contractor must notify the COR of that damage within 2 hours.

2.4 Durable Property
The Government will provide the initial quantity of durables as delineated in Attachment D(3) - Durable Property. During the performance of this contract, the Contractor shall be responsible for replacing these durables due to wear and tear and loss. At the end of the contract the Contractor shall ensure that the final quantity of durables equals the initial quantity provided by the Government and will remain property of the Government. Replacement items shall be of comparable quality, size, and color.
NOTE: Industry standard replacement rate is an estimated 7% of the inventory annually.

2.5 Incidental Property
A list of property incidental to the place of performance is provided in Attachment D(4) – Incidental Property. This incidental property is provided for Contractor use and shall remain accountable to the Government and not be physically removed from the Government installation/location. In the event of damage occurring to any incidental item, the Contractor must notify the COR of that damage within 24 hours.

2.6 Maintenance of GFP
The Contractor shall be responsible for GFP (See Attachment D (1) - GFP), to include ensuring that operator-level maintenance and calibrations, as specified by the equipment technical manuals or manufacture instructions, are scheduled and performed on all applicable equipment per the Contractor's PMS procedures. The Contractor shall do minor repairs on equipment such as insulated food/beverage containers, bussing carts, etc. The Contractor shall purchase and replace hinges, latches, wheels, and other ancillary items. The Contractor shall notify the COR when property is no longer functional/serviceable. The Contractor shall initiate all work-order requirements and ensure the method for reporting and recording work-order requirements is IAW the Installation's work-order procedures.

2.7 Property Damage or Loss
The Contractor shall use reasonable care to avoid damaging existing buildings, equipment, and vegetation on the Government installation. If the Contractor's failure to

use reasonable care causes damage to any of this property, the Contractor shall replace or repair the damage at no expense to the Government as the Contracting Officer directs. If the Contractor fails or refuses to make such repair or replacement, the Contractor shall be liable for the cost, which may be deducted from the contract price.

2.8 Inventories

2.8.1 Phase-in inventory
A joint inventory of Government property shall be completed by the Contractor and authorized Government representative within 30 days after the contract effective date. Items of equipment missing or not in working order shall be recorded and the COR shall be notified in writing. The Contractor and the Government representative shall jointly determine the working order and condition of all equipment and document their findings. Rejection of any property by the Contractor shall not relieve the Contractor of responsibility in performance of this contract. The Contractor shall not use property provided by the Government for any purpose other than the performance of this contract.

2.8.2 Annual/Quarterly Inventories
The Contractor shall conduct inventories on GFP IAW the approved PMS and provide the results to the KO (who will submit to the assigned Property Administrator) and COR IAW the format identified in DFARS PGI 245.103-72. For durable property (Attachment D(3) – Durable Property), inventories shall be conducted quarterly with results provided to the COR.

2.8.2.1 Following the inventories, the Contractor shall provide the KO and COR a GFP listing update utilizing the Attachment D(1) - GFP Listing. Disposition information and documentation of any missing, lost, damaged or unaccounted for GFP shall be included in the notes column.

Reportable
A04 GFP Listing Update

2.8.3 Final inventory
The Contractor and Government representative(s) shall conduct a joint inventory 30 days prior to contract completion.

2.9 GFP disposition
Any required disposition of GFP (as determined by the Government) shall be coordinated with the COR or KO. Physical disposition of GFP will not be performed by the Contractor.

2.10 Government Facilities
The physical location of each facility is illustrated in Attachment F(1) - Dining Facility Location Map with the building plans provided at Attachment F(2) - Building Plans. If

available, the Government will provide office space for the Contractor to utilize during the performance of this contract.

2.10.1 The Contractor may install its own equipment, fixtures, or furnishings within the Dining Facilities at its own expense upon approval by the COR. No alterations to the facilities will be made without specific written permission from the KO. The Contractor shall provide the KO documentation describing, in detail, the modifications requested. If additional electrical power, water, steam or other changes to the Dining Facility are required to support the installation and maintenance, the cost shall be paid by the Contractor. The Contractor shall return the facilities to the Government in the same condition as received; fair wear and tear and approved modifications excepted. These facilities shall only be used in performance of this contract.

3. CONTRACTOR FURNISHED ITEMS AND EQUIPMENT

3.1 Except for those items specifically stated as Government-furnished, the Contractor shall furnish everything required to perform this contract, including but not limited to: office equipment, office supplies, cleaning supplies, etc. The Contractor shall maintain a sufficient quantity of on-hand materials and supplies to perform all work required under this contract. Any failure on the part of the Contractor to provide sufficient quantities and quality of supplies and materials within the specifications of the contract shall not be cause for reduction in any service or performance. For informational purposes, typical supplies are listed in Attachment E - Sample Materials List.

3.1.1 The Contractor shall furnish single-use dinnerware and take-out packaging materials (e.g., plastic ware, clam shells, etc.) to meet the requirements stated in the contract.

3.1.1.1 Single-use dinnerware and take-out packaging shall meet the following specifications:

1. Made in USA and American-made per definitions herein
2. 100% Compostable/Biodegradable
3. Biobased and contains no polyethylene plastic, polyethylene plastic derivatives, and no polyethylene plastic coatings
4. No added Forever Chemicals, or PFAS (Per- and Poly-fluoroalkyl Substances)
5. Made from materials that meet ASTM standards for industrial compost (ASTM D6400)
6. Extremely low ecotoxicity

3.1.1.2 The Contractor shall consume all remaining plastic/Styrofoam products and all replenishment items shall meet the specifications identified in 3.1.1.1.

3.2 All Contractor provided equipment shall be clearly marked. Upon completion or termination of this contract, the Contractor shall remove all Contractor-owned equipment/property at Contractor’s expense.

3.3 Change Fund
The Contractor shall furnish a sufficient change fund for the sale of meals at each Contractor-operated dining facility.

4. OPERATIONAL REQUIREMENTS

4.1 Dining Facility Sanitation Operations
The Contractor shall perform sanitation duties in support of dining facility operations.

4.1.1 The Contractor shall clean and sanitize all food service equipment and surfaces to support dining facility operations IAW Tri Service Food Code (TB MED 530) and approved cleaning schedule as identified in the Contractor's QCP.

4.1.2 The Contractor shall protect, clean, and sanitize all food preparation and serving equipment and utensils between uses IAW appropriate methods listed in Tri Service Food Code (TB MED 530).

4.1.3 The Contractor shall operate and maintain the mechanical dishwashing machine for each meal service when it is mechanically operational IAW Tri Service Food Code (TB MED 530), Title 21 of the Code of Federal Regulations (CFR) 178.1010 Sanitizing Solutions, and applicable user's manual.

4.1.3.1 The Contractor shall ensure dishwashing machine and supporting mechanical equipment are cleaned, sanitized, and protected from contamination between uses.

4.1.3.2 The Contractor shall maintain flow rate of dishwashing room at or greater than that of the serving line.

4.1.4 The Contractor shall clean and maintain the interior and exterior areas of each dining facility. Non-food contact surfaces and equipment shall be cleaned before, during, and after meal period IAW Tri Service Food Code (TB MED 530) and approved cleaning schedule as identified in the Contractor's QCP.

4.1.4.1 The Contractor shall clean restrooms, dining facility hand washing stations and employee locker rooms. The Contractor shall ensure fixtures, partitions, and mirrors are visibly free of dirt, grime, grease, residue, and foreign matter, prior to the scheduled start of each meal serving period and prior to closing each day.

4.1.4.1.1 The Contractor shall ensure restroom trash has been removed and new liners installed in waste containers. The Contractor shall ensure soap dispensers are supplied with manufactures' recommended products. The Contractor shall ensure paper towels and toilet tissue are available during operations 100% of the time.

4.1.4.2 The Contractor shall clean dining facility sidewalks, loading dock, and entryways daily to prevent grease, dirt, and refuge buildup. The Contractor shall ensure snow and

ice, or sand, are removed from sidewalks and access areas IAW Attachment B - Workload Data Capabilities.

4.1.4.3 The Contractor shall follow installation, local, state, and federal policies concerning recycling and environmental waste program including but not limited to: the folding and segregation of cardboard boxes, separation and rinsing of recyclable cans and plastic bottles, and the use of trash reductions systems such as trash compactors IAW Tri Service Food Code (TB MED 530).

4.1.4.3.1 The Contractor shall dispose of trash at the end of each scheduled meal-serving period, prior to closing for the day, and/or when containers are full.

4.1.4.3.2 The Contractor shall clean waste and recycling containers and surrounding areas of waste and recycling containers daily or as required.

4.1.4.4 The Contractor shall properly dispose of used grease and oil in outdoor grease trap.

4.1.4.5 The Contractor shall keep drains (floor, sink, etc.) free from debris to prevent accumulation in or around drain areas. The Contractor shall pick up food products and properly dispose of in waste containers. The Contractor shall only remove drain covers for purpose of cleaning.

4.1.5 The Contractor shall clean, maintain, and prepare dining room service area of operations IAW Tri Service Food Code (TB MED 530), approved cleaning schedule as identified in the Contractor's QCP, OSHA regulations, and local, state, and federal policies.

4.1.5.1 The Contractor shall ensure each diner is afforded a clean area to eat without delay. The Contractor shall ensure all dining areas are clean prior to the scheduled start of the meal period and prior to closing for the day.

4.1.5.1.1 The Contractor shall clean spills and remove soiled dinnerware occasionally left by diners during meal service. The Contractor shall ensure spills are cleaned and soiled trays are bussed within 5 minutes of occurrence.

4.1.5.2 The Contractor shall ensure appropriate condiments and napkins are available without delay. The Contractor shall ensure condiment containers and napkin holders are visibly clean and contain product.

4.1.5.3 The Contractor shall replenish tray and dinnerware dispensing carts during meal serving periods for serving and self-service areas. The Contractor shall ensure clean dinnerware is available without delay to diners 100% of the time.

4.1.5.4 The Contractor shall ensure Government provided tablecloths are utilized during holidays and special events and are clean and in place at the start of the meal-serving period. The Contractor shall remove and replace those tablecloths when stained and heavily soiled.

4.1.5.5 The Contractor shall display and remove holiday decorations. The Contractor shall ensure decorations are displayed on the day of the Army's birthday and NLT one week prior to Thanksgiving and Christmas. The Contractor shall remove all applicable decorations within 96 hours after the Thanksgiving, Christmas, and the Army's birthday.

4.1.6 The Contractor shall furnish and maintain expendables cleaning and sanitary supplies to support sanitation and personal hygiene practices.

4.1.6.1 The Contractor shall ensure sanitation supplies are available during operations to support cleaning and sanitation operations of the dining facility. For informational purposes, a typical supplies list is provided in Attachment E - Sample Materials List.

4.1.6.2 The Contractor shall ensure dispensers are filled at all times with manufacturer's recommended towels and hand wash soap to support all employee and patron hand washing sinks.

4.2 Periodic In-depth Cleaning

The Contractor shall perform a more extensive cleaning on a periodic basis, which may be directed by the Government or recommended by the Contractor. The Contractor shall not commence this in-depth cleaning without prior written authorization from the COR. While compensation for these services will be based on the established unit price per labor category, the Contractor's actual level of effort and total execution costs must align with the estimates provided in their approved proposal and staffing plan. During these cleanings, the Contractor shall provide additional attention such as extensive scrubbing, pressure washing, scraping, and heavy-duty chemical cleaning to remove any buildup of dirt, scuffs, grease, and residue. **Items/areas to be cleaned may include, but are not limited to:**

- Exterior windows, window seals, window frames, and screens
- Exterior door frames, seals, and tracks
- Exterior stainless-steel railing and cabling
- Loading dock
- Load Dock Leveler
- Exterior concrete curbs, all entrance and exit ways, stairs,
- Outdoor seating areas, patio areas, and side walks
- Hood (Interior & Exterior) surfaces
- Remove, clean and replace soiled hood filters
- Freezers and Refrigerators, to include all shelving, vents, and fans.
- Walk-in and dry storage areas, including shelves, handles, bins and carts
- Interior walls, ceilings, and air vents

- All flooring
- Exterior signage
- Mechanical dish washing machine, to include spray arms
- Wheeled cabinets (pastry, ice cream, etc.)
- Chairs and tables
- Compactors, pulpers, shredders and composters
- Ceiling fans and light fixtures

4.3 Dining Facility Openings and Closures
Facilities shall be thoroughly cleaned, and all subsistence products shall be protected, safeguarded, and reallocated to other facilities based on the COR recommendation when the facility is prepared for closure. Appliances that are not in use shall be shut-off (electricity, water, and gas) to reduce energy waste, prevent water and fire damage. Before the scheduled closure, the Contractor and the COR shall conduct a joint inventory of property and perform a condition check of all Government property.

4.3.1 Facilities shall be thoroughly cleaned prior to beginning food service operations. The Contractor and COR shall conduct a joint inventory of property and perform a condition check of all Government property when the facility is being turned over to the Contractor from the Government. The Contractor shall be required to close or open a facility with at least 72 hours' notice upon direction from the KO.

4.4 Dining Facility Administration
The Contractor shall establish and maintain administration operations for all supported Dining Facilities.

4.4.1 The Contractor shall conduct administration management and filing of dining facility operation files utilizing the Army Food Management Information System (AFMIS) IAW the specified performance and account management standards listed in AR 30-22, DA PAM 30-22, and AR 25-400-2.

4.4.1.1 The Contractor shall maintain dining facility account status and days of supply within allowable tolerance IAW AR 30-22 and DA PAM 30-22. The Government will conduct end of each month compliance inspections to validate and verify cash collection and inventory balances.

4.4.2 The Contractor shall perform operator level maintenance of equipment IAW operators' manual. The Contractor shall perform operator level maintenance of equipment IAW operators' manual. The Contractor shall notify the COR when required repairs exceed the instructions contained in the operators' manual.

4.4.3 The Contractor shall perform headcount/cashier services for all supported Dining Facilities.

4.4.3.1 The Contractor shall perform headcount/cashier duties for each meal to maintain a flow rate of guests to correspond with serving line flow rates IAW DA PAM 30-22, Table B-1.

4.4.3.1.1 The Contractor shall operate the point of sales system (POS), record headcount, cash collection, credit/debit card transactions, cash turn-ins, and safeguard and maintain accurate accountability of funds collected IAW AR 30-22, AR 600-38, DA PAM 30-22, AFMIS, and other applicable regulatory guidelines.

4.4.4 The Contractor shall manage, maintain, and account for Government subsistence in support of dining facility operations IAW AR 30-22, DA PAM 30-22, Tri Service Food Code (TB MED 530), and AFMIS, and other applicable regulatory guidelines.

4.4.4.1 The Contractor shall utilize the AFMIS automated system to perform accountability functions. In the event the automated system fails, the Contractor shall perform manual accounting and data collection.

4.4.4.2 The Contractor shall order, receive, store, and issue subsistence in order to support safeguarding of perishable and semi-perishable foods.

4.4.4.3 The Contractor shall perform inventory management of all subsistence.

4.4.5 The Contractor shall coordinate with the COR to schedule monthly integrated pest management with supporting public works activity IAW DA PAM 30-22 and Tri Service Food Code (TB MED 530). The Contractor shall coordinate with the COR for additional cleaning requirements at the completion of the pest control service.

4.5 Dining Facility Food Service Operations
The Contractor shall prepare meals to support dining facility feeding operations.

4.5.1 The Contractor shall prepare meals IAW Attachment B - Workload Data Capabilities.

4.5.1.1 The Contractor shall prepare recipes IAW with approved AFMIS Automated Recipes or Enterprise Menu and approved Standard Operating Procedures and/or manufacturer's instructions. The Contractor shall prepare ethnic observance and holiday meals as directed by the KO or COR.

4.5.1.1.1 The Contractor shall use Progressive Cooking, Batch Cooking, and Cook To Order IAW AR 30-22 and DA PAM 30-22 menu standards, and TM 4-41.11.

4.5.1.2 The Contractor shall provide main-line, short-order, breakfast/fitness bar, salad bar, dessert, and baked goods IAW AR 30-22 and DA PAM 30-22 menu standards.

Menu items shall be offered to support nutritional awareness IAW DoD and Army nutritional requirements, AR 40-25 and TM 4-41.11.

4.5.1.2.1 The Contractor shall provide commercial breads and pastries to support each meal. The Contractor shall ensure commercial decorated cakes are available no more than 48 hours prior to scheduled celebrations, including but not limited to, Thanksgiving, Christmas, and the Army's birthday.

4.5.2 The Contractor shall safeguard, perform, and provide oversight of food serving operations at each dining facility.

4.5.2.1 The Contractor shall provide food serving operations in designated facilities listed in Attachment B - Workload Data Capabilities in areas to include, but not limited to, main-line, short order, take-out, griddle lines, and self-service salad bars.

4.5.2.1.1 RESERVED

4.5.2.1.2 The Contractor shall garnish and setup the servings lines, breakfast/fitness and salad bars no later than 15 minutes prior to and not earlier than 30 minutes prior to serving periods. The Contractor shall ensure Army nutritional requirements information is displayed IAW TM 4-41.11. The Contractor shall replenish main and short order serving lines, self-service items, ice, and beverages during designated meal serving periods.

4.5.2.1.3 The Contractor shall use proper serving utensils and portion controls to support each diner IAW TM 4-41.11 and Tri Service Food Code (TB MED 530).

4.5.2.1.4 The Contractor shall maintain proper food preparation temperatures and use Hazard Analysis Critical Control Point (HACCP) Plan to support Food Safety standards IAW DA PAM 30-22 and Tri Service Food Code (TB MED 530). The Contractor shall prevent cross contamination of food.

4.5.2.1.5 The Contractor shall serve diners at the minimum flow rate, based on building design as outlined in DA PAM 30-22, Table B-1, in order to match the flow of diners through the serving lines to ensure freshly prepared, quality food is always provided.

4.5.2.1.6 The Contractor shall use proper procedures for leftover disposition and ensure safe storage of leftover foods within specified time limits, IAW Tri Service Food Code (TB MED 530), AR 30-22 and DA PAM 30-22.

5. PERFORMANCE REQUIREMENTS SUMMARY

4.1 Dining Facility Sanitation Operations				
High Level Objective		**Standard**	**Lot Size and AQL**	**Surveillance Method**
1	The Contractor shall clean and sanitize all food service equipment and surfaces to support dining facility operations.	Service Meets standards of Paragraph 4.1.1.	Lot size shall be equal to the total number of operational days for all facilities each month AQL = **(6.5%)**	Random
2	The Contractor shall protect, clean, and sanitize all food preparation and serving equipment and utensils between uses.	Service Meets standards of Paragraph 4.1.2	Lot size shall be equal to the total number of operational days for all facilities each month AQL = **(6.5%)**	Random
3	The Contractor shall operate and maintain the mechanical dishwashing machine.	Service Meets standards of Paragraph 4.1.3	Lot size shall be equal to the total number of operational days for all facilities each month AQL = **(6.5%)**	Random
4	The Contractor shall clean and maintain interior and exterior areas of each dining facility.	Service Meets standards of Paragraph 4.1.4	Lot size shall be equal to the total number of operational days for all facilities each month AQL = **(10%)**	Random
5	The Contractor shall clean, maintain and prepare dining room service operations.	Service Meets standards of Paragraph 4.1.5	Lot size shall be equal to the total number of operational days for all facilities each month AQL = **(10%)**	Random
6	The Contractor shall furnish and maintain expendables cleaning and sanitary supplies to support sanitation and personal hygiene practices.	Service Meets standards of Paragraph 4.1.6	Lot size shall be equal to the total number of operational days for all facilities each month AQL = **(6.5%)**	Random

4.4 Dining Facility Administration and 4.5 Dining Facility Food Service Operations				
High Level Objective		**Standard**	**Lot Size and AQL**	**Surveillance Method**
7	The Contractor shall establish and maintain administration operations for all supported Dining Facilities.	Service Meets standards of Paragraph 4.4	Lot size shall be equal to the total number of operational days for all facilities each month AQL = **(6.5%)**	Planned
8	The Contractor shall perform headcount procedures for all supported Dining Facilities.	Service Meets standards of Paragraph 4.4.3	Lot size shall be equal to the total number of operational days for all facilities each month AQL = **(10%)**	Random
9	The Contractor shall manage, maintain, and account for Government subsistence in support dining facility operations.	Service Meets standards of Paragraph 4.4.4	Lot size shall be equal to the total number of ration delivery days for all facilities each month AQL = **(6.5%)**	Planned
10	The Contractor shall prepare meals to support dining facility feeding operations.	Service Meets standards of Paragraph 4.5.1; 4.5.3; 4.5.4	Lot size shall be equal to the total number of operational days for all facilities each month AQL = **(6.5%)**	Random
11	The Contractor shall safeguard, perform, and provide oversight of food serving operations at each dining facility operation.	Service Meets standards of Paragraph 4.5.2; 4.5.3; 4.5.4	Lot size shall be equal to the total number of operational days for all facilities each month AQL = **(6.5%)**	Random

6. REPORTING

The Contractor shall provide the following reports:

Number	Name	Frequency
A01	Sexual Harassment and Sexual Assault Training Plan	30 days of award
A02	Quality Control Plan	10 days of award

A03	Property Management System Procedures	30 days of award
A04	GFP Listing Update	Quarterly
A05	Contractor Employee Uniforms	10 days of award
A06	Monthly Contractor Employee Training Status	Monthly
A07	Performance Management Review	Quarterly
A08	Invoice Tracker	Monthly
A09	Monthly Certified Labor Hour Summary	Monthly

7. RELATED DOCUMENTS, DEFINITIONS AND ACRONYMS

7.1 The following websites contain documents that are related to this PWS:

https://armypubs.army.mil
www.quartermaster.army.mil/jccoe/jccoe_main.html

7.2 Standard Definitions/Definitions and Acronyms

Federal Acquisition Regulation (FAR)is the references for definitions and acronyms not listed below.

7.2.1 Standard Definitions

1. Acceptable Quality Level (AQL). The AQL is a designated value (percent) of defective outcomes/service that the Government indicates will be accepted using acceptable sampling techniques and procedures.

2. Administrative Contracting Officer (ACO). A Contracting Officer who is administering contracts.

3. Army Federal Acquisition Regulation Supplement (AFARS). The Army's supplement to the Federal Acquisition Regulation.

4. Class A Telephone. Telephone service, which is unrestricted, for use on-post and commercial calls.

5. Class C Telephone. Telephone service, which is restricted to inter-post calls from one post telephone to another.

6. Commercial and Government Entity (CAGE) Code. An identification code assigned to the Contractor and is required by the Contracting Officer (Property Administrator) and Contractor from the Defense Logistics Service Center. The CAGE code is also required on the annual Government facilities report. Use DD Form 2051 to request the CAGE code.

7. Contracting Officer (KO). An individual with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

8. Contracting Officer's Representative (COR). An individual from the functional activity appointed by the KO and delegated specific authority to monitor contract performance and to perform specific contract administration functions. Additional personnel appointed to assist the COR are called the Alternate Contracting Officer's Representatives (ACORs).

9. Corrective Action Request (CAR). A letter to a Contractor that identifies nonconformance of a contract requirement(s) or identifies business system deficiencies and requests Contractor corrective action.

10. Defective Service. A unit of service, which contains one or more defects and does not conform to specified requirements.

11. Local Access Network Connections (LAN). An installation landline connecting the Army Management Information System modules to the mainframe computer system.

12. Lot. The total number of service outputs in an evaluation period as defined in the AQL column of the Performance Requirement Summary. The lot size is used to determine the sample size (or number of inspections).

13. Percent of Sample Found Defective. A percentage determined by dividing the number of defects by the sample size. The resulting number is used to make an equitable deduction from the contract price or award fee for non-performance.

14. Performance Requirements Summary (PRS). The PRS identifies key performance indicators and standards that represent logical service outputs that will be evaluated by the Government to assure the Contractor is fulfilling the terms of the contract.

15. Performance Standard. A measurable output or result associated with the performance-based description of a requirement found in the PWS.

16. Planned Sampling. A sampling (inspection) method used to evaluate Contractor tasks and services performed less frequently than daily. Evaluations that are scheduled when tasks and services are performed, e.g., receiving and storage service, field-feeding service, and tasks scheduled IAW the approved cleaning plan.

17. Quality Assurance Specialist (QAS). Perform, administer, or advise on work concerned with assuring the quality of products acquired and used by the Federal Government.

18. Quality Assurance Surveillance Plan (QASP). Defines what the Government must do to ensure that a Contractor has performed IAW specified performance standards. Focuses on the level of performance required by the PWS rather than on the methodology used by the Contractor to achieve that performance.

19. Quality Control. Those actions taken by the Contractor to control the in-process performance of goods or services to ensure that contract quality standards are met.

20. Random Sampling. A sampling (inspection) method used to evaluate contract tasks and services performed daily. It is the primary method for measuring contract performance. Each service output in a lot has an equal chance of being selected for inspection. The results of random inspections are evaluated against the number of allowable defects to determine the overall quality of the lot (service).

21. Sample. A sample (inspection) consists of one or more service outputs drawn at random from a lot. The number of outputs in the sample is the sample size.

22. Thoroughly Clean. Scrape, wash, rinse, sanitize.

7.2.2 Technical Definitions

1. American Made. Items (i) manufactured or produced in the United States, (ii) by an entity that is headquartered in the United States and that entity shall have no ownership directly or indirectly by the Chinese government or Chinese nationals, and (iii) predominantly using ingredients that were grown, mined, manufactured, or produced in the United States.

2. Army Food Management Information System (AFMIS). An automated record keeping system used in dining facilities to perform various functions that includes processes and outcomes, e.g., meal production/planning; head counting; subsistence ordering; receipt and storage; and equipment replacement planning. These functions provide the capability to create and adjust menus, shopping lists, and production schedules; make requests against subsistence inventories; facilitate returns to inventory; provide inventory accountability; perform headcount entries; and inquire against a variety of files. The AFMIS is a web-based system that operates from a standard computer within each dining facility.

3. Army Food Program. A comprehensive program which encompasses all phases of food service, from; procurement, inspection, transportation, storage, distribution, issue and sale, preparation, and serving meals in garrison dining facilities and in the field.

4. Army Ration Credit System (ARCS). An issue and accounting procedure used by appropriated fund dining facilities. Dining facilities that operate within the Army Ration Credit System are charged for the dollar value of subsistence issued and obtain credit for meals served.

5. Basic Allowance for Subsistence (BAS). A cash allowance paid to military personnel in lieu of subsistence.

6. Basic Daily Food Allowance (BDFA). The computed monetary daily value of a ration. This value, expressed in dollars, is allocated for food cost authorized to feed one soldier daily. The dollar amount (allowance) is computed quarterly using actual costs of a selected sampling of food items (market basket) used in dining facilities.

7. Brunch. A meal consisting of food items served during breakfast and lunch. This combined meal is served during an extended time period beginning at early or mid-morning and ending shortly after the noon hour. When a brunch is served a supper follows.

8. Clean. Free of visible signs of food, food residues, ingredients, grease, soap and foreign matter.

9. Critical Control Point. An essential point in the flow of food, at which control can be applied so that a food safety hazard can be prevented, eliminated, or reduced to an acceptable level.

10. Compostable. Products that are bio-based and do not contain polyethylene or polystyrene and that meet ASTM D6400, ASTM D6868, ASTM D6691, or an equivalent solid material biodegradation standard.

11. Cook Support. Limited number of fully qualified cooks to supplement the Military food service staff (Cooks) within a dining facility.

12. Décor. The furnishing and decoration of a room.

13. Diner Satisfaction. Methods of feedback through a variety of surveys and comment programs to determine the degree to which the Contractor is meeting or exceeding contract requirements and established quality levels of food and service.

14. Dining Facility Attendant Service. Those activities which comprise janitorial and custodial functions within a dining facility including, but not limited to; sweeping, mopping, scrubbing, trash removal, dishwashing, waxing, stripping, buffing, window washing, pot and pan cleaning and related quality control.

15. Dinner. Typically, the third meal of the day, or evening meal of each day, served during late afternoon or early evening.

16. Dinnerware. Eating, drinking, and serving utensils for table use, such as flatware including knives, folks, and spoons; hollowware including bowls, cups, serving dishes, and tumblers; and plates.

17. Dining Facility Account. The dining facility account is a record of food purchased, issued, used, and on hand as reflected in dollars.

18. Dining Facility Operations (DFO) Subsystem. The AFMIS system used to manage dining facility operations. The DFO Subsystem consists of thirteen functions: Recipes, master/field menus, vendors, meal productions, POS sub menu, headcount/cash collection, orders inventory management, issues/transfers/turn-ins, system management, customer/account maintenance, customer operations, and equipment replacement.

19. Discount Meal Rate. The rate charged to reimburse the Government for subsistence at Army appropriated fund dining facilities.

20. Disposable Food Service Products. Single-use, disposable products for serving or transporting prepared, ready-to-consume food or beverages including, but not limited to, plates, cups, bowls, bags, trays, utensils, straws, lids, trays, and hinged or lidded containers.

21. Durable Property. Property that is not consumed in use; managed using inventory lists/hand receipts.

22. Expendable/Durable Supplies. Items, which are consumed in use, regardless of type classification or unit, price.

23. Facilities. Government furnished buildings provided to the Contractor for use in performing tasks and services of this contract.

24. Fixtures. A piece of equipment or furniture which is fixed in position in a building.

25. Food borne Disease Outbreak. The occurrence of two or more cases of a similar illness resulting from the ingestion of a common food.

26. Food Contact Surface. A surface of equipment or utensils with which food normally comes in contact. This includes equipment and utensils from which food may drain, drop or splash back into food, or onto surfaces normally in contact with food.

27. Food Handlers. Food service personnel who work where unsealed, raw food or drink is handled, processed, prepared, or served, and personnel who touch food or food contact surfaces.

28. Food Program Manager (FPM). An officer, warrant officer, noncommissioned officer, or Department of the Army civilian responsible to the installation commander for matters relating to food service.

29. Food Service Management Board. The installation menu board is a panel of

Government personnel that plans and provides for all anticipated subsistence requirements for the installation. It provides an interchange of information between food service personnel, SSMO and the Contractor concerning menu matters and diner comments. A specific function of the board is to review proposed menus, add or change items, and determine the extent to which it will be implemented.

30. Full Food Service (FFS). Those activities that comprise the full operation of an Army dining facility.

31. Furnishings. Furniture, fittings, and other decorative accessories, such as curtains and carpets, for a house or room.

32. Government Furnished Property (GFP). All facilities, equipment, food and supplies owned or leased by the Government provided to the Contractor for use in performance of this contract.

33. Government Property. All property owned by or leased to the Government or acquired by the Government under the terms of the Contract. Government property includes both Government-furnished property and Contractor-acquired property as defined in FAR 45.101.

34. Government Property Administrator (GPA). A Government representative who is responsible for transfers of GFP from organizations/units to contracts and return upon contract completion. The GPA maybe the COR.

35. Hazard Analysis Critical Control Point (HACCP) Plan: A written document that delineates the formal procedures for following the Hazard Analysis Critical Control Point (HACCP) principles developed by the National Advisory Committee on Microbiological Criteria for Foods.

36. Hazard. A biological, chemical, or physical property that may cause an unacceptable consumer health risk.

37. Headcount Maintenance Function. The AFMIS function that is used to plan menus, compute ingredients and quantities required to feed 100 persons per menu item. This program provides the user with menus for breakfast, lunch, and dinner meals for each day, print outside menu reports, and recipes for each food item to be prepared.

38. Holiday Meal Charges. The rates to be charged for the Thanksgiving and Christmas Day special meal.

39. Incidental Property. Government property that is provided to the Contractor as incidental to the place of performance.

40. Independent Government Cost Estimate (IGCE). The IGCE is an estimate of the

expected contract cost prepared by the Government prior to the solicitation being advertised for bids or offers. This estimate is used to gauge the price offers submitted by prospective Contractors.

41. Installation Commander. A commander of any Army installation, military community.

42. Installation Medical Authority (IMA). Installation Medical Authority refers to the Unit Surgeon, Command Chief Surgeon, U.S. Army Medical Center Commanders, and the Director of Health Services or Center Commanders, and the Director of Health Services or his/her representative responsible for defining, setting, and monitoring sanitary standards and procedures.

43. Inventory Function. The AFMIS function used to complete weekly and monthly physical inventories; vet condemnation, and reports of survey/statement of charges.

44. Leftovers. Leftovers are the un-served portions of any item that was prepared for a specific meal, protected from contamination, and held at a proper temperature.

45. Major Maintenance. The maintenance and repair of equipment, including the restoration or replacement of parts, as necessitated by wear and tear, damage, failure of parts, or the like.

46. Meal Service for Remote Site Feeding. Tasks associated with preparing meals including beverages, packaging food for shipping from a garrison dining facility to feed soldiers at field training sites.

47. Menu Production Planning Function. The AFMIS function that is used to plan menus, compute ingredients and quantities required to feed 100 persons per menu item. This program provides the user with a menu for breakfast, lunch and dinner meals for each day, print outside menu reports, and recipes for each food item to be prepared.

48. Meal Serving Hours. Hours designated by the Government when the dining facility serving lines are open for service.

49. Minor Maintenance. Normal operator care of equipment recommended by the manufacturer. Minor maintenance is limited to cleaning, oiling, greasing, tightening of nuts and bolts, and other minor tasks.

50. National Stock Number (NSN). A number used to identify a Government supply item.

51. Night Meal. The meal served during the late evening to early morning hours (referred to as the midnight meal). The night meal may be a breakfast or dinner meal.

52. Nonfood Surface. All exposed surfaces other than those included in food or splash

zones.

53. Office Space. Government furnished office space provided to the Contractor for use in performing tasks and services of this contract.

54. Operating Hours. Operating hours for each facility are listed at Attachment B – Workload Data Capabilities. Operating hours specify the time prior to the scheduled start of meal service for the first meal of the day to time following the scheduled close of meal service for the day of operation.

55. Operational Ration. Packaged, semi-perishable meals issued to personnel for use under field conditions.

56. Perishable Subsistence. Those food items with limited shelf life that normally require controlled conditions of temperature, and/or humidity during transportation and storage.

57. Police. The action or process of cleaning and putting in order of a dining facility to include related areas of responsibility. Tasks include sweeping, raking, and picking up trash and debris.

58. Portion Control. Serving of equal amounts to each diner IAW prescribed menus and recipes.

59. Potentially Hazardous Foods (PHF). Any food that promotes the rapid growth of bacteria. Maybe characterized as high protein and acid foods with water activity above 0.86(H2).

60. Preventive Medicine Activity. The local medical authority responsible for inspecting sanitary conditions of dining facilities and safe food handling protection.

61. Prime Vendor. A Department of Defense Contractor who has responsibility to supply and furnish subsistence to the dining facility.

62. Progressive Food Preparation (Batch Cookery). The continuous preparation of food items at selective time intervals during the entire meal period as the food is consumed. The objective is to match the flow of diners through the serving lines so that freshly prepared, quality food is always provided. Progressive cooking reduces the need to hold foods for long periods of time that result in loss of flavor, color, texture, and nutritive value. Exceptions to progressive cooking are baked or prepared desserts, soups, gravies, meat sauces, and other sauce-type items that do not deteriorate in flavor when held throughout the serving period.

63. Ration. The allowance of food for the subsistence of one person for one day.

64. Real Property. Installed equipment; items affixed to or built into facilities that are an integral part of the facility.

65. Regular Menu. A menu offered at the breakfast, lunch and dinner meal which provides the diner, as a minimum, with a choice of two meats/entrees, two vegetables, two starches, assorted deserts, beverages and bread/rolls, and appropriate condiments.

66. Safe Temperatures. The internal product temperature of potentially hazardous food (PHF) shall be 41°F (5°C) or below for cold items, and 135° (57.2°C) or above for hot items.

67. Sanitizing. The process of reducing the number of microorganisms on a surface to safe levels.

68. Sanitizing Solutions. A chlorine solution "or any other chemical sanitizing agent allowed under 21 CFR 178.1010" as defined in, Tri Service Food Code (TB MED 530).

69. Semi-perishable Subsistence. Food item that do not spoil or deteriorate rapidly, such as canned, dried, dehydrated, and other items that may under normal conditions be transported and stored un-refrigerated.

70. Sensitive and High Dollar Subsistence. Those subsistence items that require intensive control and documentation. Sensitive and high dollar items are listed in the Federal Supply Classification 8905 group in the C8900 Stock List, e.g., meats, fish, poultry products, coffee, etc.

71. Serving Line(s). The location and equipment within dining facilities where diners are served food or where food/beverage is offered for self-service.

72. Short Order Menu. A fast-food menu offered at the lunch and dinner meal which provides the diner, as a minimum, with a choice of prepared to order cold or grilled sandwiches, hamburgers, cheeseburgers, and hot dogs, in addition to other items; e.g., chili, French fries, baked beans, potato or macaroni salad, potato chips, salads, soups, assorted desserts, beverages and appropriate condiments.

73. Special Meals. Meals offered outside of the normal cyclic menu that support special occasions, e.g., Thanksgiving, Christmas, and the Army's Birthday, to include special theme meals to honor ethnic and American heritage events.

74. Standard Meal Rate. The rate charged to reimburse the Government for subsistence and a portion of operating expenses at Army appropriated funded dining facilities.

75. Subsistence. Food items required for feeding troops. This term includes all foods, nonalcoholic beverages, condiments, accessory foods and ice.

76. Subsistence-in-Kind (SIK). Meals furnished to enlisted personnel at Government expense, rather than money in lieu thereof.

77. Subsistence Supply Management Office (SSMO) (formerly Troop Issue Subsistence Activity (TISA)). The accountable element of an installation responsible for managing the acquisition and accounting for subsistence supplies for appropriated fund dining facilities, meals for remote site feeding, operational rations, contingency stocks, reserve component customers and authorized non-appropriated fund activity customers.

78. Subsistence Supply Manager (SSM). An individual who is accountable for Government subsistence and who is responsible for supervising the SSMO functions. Formerly the TISO.

79. Supper. A meal consisting of food items served during dinner. The meal may be served during an extended serving period beginning early afternoon and ending early evening. This meal is served only when a brunch has been served and replaces the normal dinner meal.

80. System Administrator (SA). The individual responsible for planning and controlling the use of the Army Food Management Information System and Subsistence Prime Vendor Interpreter hardware and software.

81. Tableware. Condiment containers, dispensers and napkin holders.

82. Temperature Danger Zone (TDZ). Unsafe temperatures for food between 41°F (5°C) and 135° (57.2°C).

83. Veterinary Activity. A part of VETCOM that is responsible for inspecting all food to determine fitness of safety for human consumption.

84. Workdays. Workdays Monday through Friday, excluding national holidays.

85. Work Order. A request made to Directorate of Public Works (DPW) for maintenance (equipment repair, service, and calibration) and facility renovations.

8. APPLICABLE REGULATIONS, PUBLICATIONS, FORMS AND LABELS

8.1 The Contractor shall remain current on all applicable Government publications.

8.2 Army Regulations

NUMBER	TITLE
AR 25-400-2	The Army Records Management Program
AR 30-22	Army Food Program
AR 40-25	Nutrition Standards and Education
AR 25-2	Army Cybersecurity

AR 70-13	Management and Oversight of Service Acquisitions
AR 190-5	Motor Vehicle Traffic Supervision
AR 190-13	The Army Physical Security Program
AR 190-51	Security of Unclassified Army Resources (Sensitive and Nonsensitive)
AR 350-1	Training and Leader Development
AR 380-5	Army Information Security Program
AR 380-67	Personnel Security Program
AR 381-12	Threat Awareness and Reporting Program (TARP)
AR 385-10	The Army Safety and Occupational Health Program
AR 420-1	Army Facilities Management
AR 530-1	Operations Security
AR 600-38	The Meal Entitlement Management System
AR 710-1	Property Accountability

8.3 Army Field Manuals, Technical Manuals, Bulletins, and Pamphlets

NUMBER	TITLE
TM 4-41.11	Dining Facility Operations
ATP 4-41	Army Field Feeding and Class I Operations
ATP 4-41	Appendix B Sample Safety List
TM 10-412	Armed Forces Recipe Service (Index Recipes)
TM 4-41.12	Food Program Operations
TRI SERVICE FOOD CODE (TB MED 530)	
DA PAM 30-22	Operating Procedures for the Army Food Program
DA PAM 385-10	Army Safety and Occupational Health Program Procedures
DA PAM 385-40	Army Mishap Investigations and Reporting
DA PAM 750-8	The Army Maintenance Management System (TAMMS) User Manual
DoDI 6055.1	DoD Safety and Occupational Health Program
29 CFR 1910	Occupational Health and Safety

8.4 Department of the Army Forms

NUMBER	TITLE
DA 285W	Technical Report of U.S. Army Ground Mishap Summary of Witness Interview
DA 2062	Hand Receipt/Shortage Listing
DA 2405	Maintenance Request Register
DA 2765-1	Request for Issue or Turn-In
DA 3032	Signature Headcount Sheet
DA 3034	Production Schedule
DA 4552	Kitchen Requisition
DA 2970	Headcount Report
DA 7454	Monthly Earnings and Expenditure Record
DA 3161	Request for Issue or Turn-In
DA 3234	Inventory Record
DA 3234-1	Monthly Inventory Recap Sheet for DA 3234
DA 3294	Ration Request/Issue/Turn-in Slip

DA 3546	Control Record for Dining Facility DD Form 1544
DA 3988	Equipment Replacement Record
DA 5914	Ration Control Sheet
DA 7589	Subsistence Vendor Contract Discrepancy Report
DA 5913	Strength & Feeder Report

8.5 Department of Defense Forms

NUMBER	TITLE
DD 577	Appointment/Termination Record Authorized Signature
DD 1131	Cash Collection Voucher
DD 1532	Pest Management Maintenance Record

8.6 Department of the Army Labels

NUMBER	TITLE
DA 177	Pre-prepared Food
DA 178	Leftovers