



Department of Defense **INSTRUCTION**

NUMBER 1338.10

September 12, 2012

Incorporating Change 3, April 20, 2020

USD(A&S)

SUBJECT: Department of Defense Food Service Program (DFSP)

References: See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive (DoDD) 5134.01 (Reference (a)) and consistent with DoDD 5105.22 (Reference (b)), this Instruction:

a. Reissues DoD Instruction (DoDI) 1338.10 (Reference (c)) to update terminology and DFSP policy.

b. Establishes policy and objectives for managing the DFSP.

c. Assigns responsibilities for carrying out the DFSP.

d. Establishes a food cost index for all subsistence provided in support of DFSP.

2. **APPLICABILITY.** This Instruction:

a. Applies to the OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all organizational entities in the DoD (hereinafter referred to collectively as the "DoD Components").

b. Applies to all logistical functions for materiel support of Class I - Subsistence for the Military Services.

3. **DEFINITIONS.** See Glossary.

4. **POLICY.** It is DoD policy to provide the highest quality and cost-effective food service to

authorized military and civilian personnel.

5. RESPONSIBILITIES. See Enclosure 2.

6. RELEASABILITY. Cleared for public release. This instruction is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

7. SUMMARY OF CHANGE 3. This change is administrative and updates references and organizational symbols to reflect the reorganization of the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics, pursuant to the July 13, 2018 Deputy Secretary of Defense Memorandum (Reference (d)).

8. EFFECTIVE DATE. This Instruction is effective September 12, 2012.



Frank Kendall
Under Secretary of Defense
for Acquisition, Technology, and Logistics

Enclosures

1. References
2. Responsibilities
3. DFSP Food Cost Index
4. DFSP Criteria and Standards

Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5134.01, "Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L))," December 9, 2005, as amended
- (b) DoD Directive 5105.22, "Defense Logistics Agency (DLA)," June 29, 2017
- (c) DoD Instruction 1338.10, "Department of Defense Food Service Program," June 5, 1991 (hereby cancelled)
- (d) Deputy Secretary of Defense Memorandum, "Establishment of the Office of the Under Secretary of Defense for Research and Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment," July 13, 2018
- (e) DoD Directive 5134.12, "Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR))," May 25, 2000, as amended
- (f) DoD Manual 4140.01, "DoD Supply Chain Material Management Procedures," date varies by volume
- (g) DoD Instruction 3110.06, "War Reserve Materiel (WRM)," January 7, 2019
- (h) DoD Directive 5101.10E, "DoD Executive Agent (EA) for Subsistence," October 26, 2015, as amended
- (i) DoD Manual 1338.10, "DoD Food Service Program (DFSP)," December 2, 2014, as amended
- (j) DoD Instruction 5025.01, "DoD Issuances Program," August 1, 2016, as amended
- (k) AR 40-25/BUMEDINST 10110.6/AFI 44-141, "Nutrition Standards and Education," June 15, 2001
- (l) Sections 4561, 6081-6085, and 9561 of title 10, United States Code
- (m) Executive Order 12781, "Delegation of Functions and Authorities, Development of Requirements and Regulations, and Correction of Title," November 20, 1991
- (n) DoD 7000.14-R, Volume 12, "Department of Defense Financial Management Regulations (FMRs): Special Accounts, Funds and Programs," current edition
- (o) DoD Instruction 6130.05, "DoD Nutrition Committee," February 18, 2011, as amended
- (p) Section 133a, "Under Secretary of Defense for Research and Engineering," of title 10, United States Code.

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND SUSTAINMENT (USD(A&S)). The USD(A&S), consistent with Reference (a), establishes DoD policy and procedures on all matters related to Class I - Subsistence.

2. ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT (ASD(S)). The ASD(S), under the authority, direction, and control of the USD(A&S) and consistent with DoDD 5134.12 (Reference (e)):

a. Provides overall guidance and direction for the DFSP through the Joint Subsistence Policy Board (JSPB).

b. Develops legislative proposals, as needed, for the DFSP.

c. Assists the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense (USD(C)/CFO) in:

(1) Coordination of DFSP food cost index as it pertains to the establishment of the DoD Meal Rates and operating costs associated with the DFSP.

(2) Review of the programs, budgets, and reports on the results of the operations of the Military Departments and the Defense Logistics Agency (DLA) concerning the DFSP.

3. DIRECTOR, DLA. The Director, DLA, under the authority, direction, and control of the USD(A&S) through the ASD(S):

a. Provides Integrated Material Manager Subsistence support consistent with DoD Manual 4140.1 (Reference (f)) and DoDI 3110.06 (Reference (g)).

b. Uses the policy and procedures identified in this Instruction to execute responsibilities in his or her capacity as DoD Executive Agent for Subsistence pursuant to DoDD 5101.10E (Reference (h)).

c. Maintains DoD Manual 1338.10 (Reference (i)) consistent with DoDI 5025.01 (Reference (j)) and this Instruction.

d. Recommends changes to the DFSP food cost index described in Enclosure 3 to ensure that it reflects an accurate representation of food items for computation of the basic daily food allowance (BDFA). Coordinates changes to the DFSP food cost index specified in Enclosure 3 with the Military Services. Submits recommended changes to ASD(S).

e. Coordinates changes to the DFSP criteria and standards specified in Enclosure 3 with the DoD Components. Submits recommended changes to ASD(S).

f. Plans garrison and operational meals with Service components utilizing DoD Nutrition Standards as identified in AR 40-25/BUMEDINST 10110.6/AFI 44-141 (Reference (k)).

g. Establishes and maintains uniform menu standards and a recipe system for use within the DoD as outlined in References (i) and (k).

h. Establishes and maintains procedures for DFSP operations according to the criteria and standards identified in Enclosure 4. Assist ASD(S) in an effort to:

(1) Publish Reference (i) with the DFSP procedures and details on the JSPB.

(2) Include supplemental DFSP procedures in Reference (i).

(3) Provide procedures on the application of the DFSP food cost index for 100 standard rations as specified in Enclosure 3 to ensure nutritional menus are provided with the BDFA.

(4) Apply the DFSP food cost index to compute the BDFA and satisfy the requirements of sections 4561, 6081-6085, and 9561 of title 10, United States Code and Executive Order 12781 (References (l) and (m)).

(5) Ensure DoD Nutrition Standards are applied to both garrison and operational meal planning as specified in Reference (m).

i. Ensures timely and responsive interchange of information and data among elements of the DoD, other governmental agencies, and appropriate food equipment and food service industry representatives.

j. Ensures timely collaboration between subject matter experts from the food service, nutrition, and dietetic communities for all nutrition policy, standards, and training initiatives.

4. UNDER SECRETARY OF DEFENSE FOR RESEARCH AND ENGINEERING. The Under Secretary of Defense for Research and Engineering establishes policy and provides guidance for defense research and engineering efforts consistent with Title 10 Section 133a (Reference (p)).

5. USD(C)/CFO. The USD(C)/CFO:

a. Maintains procedures in DoD FMR 7000.14R, Volume 12, Chapter 19 (Reference (n)) for reimbursable meal and meal service charges, disposition of funds, and accounting for food allowances.

b. Reviews the programs, budgets, and reports on the results of the operations of the Military Departments and the DLA concerning the DFSP.

c. Establishes meal rates annually for appropriated fund dining facilities for annual publication on the USD(C)/CFO website.

6. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS. The Assistant Secretary of Defense for Health Affairs, under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, provides guidance for sanitation methods, nutrition education, and nutritional standards for the Military Services as outlined in DoDI 6130.05 (Reference (o)).

7. HEADS OF THE DoD COMPONENTS. The Heads of the DoD Components:

a. Provide the highest quality and cost-effective food service to authorized military and civilian personnel.

b. Ensure the maintenance of positive, dynamic, and continuing programs in support of the DFSP.

c. Ensure uniform feeding and food costs among the Military Departments (particularly in the provision of supplemental food allowances or special food allowances).

d. Apply the DFSP food cost index described in Enclosure 3 for all subsistence provided in support of the DFSP using the standards and criteria identified in Enclosure 4.

e. Base the BDFA for supplemental food allowances or special food allowances on the prices in effect during the specific accounting period for which the monetary value is computed.

f. Ensure that policies, objectives, and standards for supporting DFSP programs are consistent with this Instruction.

g. Coordinate dietary and nutritional information, education, and policies with the Food and Nutrition Subcommittee as identified in Reference (o).

h. Provide coordination to DLA on recommended changes to the DFSP food cost index in Enclosure 3 and the criteria and standards in Enclosure 4.

i. Develop supplemental guidance to this Instruction and Reference (i) as necessary.

(1) Conform supplemental guidance to this Instruction and incorporate the circumstances under which they are authorized.

(2) Incorporate provisions that are unique to an individual Component without reproducing the content of Reference (i).

(3) Submit supplemental guidance to the ASD(S) for review and approval.

ENCLOSURE 3

DFSP FOOD COST INDEX

The DFSP Food Cost Index:

a. Is a prescribed list of food items, measurements, and quantities that represent the allowance for 100 standard rations within the BDFA. Reference (i) provides the procedures for computing the BDFA that satisfy the requirements of References (k) and (o).

b. Is a market basket of 50 items based on Military Service and JSPB approval of annual food cost increases and includes average cost of business rules (subsistence prime vendor costs and recovery fees subtracted from the BDFA) for computing the BDFA.

c. Will consider food items meeting the DoD menu and nutritional standards approved by the JSPB and the DoD Nutritional Committee outlined in References (i) and (o).

ENCLOSURE 4

DFSP CRITERIA AND STANDARDS

1. CRITERIA

a. Enlisted Service members are entitled to a ration for each day on active duty, except when they are entitled to a basic allowance for subsistence or per diem instead of subsistence. The BDFA for normal operating conditions shall be prescribed for enlisted Service members.

(1) A supplemental food allowance, not to exceed 15 percent of the BDFA, may be prescribed for any dining facility if the facility is feeding an average of less than 100 Service members per day.

(2) The Military Departments may prescribe the supplemental food allowance provided:

(a) The dining facility is operating under conditions warranting the increase.

(b) The installation commander certifies that consolidation with other dining facilities is not practical.

(3) All requests for a supplemental food allowance that cannot be authorized within these conditions shall be submitted on an individual basis to the ASD(S) for approval.

(4) A special food allowance may be prescribed by the Military Departments when it is required to support operational missions. Examples are flight feeding; field feeding (combat, maneuvers); submarine feeding; and space feeding.

b. An additional allowance may be authorized for approved experimental food items that have potential military feeding applications.

2. STANDARDS

a. The DFSP will contain, as a minimum:

(1) Improved uniform application of food service training and career incentives.

(2) Modern, standardized, and automated management methods encompassing:

(a) Menu standards as outlined in Reference (i) and a recipe service.

(b) Food acceptability determination.

(c) Requisitioning and inventory control.

- (d) Sanitation methods.
 - (e) Program management information.
 - (f) Subsistence nutrition specifications.
- (3) Centralized and consolidated food service facilities.
- (4) A viable research, development, testing, and engineering program to provide innovation in foods, nutrition, nutrition education, preservation, packaging, equipment, and feeding systems.
- (5) A uniform food allowance that will permit management flexibility in the DFSP. Accounting and reporting for food allowance shall include positive, auditable head count criteria that shall identify entitlement classification of persons fed (such as, in-kind, common-service, cash, and payroll deduction).
- (6) Operational direction to ensure preparation and serving of foods are consistent with contemporary standards of good quality commercial food service and with nutrition standards established in Reference (k).
- b. Food service operating and management personnel at all levels shall continually strive to attain the highest quality food service efficiently and effectively by application of the latest food service management techniques. Basic standards are established to assist in this effort:
- (1) Personnel authorized to subsist in appropriated funded facilities will be provided meals based on menus supported by prescribed DoD recipes. Meals will be adequately nutritious and, to the greatest extent possible, reflect consumer food preferences within cost and availability constraints.
 - (2) Meals sold to authorized personnel will be at rates sufficient to provide reimbursement of operating costs and food costs to the appropriations concerned, as required by the general provisions of the National Defense Authorizations Act for the current Fiscal Year.
 - (3) Cafeteria-style feeding, using salad bars, bulk beverage dispensers, a la carte menus, and optional short order meals for those not desiring regular meals will be used wherever practical. The preferred dinnerware is either plate service or compartmented trays, whichever is more practical under local conditions.
 - (4) Dining facility appointments, such as furniture and accessories, will be designed to ensure a pleasant dining environment. The decor shall be consistent with that found in first-class commercial cafeteria or college and university dining establishments. Appropriated funds will be used for this purpose.
 - (5) Food service personnel engaged in the preparation and serving of foods will be attired neatly in appropriate food service uniforms.

(6) Food service personnel will be provided formal training in food service management and operations. At least 50 percent of the personnel should be graduates of formal Military Service schools. Structured on-the-job training will be furnished by specially trained Service-sponsored food management teams.

(7) Food service management systems will be detailed and controlled sufficiently to provide standard, accurate, and timely common data throughout the DoD and comparable management presentations on the results of food service operations for use in planning, programming, and budgeting for food services.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(S)	Assistant Secretary of Defense for Sustainment
BDFFA	basic daily food allowance
DFSP	DoD Food Service Program
DLA	Defense Logistics Agency
DoDD	DoD Directive
DoDI	DoD Instruction
JSPB	Joint Subsistence Policy Board
USD(A&S)	Under Secretary of Defense for Acquisition and Sustainment
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this Instruction.

basic allowance. The daily amount that the respective Service would allow to feed one Service member one ration of three meals with nutritionally adequate food required to subsist for one day.

BDFFA. A computed monetary value of a ration.

food cost index. A prescribed list of food components and quantities that represent the allowance for 100 standard rations. It is used to compute the BDFFA and satisfies the requirements of References (l) and (m).

food service. Includes related research and development; nutrition; acquisition and distribution of food, supplies and equipment; menu and recipe planning; meal preparation and serving; sanitation; design and layout of facilities; personnel; training; and accounting and reporting

ration. A quantity of nutritionally adequate food required for one person to subsist for one day.

special food allowance. A computed monetary value of a ration necessary for the subsistence of a person participating in operational missions when the BDFFA is not sufficient or practical, such as flight feeding, field feeding, submarine feeding, and space feeding.

subsistence. The food products used (with exception of water) to make a meal for consumption by diners to maintain life and meet mission objectives. The act or state of subsisting.

supplemental food allowance. A percentage increase to the basic daily food allowance required for the subsistence of a person due to unusual or extraordinary circumstances, such as when nutritional requirements exceed Basic Allowance for Subsistence criteria. Examples include entry level training, special operation commands, or when average unit energy expenditure exceeds 2800 calories per day.