

## CHAPTER 15

# HEADCOUNT PROCEDURES

### GENERAL

Each person entering the dining facility to consume a meal must show proper identification and sign a headcount form. Proper headcount procedures ensure that the correct amount of credits are applied to the dining facility account.

### HEADCOUNT

The headcount is the record of attendance at each meal. During the meal period, the FSS or contractor must be available to give advice when it is needed and to help in special situations. After the meal, he must consolidate the information gathered by the headcounter and post it to the accounting records.

### Instructions

Usually, headcounters are unit members chosen from a duty roster or contractor employees. The FSS or contractor must brief them and give them written instructions. The briefing and instructions should cover routine duties and any special situations. AR 30-1, Appendix E contains sample SOPs for headcounters. All standing operating procedures must be updated as changes occur, such as changes in meal prices.

**Routine duties.** Headcounters must check all personnel to ensure that they are authorized to dine in the facility and that they sign the proper headcount forms. They must also identify those diners who are required to pay cash for the meal and collect the correct amount of money. DA Form 3032 is used to record the signatures of diners who are authorized to eat meals without paying. A separate DA Form 3032 is used for each category of diner (permanent, transient, or common service reimbursement). The DD Form 1544 is used to record cash payments from diners not authorized

to eat meals at government expense. The DA Form 4808-R shows the food cost and any applicable surcharge for each category of diner. To make the headcounters' job easier, the FSS or contractor can give them a job aid, such as a decision matrix, as part of the written instructions. A job aid is a guide that can help the user make routine decisions, such as what form to use and whether to collect a surcharge. Procedures vary from installation to installation, so job aids should be developed to fit your needs.

**Special situations.** Prepare the headcounters for special situations. For example, if you expect a group to be recorded on headcount records with a one-line entry, tell the headcounters when the group will arrive, who will be in charge, and how to handle the paperwork. If diners who are not unit members are expected, tell the headcounters how to record their attendance as well. If possible, give the headcounters a list of such diners' names. Give them a list of meal card numbers for meal cards that have been reported lost or stolen. Tell them to confiscate these cards and to notify you immediately should someone attempt to use a card that had been reported as lost or stolen. You cannot anticipate every contingency, so tell the headcounters to contact you when situations arise which have not been covered in the briefing instructions.

### CHANGE FUND

If your dining facility receives cash payments frequently, the commander may want, or the contract may require, a change fund established. This fund will be kept in the safe and used by the headcounter to make change. Except for contractor-operated facilities, the local FAO can assist in establishing a change fund.

### CASH RECEIPTS

The DA Form 3546-R, DD Form 1131, and DD Form 1544 are used to account for cash and the cash sheets. The DD Form 1544 is a booklet of cash sheets and a cash meal payment sheet register. The unit's FSO, designated official, or the contractor issues cash sheets to the FSS or contract manager or his designated representative. The cash sheets must be guarded carefully. If one is lost, there will be a formal investigation. When a sheet is issued to the headcounter, have the headcounter sign DA Form 3546-R next to the sheet number. After the meal period has ended, the headcounter must return the cash sheet along with the cash that has been collected. The cash is then counted and recorded in the *CASH-TURNED-IN* column. Next, check the cash sheet. Add together the food costs and surcharges for the meal. The total should equal the amount of cash turned in. If there is a difference, record the difference in the CASH +/- column of DA Form 3546-R, and explain the difference in the *REMARKS* block of the cash sheet and on the back of DA Form 3546-R. The FSS must then ensure that cash is secured

in a safe until it is returned to the FSO according to requirements of AR 30-1. The FSO or contractor turns cash in to the local FAO in accordance with AR 30-1 or the food service contract. The cash is turned in with DD Form 1131, which is stamped by the finance officer. The FAO will give the FSS or contractor a copy of the stamped DD Form 1131 which will be kept in the dining facility files in accordance with AR 25-400-2.

### CONSOLIDATION AND POSTING

Consolidate information from the DD Form 1544 cash sheets and DA Forms 3032 onto DA Form 3033. Figure 15-1 (page 15-2) shows how this information is consolidated. At the end of each issue cycle, post the data from DA Form 3033 to DA Form 2970 as shown in Figure 15-2 (page 15-3) and to DA Form 3980-R as shown in Figure 14-6 (page 14-10). The DA Form 2970 is forwarded to the TISO for posting to the dining facility account and use in reporting to MACOMs. Instructions for completing the DA Form 2970 are in AR 30-1.

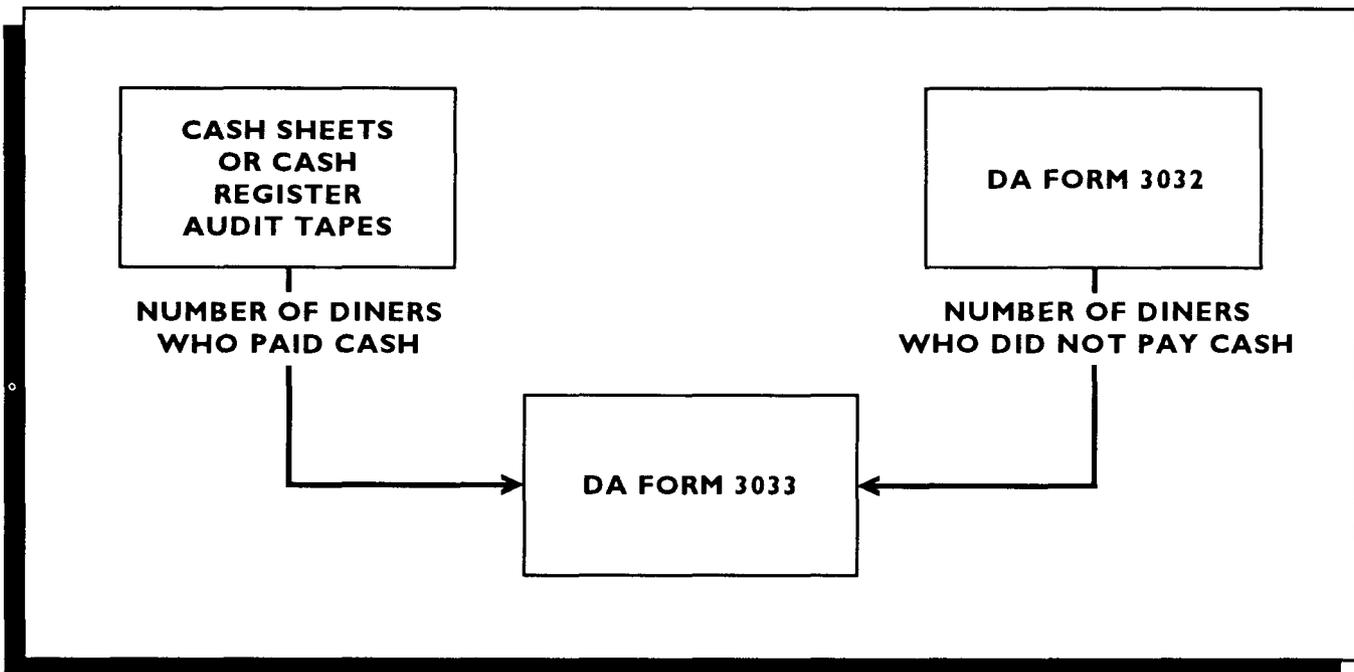
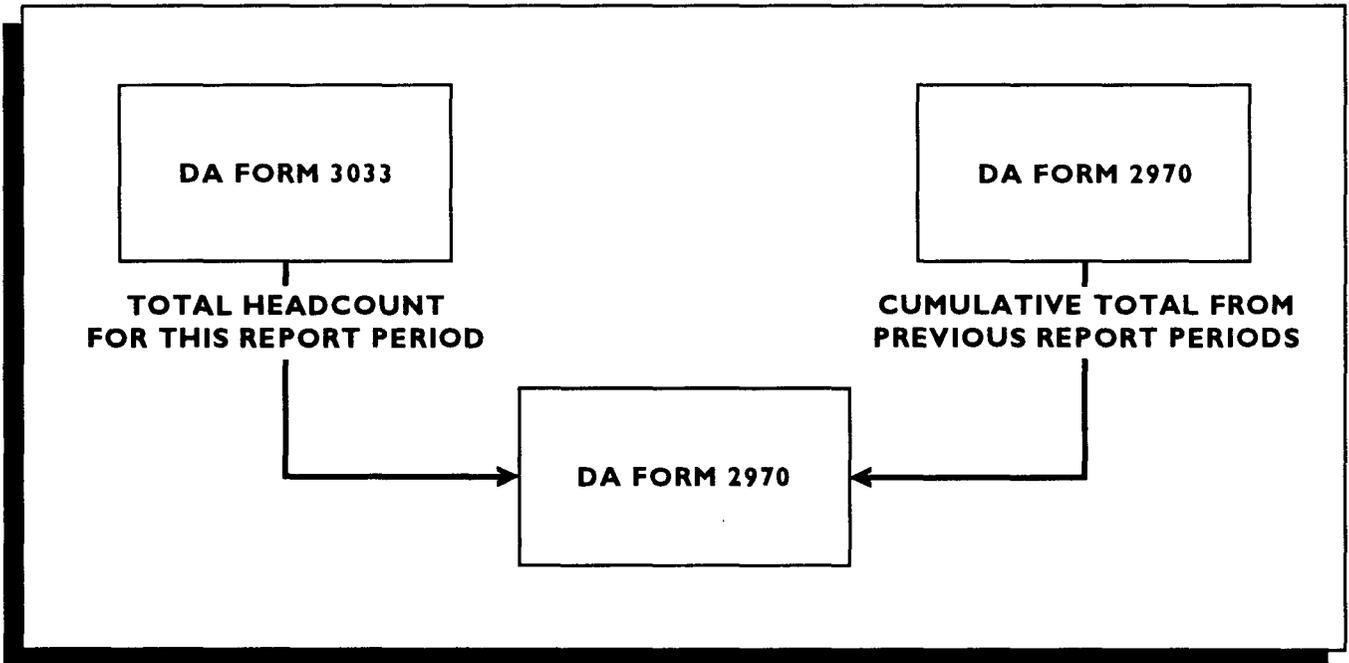


Figure 15-1. Headcount posted to DA Form 3033



*Figure 15-2. Headcount posted to DA Form 2970*