



**DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES CENTRAL COMMAND (USAFCENT)
379TH AIR EXPEDITIONARY WING**

7/13/23

MEMORANDUM FOR 379 EFSS/FSV

SUBJECT: Food Service Request

References: AUABI 34-240, *Appropriated Fund (APF) Food Service Management Program*

1. This memorandum serves as an official request for food service support and is being made at least seven (7) days prior to the event. Headcounts will be collected within 1 day prior to event or 3 days after the event using ForceSPARC scanning. In the event scanning is unavailable, the AF Form 79 will be used.

- a. Event Date: _____ Event Times: _____ to _____ Total Number of Guests: _____
- b. Host Information (Grade): _____
- c. Position/Unit of Assignment: _____
- d. Official Function: _____
- e. Event POC: _____
- f. POC Email and DSN: _____

2. The type service requested is as follows:

DFAC Room Reservation: Reservations are available for up to 25 people on a first come/first served basis unless re-prioritized by 379 AEW/CCP. Reservations are available for all units and private organizations.

Location:

Type of Service:

Options:

Coffee Option:

Cake Request: Cake support will only be offered for approved Wing Promotion Ceremonies, DV Catering Events (O-7 or higher), and Group level Change of Command Ceremonies or higher. Cakes for private events or organizations are not authorized. If graphics are requested, please attach a copy to this request. Special Instructions section requires what verbiage you would like on the cake –i.e. “Welcome to Al Udeid AB”, or “Welcome to the CENTCOM Conference”.

Type of Request:

Cake Flavor:

Size Requested:

Special Instructions:

Distinguished Visitor (DV) Catering. This service is only available for DVs in the grade of General, O-7, or Flag Officers and above. Must have the appropriate protocol coordination prior to making a request.

Location where service is Requested (*mandatory for all DV Catering*): Other(Write in remarks section)

Continental Breakfast: Assorted Pastries, fresh fruit, granola bars, coffee and juices **OR**

Rise and Shine Breakfast: Served with fruit tray, breakfast bars, coffee, and assorted juices. *Choose only 1 option below:*

Option #1 - Scrambled Eggs, Pork Bacon, Turkey Sausage, Biscuits & Gravy, Breakfast Sandwich, Hash browns, and Mini Belgium Waffles

Option #2 - Scrambled Eggs, Beef Bacon, Pork Sausage, Breakfast Burritos, Breakfast Potatoes, French Toast, & Oatmeal

Lunch Service: Selection of 2 Sandwiches and 2 Salads. Served with fruit tray, cookie tray, chips, and beverages

Select Sandwich #1:

Select Sandwich #2

Select Salad #1:

Select Salad #2:

Dinner Service: Selection of 2 Entrees, 2 Starches, 2 Vegetables, Garden Salad, Dinner Rolls, Fruit Tray, Cookie Tray, and Assorted Beverages.

Select Entrée #1:

Select Entrée #2:

Select Starch #1:

Select Starch #2:

Select Vegetable #1:

Select Vegetable #2:

Social Hour: Social hour events, such as receptions, which are tied to an official ceremony, should be considered part of the official ceremony and permit the use of resources commensurate with an official ceremony (including manpower for volunteers). Selection of 2 cold and 2 hot hors d'oeuvres options, served with assorted beverages.

Hot Hors D'oeuvres

Cold Hors D'oeuvres

Choose Item #1:

Choose Item #1:

Choose Item #2:

Choose Item #2:

3. I further certify that the above listed request is made IAW AUABI 34-239, *Food Service Management Program*, and that any tableware, utensils, or equipment are returned to 379 EFSS/FSV within 24 hours of the event's conclusion.

Additional Comments/Special Requests:

POC Digital Signature:

Wing Protocol Digital Signature:

DV Catering Lead Digital Signature: