

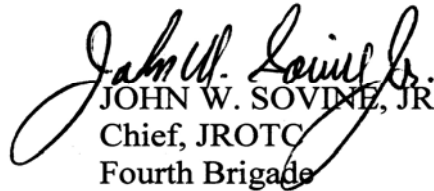
Department of the Army  
Fourth Brigade  
United States Army Cadet Command  
Fort Bragg, North Carolina 28310-5000

6 January 2011

Junior Reserve Officers' Training Corps

FOURTH BRIGADE CADET TRANS, BILLETING, AND MEAL MOI

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Chief, JROTC  
Fourth Brigade

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PROPONENT: The proponent of this publication is the Fourth Brigade, US Army Cadet Command. Comments should be sent directly to Fourth Brigade, US Army Cadet Command, ATTN: ATTC-DDJ, Fort Bragg, North Carolina 28310-5000.

APPENDIX A: USACC Form 112  
B: Request for Heater Meals  
C: Statement of Services Rendered Memorandum  
D: Receiving Report Instructions

DISTRIBUTION: All JROTC programs in MD, DE, DC, WV, VA, NC and SC.  
This document is available on the Fourth Brigade Web site at: <http://www.ajrotc.us>

## FOURTH BRIGADE CADET TRANS, BILLETING, AND MEALS MOI

1. Summary. Procedures on submitting requests for cadet transportation, billeting and meals in support of approved JROTC training and related events. Expenditures of MPA (meals) and OMA (transportation and billeting) funds for these events are authorized. JCLC transportation and meals may be funded by brigade, but transportation, billeting and meals in support of competitive events will be funded utilizing unit OMA/MPA funds. The request to utilize these funds must be submitted in writing to Brigade no later than 75 days in advance and will only be approved if the requesting unit's funds are available and the transaction will not have a negative impact on future program operations .

2. Requirements. DAI/SAI/AI submits all requests to Fourth Brigade for approval. Requests requiring check payments and contracts will be forwarded to HQ Cadet Command. Fourth Brigade must receive IMPAC Purchase Request and Contract Purchase Requests 75 days prior to commencement of training. Failure to meet the required suspense will result in disapproval of requested services.

3. Instructions. Unit solicits vendor and submits required documents to initiate services and payment for services rendered. If you want to search website for vendor go to [www.ccr.gov](http://www.ccr.gov) , click on CCR Search (no need to register or login), under Advance Search, NACI code enter 485510 and enter City and/or State info, click Search and receive listing of certified vendors within your search criteria. Memorandums requesting the services must be submitted by the suspense date. Reimbursements will not be approved without initial request. All forms can be obtained from the Fourth Brigade website under travel. Cardholders will not obtain or reserve services through the use of local IMPAC/GPC (GOVERNMENT PURCHASE CARD).

### A. Transportation.

(1) Cadet Event. JROTC units may utilize their OMA dollars for transportation of cadets to events supported by the POI. The unit will not receive any additional funds once unit funds are expended. Procedures are as follows:

i. Decide how you will travel: School Bus, Rental Vehicle, or Commercial Bus. If not school bus make sure vendor is registered on the [www.ccr.gov](http://www.ccr.gov) website. If vendor is not in CCR they may register at the CCR website: <http://www.ccr.gov> or calling 1-888-227-2423. Cost must not exceed \$2500.

ii. Make sure you coordinate with vendor to ensure the following information is worked out. Will vendor accept GPC over the phone for payment? Make sure vendor knows that we can not pay taxes and that we can not pay anything in advance. Payment is made upon completion of travel.

iii. Complete a memo explaining who, what, when, where and why of your trip along with how much OMA do you have remaining and will this cause your unit funding problems in the future?. Complete USAAC Form 112" located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel. Form must be typed, not hand written. Make sure you annotate Credit Card or Convenience Check in block #11. Ensure all pertinent information must be filled out completely to include vendor's TAX ID # and DUNS #. Email the form to brigade, [sylvia.greene@usacc.army.mil](mailto:sylvia.greene@usacc.army.mil) .. If using school bus you only need provide school TAX ID #.

iv. Upon completion of travel, NLT 7 days, send to brigade, attn: Ms. Sylvia Greene, memo stating services were rendered along with the final invoice from the vendor.

(2) JCLC Transportation. JROTC units may request brigade funds for transportation of cadets to JCLC encampments and return. Procedures are as follows:

i. Decide how you will travel: School Bus, Rental Vehicle, or Commercial Bus. If not school bus make sure vendor is registered on the [www.ccr.gov](http://www.ccr.gov) website. Registration may be accomplished at the CCR website: <http://www.ccr.gov> or calling 1-888-227-2423. Consolidate as much as possible with other units.

## FOURTH BRIGADE CADET TRANS, BILLETING, AND MEALS MOI

ii. If cost exceeds \$2500 unit must complete a USAAC Form 112 located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel; in block #12 provide three recommended sources along with TAX ID# and CAGE#. If utilizing school bus provide only TAX ID #. If less than \$2500 complete the USAAC Form 112 located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel, in block 12 provide recommended vendor, TAX ID# and CAGE#. See Appendix A - USAAC Form instructions. Email form to brigade, [sylvia.greene@usacc.army.mil](mailto:sylvia.greene@usacc.army.mil) .

iii. Upon completion of travel, NLT 7 days, send to brigade, attn: Ms. Sylvia Greene, memo stating services were rendered along with final invoice from the vendor.

B. Meals. Meals are provided in the form of heater meals, IMPAC purchase or contracted meals. All meal requests will be submitted to and approved by Fourth Brigade. All meal requests must be received 75 days before commencement of training. Requirements must meet the policy on meals while in training. Cadets should be provided one hot meal every 24 hours of training. Units will not request meals during travel if total travel distance is less than 200 miles. Mileage is determined from your school's location to destination by means of the most direct route. Schools traveling together will meet at a centralized location for departure.

(1) Cadet Event Travel Meals. JROTC units may utilize their MPA dollars for feeding of cadets at events supported by the POI. The unit will not receive any additional funds once unit funds are expended. Procedures are as follows:

i. Decide where you will eat. Cost will not exceed \$7.50 per cadet per meal or \$21.00 per day, this includes breakfast, lunch and dinner.

ii. Make sure you coordinate with vendor to ensure the following information is worked out. Will vendor accept GPC over the phone for payment? Make sure vendor knows that we can not pay taxes and that we can not pay anything in advance.

iii. Complete a memo explaining who, what, when, where and why of your trip along with how much MPA you will have remaining and if this will cause your unit funding problems in the future. If cost exceeds \$2500 unit must complete a USAAC Form 112 located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel; in block #12 provide three recommended sources along with TAX ID# and CAGE#. If cost is \$2500 or less complete a USAAC Form 112 located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel; in block #12 provide recommended source along with TAX ID#. Once meal is completed contact Mr. George James at 910-354-0665 or Mrs Sylvia Greene 910-551-5875 to provide credit card information.

iv. Upon completion of travel, NLT 7 days, send to brigade, attn: Ms. Sylvia Greene, memo stating services were rendered along with an invoice from the vendor.

(2) JCLC Travel Meals. JROTC units may request brigade funds for feeding of cadets while enroot to JCLC encampments and return. Travel must exceed 200 miles one way to receive meals enroot. Procedures are as follows:

i. Meals will be purchased through [www.heatermeal.com](http://www.heatermeal.com) . Prepare and submit a request for heater meals to Fourth Brigade including the meal type, quantity, shipping cost and total cost. Remember that Heater Meals are sold in cases of 10 meals and cannot be separated to accommodate odd numbers. Order accordingly. (See Appendix B for example)

ii. Complete USAAC Form 112" located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel. Form must be typed, not hand written. Make sure you annotate Credit Card in

## FOURTH BRIGADE CADET TRANS, BILLETING, AND MEALS MOI

block #11 along with one way mileage distance to JCLC location. Email the form to brigade, [sylvia.greene@usacc.army.mil](mailto:sylvia.greene@usacc.army.mil) .

(3) Contracted Meals: If cost exceeds \$2500 unit must complete a USAAC Form 112 located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel; in block #12 provide three recommended sources along with TAX ID# and CAGE#.

i. You must correctly fill out the USACC Form 112 to include the vendor's TAX ID# and CAGE# along with quotes from 3 separate vendors.

ii. Documents must be submitted at least 75 days prior to commencement of training.

iii. HQCC will review and certify all documents and forward to Ft Knox DOC.

iv. Ft Knox will award the contract to a vendor and return the documentation thru HQCC to the unit.

v. Upon contract award and completion of service, a receipt of services is required (SF Form 1449). This form is located within the contract received from HQ USACC.

C. Billeting. Units can submit a request for billeting for authorized overnight training that supports the unit report. If funds are available, purchases will be paid by either Fourth Brigade IMPAC/GPC credit card or through a contract.

(1) Cadet Event. JROTC units may utilize their OMA dollars for the billeting of cadets at events supported by the POI. The unit will not receive any additional funds once unit funds are expended. Procedures are as follows:

i. Decide where you will stay.

ii. Make sure you coordinate with vendor to ensure the following information is worked out. Will vendor accept GPC over the phone for payment? Make sure vendor knows that we can not pay taxes and that we can not pay anything in advance.

iii. Complete a memo explaining who, what, when, where and why of your trip along with how much OMA do you have remaining and will this cause your unit funding problems in the future? If cost exceeds \$2500 unit must complete a USAAC Form 112 located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel; in block #12 provide three recommended sources along with TAX ID# and CAGE#. If less than \$2500 complete the USAAC Form 112 located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel, in block 12 provide recommended vendor, TAX ID# and CAGE#. See Appendix A - USAAC Form instructions. Email form to brigade, [sylvia.greene@usacc.army.mil](mailto:sylvia.greene@usacc.army.mil) .

iv. Upon completion of travel, NLT 7 days, send to brigade, attn: Ms. Sylvia Greene, memo stating services were rendered along with an invoice from the vendor.

(2) JCLC Billeting. Billeting is provided at all approved primary JCLC locations at no cost to the cadet or unit.

# FOURTH BRIGADE CADET TRANS, BILLETING, AND MEALS MOI APPENDIX A

<b>REQUEST FOR SUPPLIES AND SERVICES</b> (For use of this form see USAAC Reg 715-X (to be published))				
1. ACTIVITY:	2. REQUEST DATE:	3. UNIT DODAAC:	4. DELIVERY DATE:	
5. LOCAL PURCHASE AUTHORITY:	6. QUANTITY:	7. UNIT OF ISSUE:	8. UNIT PRICE:	9. TOTAL PRICE:
10. DESCRIPTION OF SUPPLIES OR SERVICES:				
11. REQUIRED FOR AND/OR SPECIAL INSTRUCTIONS:				
12. RECOMMENDED SOURCE:			13. SHIP TO LOCATION:	
14. FUND CITE AND BUDGET ANALYST SIGNATURE:				
15. POINT OF CONTACT AND PHONE NUMBER:			16. COMMANDER AND/OR DIRECTOR APPROVAL (SIGNATURE):	
17. ADDITIONAL APPROVAL (SJA):			18. ADDITIONAL APPROVAL (PBO):	
19. ADDITIONAL APPROVAL (MANPOWER):			20. ADDITIONAL APPROVAL IF REQUIRED:	
21. HAND RECEIPT HOLDER'S NAME, IDENTIFICATION NUMBER, AND SIGNATURE:			22. REQUISITION NUMBER:	

USAAC Form 112, 1 Feb 2008

THIS FORM SUPERSEDES HQ USAREC FORM 1657 WHICH IS OBSOLETE

V1.00

FOURTH BRIGADE CADET TRANS, BILLETING, AND MEALS MOI  
APPENDIX A

**INSTRUCTIONS FOR REQUEST FOR SUPPLIES AND SERVICES**

<b>BLOCK</b>	<b>DESCRIPTION</b>	<b>EXAMPLE</b>
1. <b>Activity:</b>	Full name of location/Bde	<b>John Smith HS, No Where, NC 4<sup>th</sup> Bde</b>
2. <b>Request Date:</b>	Date request submitted	<b>13 February 2011</b>
3. <b>Unit DODAAC:</b>	DODAAC	<b>W9N000</b>
4. <b>Delivery Date:</b>	Required delivery date	<b>15 June 2011</b>
5. <b>Local Purchase Authority:</b>	Authority (What regulation)	<b>CCR 145-2</b>
6. <b>Quantity:</b>	Quantity	<b>300</b>
7. <b>Unit of Issue:</b>	Each, pack, day, etc	<b>each</b>
8. <b>Unit Price:</b>	Individual price of item	<b>\$8.00</b>
9. <b>Total Price:</b>	Total price of item/service	<b>\$2400</b>
10. <b>Description of Supplies/Services:</b>	This is where you need to provide a detailed description of your requirement. The text block is limited so you can add a word document as the continuation sheet.	<b>Provide breakfast, lunch, dinner meal for 100 cadets on 15, 16 &amp; 17 June 2011.</b>
11. <b>Required For and/or Special Instructions:</b>	Something in addition to block 10 that was not covered	<b>Lunch meal (sack lunch) delivered to training site</b>
12. <b>Recommended Source:</b>	Enter name and address of Recommended source/s to Include TAX ID# & CAGE#	<b>Johns Kitchen, 10 Kitchen Rd No Where, NC 22222, Ph 111-111-1111 Tax: 777777 Duns: 8888</b>
13. <b>Ship to Location:</b>	Indicate where the product/ Service is shipped/performed	<b>Camp No Where, No Where, NC, 22222</b>
14. <b>Fund Cite and Budget Analyst Signature:</b>	Bde budget analyst signature	<b>Ms. Carla Nobody</b>
15. <b>POC and Phone Number:</b>	POC information	<b>CPT (Ret) John Mills Ph 111-111-1111 John.mills@?????</b>
16. <b>Commander and/or Director Approval:</b>	Cdr's or Directors Signature	<b>John Sovine</b>
17. <b>Additional Approval (SJA):</b>		
18. <b>Additional Approval (PBO):</b>		
19. <b>Additional Approval (Manpower):</b>		
20. <b>Additional Approval If Required:</b>		
21. <b>Hand Receipt Holder's Name, ID Number, and Signature:</b>		
22. <b>Requisition Number:</b>		

# FOURTH BRIGADE CADET TRANS, BILLETING, AND MEALS MOI APPENDIX A

## EXAMPLE

<b>REQUEST FOR SUPPLIES AND SERVICES</b> (For use of this form see USAAC Reg 715-X (to be published))				
1. ACTIVITY: Sally Walker HS, JROTC, 4th Bde	2. REQUEST DATE: January 20, 2011	3. UNIT DODAAC: YOUR DODAAC	4. DELIVERY DATE: 15 June 2011	
5. LOCAL PURCHASE AUTHORITY: CCR 145-2	6. QUANTITY: 1	7. UNIT OF ISSUE: 1	8. UNIT PRICE: \$1,462.00	9. TOTAL PRICE: \$1,462.00
10. DESCRIPTION OF SUPPLIES OR SERVICES: Provide school activity bus to transport cadets from Sally Walker High School, 114 Joy Drive, Glory, NC to Fort Jackson, SC and return. Travel on 24 and 30 June 2011. Sally Walker will travel on a school activity bus. The anticipated travel mileage is 470 miles. Total estimated mileage is 470 @ \$2.60 / mile = \$1222.00 plus drive costs totaling \$240.00 for a total cost of \$1462.00.  To Transport 3 instructors and 35 cadets.				
11. REQUIRED FOR AND/OR SPECIAL INSTRUCTIONS: POC: LTC (Ret) Joy Walker jwalker@bdcawan.net Vendor POC: Georgie Porgie, (910) 444-4444  Reimburse by check				
12. RECOMMENDED SOURCE: Sally Walker High School 114 Joy Drive Glory, NC 12334 Tax ID #56-000000  If this is a contractor supply Tax ID# and CAGE CODE#		13. SHIP TO LOCATION: Camp Carolina JCLC Fort Jackson, SC		
14. FUND CITE AND BUDGET ANALYST SIGNATURE:				
15. POINT OF CONTACT AND PHONE NUMBER:  Joy Walker, Jr., LTC (Ret) 910 333-4444 Ext 111		16. COMMANDER AND/OR DIRECTOR APPROVAL (SIGNATURE):		
17. ADDITIONAL APPROVAL (SJA):		18. ADDITIONAL APPROVAL (PBO):		
19. ADDITIONAL APPROVAL (MANPOWER):		20. ADDITIONAL APPROVAL IF REQUIRED:		
21. HAND RECEIPT HOLDER'S NAME, IDENTIFICATION NUMBER, AND SIGNATURE:			22. REQUISITION NUMBER:	

USAAC Form 112, 1 Feb 2008

THIS FORM SUPERSEDES HQ USAREC FORM 1667 WHICH IS OBSOLETE

V1.00

FOURTH BRIGADE CADET TRANS, BILLETING, AND MEALS MOI  
APPENDIX B

ATOE-D-JR (Name of School/Address)

Date

MEMORANDUM For Fourth Brigade, JROTC, Attn: Sylvia Greene

SUBJECT: Request for Heater Meals

School Name  
School Phone Number  
School Street Address  
School City, State, Zip Code  
School POC

1. The purpose for this request is to provide \_\_\_\_\_  
(breakfast, lunch, or dinner) meals for \_\_\_\_\_ (number of  
cadets) cadets while participating in  
\_\_\_\_\_ (name of the event, i.e.. Camp  
Carolina-Cycle 1). The date of the service is  
\_\_\_\_\_ (date service is required, i.e....18 and 22  
June 2004).

Entrée Description:  
Quantity:  
**Cost:**  
Shipping Cost:  
Total Cost:

2. Travel itinerary is as follows:

Requester's Signature  
Requester's Signature Block



FOURTH BRIGADE CADET TRANS, BILLETING, AND MEALS MOI  
APPENDIX C

ATCC-JR-ACB (Name of School/address)

Date

MEMORANDUM THRU Fourth Brigade

FOR Management and Logistics-Acquisition Team,  
Resource Management, U.S. Army Cadet Command, Bldg 243,  
Fort Monroe VA 23651

SUBJECT: Statement of Services Rendered (transportation)

1. This memorandum is to certify that services has  
successfully been rendered for (description of services,  
location, date).

2. Request reimbursement in the amount of \_\_\_\_\_ is  
paid to the following vendor.

Vendor Name

Vendor Phone Number

Vendor Street Address

Vendor City, Vendor State

Vendor Federal Tax ID Number

3. POC for this action is \_\_\_\_\_ (POC at  
school), \_\_\_\_\_ (Name of School) JROTC,  
\_\_\_\_\_ (POC phone number).

Principal's Signature

Principal's Signature Block

Requester's Signature

Requester's Signature Block

FOURTH BRIGADE CADET TRANS, BILLETING, AND MEALS MOI  
APPENDIX D

**RECEIVING REPORT INSTRUCTIONS**

1. Look at block 18a on page one of the SF1449 to determine how your order is being paid. When a purchase order is being paid by DFAS Rome, a receiving report must be faxed to Rome in order for the vendor to receive payment.

(Fax number to DFAS Rome: 315-330-6880 or 1-877-575-3332)

2. If block 18a says “CREDCD” it will be paid with the contracting office’s credit card. The receiving report for those contracts must be faxed to the Ft. Eustis contracting office.

(Fax number to Ft. Eustis contracting: 757-878-2904)

3. Blocks to fill out on the SF 1449:

- Block 26: If the price is correct, initial next to the dollar value. If the price has changed, write in the new price in block 26 and initial next to it, as well as changing the information on the corresponding contract line items. For instance, if CLIN 0001 was for 820 meals but only 800 were served, change the quantity and the total amount for that CLIN.
- Block 32a: Check received, inspected and accepted
- Block 32b and c: Sign and date
- Block 33 and 36: Check final
- Block 42a, b, and c: Fill out accordingly;
  - Print your name, title, organization and phone number on the lower left of the sf1449.
  - Print “receiving report” in big letters across the top of the 1<sup>st</sup> page of the SF1449.
  - Finally, fax the signed sf1449 to the correct paying office.