

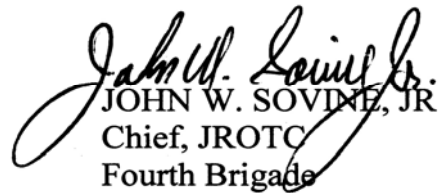
Department of the Army  
Fourth Brigade  
United States Army Cadet Command  
Fort Bragg, North Carolina 28310-5000

11 March 2009

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: ATOE-D-JR, Fort Bragg, North Carolina 28310-5000.

APPENDIX A: Cadet Transportation/Billeting/Meals Request Form  
B: Request for Heater Meals  
C: Cadet Command Form 3953  
D: CCF 3953 Instructions  
E: Sole Source Justification Form  
F: Statement of Services Rendered Memorandum  
G: Receiving Report Instructions

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

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

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(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 90 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. 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. Registration may be accomplished at the CCR website: <http://www.ccr.gov> or calling 1-888-227-2423. Cost must not exceed \$3000.

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 the "Trans/Billeting/Meals Request Form" located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel. Ensure all pertinent information must be filled out completely to include vendor's tax ID number. In the "Note" block put in the following info: How much OMA do you have remaining? Will this cause your unit funding problems in the future? Email the 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 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.

ii. If cost exceeds \$3000 unit must complete a DA Form 3953 along with completing the "Trans/Billeting/Meals Request Form" located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel. Ensure all pertinent information must be filled out completely to include vendor's tax ID number. If less than \$3000 complete the "Trans/Billeting/Meals Request Form" located on the brigade website [www.ajrotc.us](http://www.ajrotc.us)

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under Travel. Ensure all pertinent information must be filled out completely to include vendor's tax ID number. Email the 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 an 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 \$7.20 per cadet per meal.

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 the "Trans/Billeting/Meals Request Form" located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel. In the "Note" block put in the following info: How much MPA do you have remaining? Will this cause your unit funding problems in the future? Email the 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 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 the "Trans/Billeting/Meals Request Form" located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel. In the note block state 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 the cost to procure vendor service exceeds \$3,000.00, units will prepare and submit DA Form 3953/CC Form 3953 and a Contract Approval Request Form/Memo through Fourth Brigade to HQCC. (See Appendix C, D, E)

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

- i. You must correctly fill out the DA 3953/CC Form 3953 to include the vendor's CAGE Code and quotes from 3 separate vendors.
- ii. Documents must be submitted at least 75 days prior to commencement of Training.
- iii. If there is only one possible vendor, you must submit a Sole Source Justification. (Appendix F, G)
- iv. HQCC will review and certify all documents and forward to Ft Eustis DOC.
- v. Ft Eustis will award the contract to a vendor and return the documentation thru HQCC to the unit.
- vi. 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. If the paying office on the SF1449 is CREDCD, Ft Eustis, fax the receipt of service to 755-878-2904. If the paying office is DFAS-Rome, fax the receipt of service to 877-575-3332. (Appendix K)

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. If cost exceeds \$3000 unit must complete a DA Form 3953 along with completing the "Trans/Billeting/Meals Request Form" located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel. If less than \$3000 complete the "Trans/Billeting/Meals Request Form" located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel. Email the form to brigade, [sylvia.greene@usacc.army.mil](mailto:sylvia.greene@usacc.army.mil). In the "Note" block put in the following info: How much OMA do you have remaining? Will this cause your unit funding problems in the future?

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

REQUEST FOR CREDIT CARD OR CONVENIENCE CHECK PAYMENT	
Date: _____	
<i>REQUESTOR INFORMATION</i>	
Brigade:	
School:	
Request POC, Phone #, email: (person who contacted the vendor)	
Event and Location: (FTZ, I TC, etc.)	
Purchase Purpose and Quantity: (Meals (which meal), Transportation, Latrines, etc.)	
Event Start Date:	
Event End Date:	
Number of Cadre:	
Number of Cadets:	
Price Per Cadet: (Meals Only)	
TOTAL PRICE:	
Credit Card (CC) or Convenience Check?	<input style="width: 100px;" type="text"/>
If CC, will vendor take card number over the phone	YES <input type="checkbox"/> NO <input type="checkbox"/>
Vendor:	
Vendor Address:	
Vendor POC:	
Vendor Phone Number:	
<i>BRIGADE INFORMATION</i>	
Payment Approved?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Approver Name	
Approver Phone Number	
<i>Notes:</i>	
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <b>BUDGET ONLY</b>            APC: <input style="width: 50px;" type="text"/>            EOR: <input style="width: 50px;" type="text"/> </div>	

SEPTEMBER 2007

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

22. Typed Name and Grade of Supply Officer:	23. Signature:	24. Date:			
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CCF-3953, 07/22/03-D.A.

## CCF-3953 INSTRUCTIONS

1. Leave Blank
2. Today's date
3. Page #
4. To: Purchasing and Contracting Div.  
HQ US Army Cadet Command  
ATTN: RMD Acquisitions
5. Thru: Area Coordinator-Bragg  
Ft. Bragg, NC 28310-5000
6. School name and complete address
7. School name
8. School name and complete address
9. Date of event/training
10. Description of services (Transportation to and from National Drill Meet,  
Daytona Beach, FL)
11. Name and rank of POC
12. Phone # and Fax#
13. Number of first item/service
14. Complete description of supply or services (who, what, when, where and why)  
Vendor's information (vendor name, address, phone number, federal tax ID  
number and POC)
15. Number of items requested

Price of item and total cost of entire purchase

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APPENDIX D

17. Name and rank of initiating officer
18. Signature of initiating officer
20. Today's date
21. Phone number
- 22, 23, 24. Leave blank

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

**Abbreviated Justification and Approval Document  
FOR OTHER THAN FULL AND OPEN COMPETITION  
of Requirements Not Exceeding \$550,000 ( IAW FAR 6.304)**

**1. Contracting Activity:**

**2. Description of Action:**

Requirement:  New  Repeat  
Pricing:  Firm-Fixed Price  Time & Materials  Cost  
Funds:  OMA  Other Funds: \_\_\_\_\_  
Insert funds type here

Name of Proposed Contractor:  
Street Address:  
City, State, Zip:  
Phone:

**3. Description of Services:** The estimated value of the proposed action is \$ \_\_\_\_\_. Describe the services or supplies, including make & model number, to be acquired below.

**4. Authority Cited:** (Identify the statutory authority, FAR title and FAR citation permitting other than full and open competition. It may be one of the following, but other exceptions may be used.)

- (a) 10 USC 2304(c)(1) or 41 USC 253(c)(1); FAR 6.302-1: Only one responsible source and no other supplies or services will satisfy agency requirements OR
- (b) 10 USC 2304(c)(2) or 41 USC 253(c)(2); FAR 6.302-2: Unusual and compelling urgency.

**5. Reason for Authority Cited:** (State why this is the only source that can provide the required supplies or services.)

- (a) Services can only be provided from the original source as this is a follow-on requirement for the continued provision of highly specialized services.
- (b) Award to any other source would result in substantial duplication of cost to the Government that is not expected to be recovered through competition.
- (c) Services/Supplies are needed immediately to satisfy mission requirements.

(d) Additional Information:

(i) What harm will come to the Government if desired supplies/services are not provided on time?

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APPENDIX E

(ii) What harm will come to the Government if desired contractor doesn't receive the award?

**6. Actions to Increase Competition:** (State what actions will be taken to increase competition before subsequent acquisition of the supplies or services is required.)

**7. Market Research:** (Describe the extent of the market research conducted to identify all qualified sources and the results thereof. "Market Research" is defined as those attempts you made to ascertain whether other qualified sources exist. Research of the market place may consist of written, telephonic, or world wide web inquiries.)

**8. Procurement History:**

Previous Contract or Purchase Order Number: \_\_\_\_\_ or  N/A  
Previously competed?  N/A  No  Yes  
Previous authority for less than Full & Open Competition:

**9. Technical / Requirements Certification:** I certify that the support data under my cognizance which is included in this abbreviated-J&A is accurate and complete to the best of my knowledge and belief.

Submitted By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Position Title (Division Chief or higher):  
Email address:  
Date:

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**10. Fair and Reasonable Determination:**

I hereby determine that the anticipated cost to the Government for this contract action will be fair and reasonable.

*Provide the basis for this determination (e.g., describe techniques to be used to determine fair and reasonable price, such as cost analysis, price analysis, audit, should cost, independent Government estimate, etc.). As part of this basis, indicate whether certified cost or price data will be required or if one of the exceptions in FAR Part 15.403 will apply.*

Contracting Officer Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date:

**11. Contracting Officer's Approval:** Based on the foregoing, I approve the \_\_\_\_\_ described above on an other than full and open competition basis pursuant to the authority of \_\_\_\_\_ subject to availability of funds, and provided that the services and property herein described have otherwise been authorized for acquisition.

CONTRACTING OFFICER: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE:

**12. Internal review:**

CONCUR \_\_\_\_\_ NON-CONCUR \_\_\_\_\_

DIVISION CHIEF NAME: \_\_\_\_\_  
SIGNATURE : \_\_\_\_\_  
DATE:

CONCUR \_\_\_\_\_ NON-CONCUR \_\_\_\_\_

DIRECTOR OF CONTRACTING: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE:

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

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 G

**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.