**AF FORM 220**

The AF Form 220 is a form utilized by the Samurai Café Dining Facility to gain Essential Station Messing (ESM) members to the Loyalty/Aloha meal card system. The AF Form 220 is strictly a requirement for the Samurai Café, please follow the below instructions to be added to the system in order to utilize the ESM meal card entitlement.

1. **Fill out Section I**
2. Member Name (Self Explanatory)
3. Grade (Self Explanatory)
4. SSN (Add your DOD ID number **NOT** your SSN)
5. Organization (Unit and Office Symbol)
6. Marital Status (Self Explanatory)
7. Request Authority to Ration Separate (Leave Blank)
8. Reason For Request (Leave Blank)
9. Signature of Member (Self Explanatory)
10. Signature of Commander (ESM Monitor will sign/Ask 1st Sgt who monitor is. Usually is Commander, 1st Sgt or CSS)
11. Recommend Approval/Disapprove (Leave Blank)
12. **Fill Out Section II**
13. Start/Stop Rations Affective (Day member moved in the dorms)
14. Place on Sims Effective Date (Day member moved in dorms)
15. Removed from SIMS (Leave Blank)
16. Voco Date (Leave Blank)
17. Type Name And Grade of Commander or Designated Rep (Same member from Section I, #9)
18. Signature (Same member from Section I, #9)
19. Date Signed (Self Explanatory)

Once you have all of the above information filled out please submit the form to the cashier, the DFAC Manager, or the DFAC Secretary at the Samurai Café and you will be immediately added to the Loyalty/Aloha meal card system. The AF Form does not need to be routed anywhere past the Samurai Café.