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# KAREN K. JORDAN Director, Logistics Readiness Center-Fort Sill

- 1. Proponent: ASCW-LSI-S-F, Food Program Manager 580-442-3307.
- 2. <u>Purpose:</u> To provide all leaders an overview of the logistical requirements which will make them successful in the use, accountability and visibility of subsistence (Class I) in field feeding environments and garrison dining facilities, focusing their efforts on the key logistical issues that are critical to mission success.
- 3. <u>Applicability:</u> This standing operating procedure (SOP) will govern food program operations and management guidelines for all food service teams and all units/agencies supported by the Logistics Readiness Center- Fort Sill (LRC-Sill) Food Program Office (FPMO).
- 4. Policies/References:
  - a. AR 30-22, Army Food Program, 24 July 2012
- b. AR 25-400-2, Army Records Information Management System (ARIMS), 02 October 2007
  - c. AR 37-104-4, Military Pay and Allowances Policy, 08 June 2005
  - d. AR 40-5, Preventive Medicine, 25 May 2007
  - e. AR 40-25, Nutrition Standards and Education, 3 January 2017
- f. AR 40-657, Veterinary/Medical Food Safety, Quality Assurance, and Lab Service, 21 January 2005
  - g. AR 190-13, The Army Physical Security Program, 25 February 2011
- h. TRADOC Regulation 350-6 Enlisted Initial Entry Training Policies and Administration, 18 December 2015
  - i. AR 385-10, The Army Safety Program, 27 November 2013
  - j. AR 600-9, The Army Weight Control Program, 28 June 2013

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- k. AR 600-38, Meal Card Management System, 17 August 2016
- I. AR 710-2, Inventory Management Supply Policy; National Level, 28 March 2008
- m. AR 725-50, Requisition, Receipt, and Issue System, 15 November 1995
- n. AR 735-5, Property Accountability Policies, 9 November 2016
- o. TB MED 530, Occupational & Environmental Health, 30 April 2014
- p. DA Pam 30-22, Operating Procedures for Army Food Program, 6 February 2007
- q. ATTP 4.41-11, Dining Facility Operations, April 2012
- r. ATTP 4.41-12, Army Field Feeding and Class I Operations, April 2012
- s. CTA 50–909 Field and Garrison Furnishings and Equipment, 1 August 1993
- t. DFAS-IN Reg 37–1, Finance/Accounting Policy Implementation
- u. DFAS-IN Man 37-100, Account Code Structure
- v. DODI 1338.10, Department of Defense Food Service Program, September 2012
- w. DODI 6055.1, DOD, Safety/Occupational Health (SOH) Program, 14 October 2014
  - x. DOD 7000.14-R, DoD Financial Management Regulation, November 2015
  - y. IMT/SFI Guide, Fueling the Soldier, 1 April 2016
- z. The Army Publishing Directorate and Joint Culinary Center of Excellence (JCCoE) Web Page conduct periodic updates: http://www.quartermaster.army.mil/jccoe/jccoe main.html)
- 5. Responsibilities, Duties and Procedures:
  - a. Food Program Manager (FPM):
- (1) Responsible for the installation's appropriated fund food program activities, to include support to tenant and satellite appropriated fund food program activities on Fort Sill using approved HQDA web-based systems such as the Army Food Management Information System (AFMIS) (<a href="https://secleeafmisweb.sdcl.lee.army.mil">https://secleeafmisweb.sdcl.lee.army.mil</a>) and the Decision Support System (DSS) (<a href="https://afmisweb1.lee.army.mil/AFMISDSS">https://afmisweb1.lee.army.mil/AFMISDSS</a>).

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- (2) Supervises the Food Program Management Office (FPMO) and the Subsistence Supply Management Office (SSMO) to ensure the maximum results with the least cost to the Government.
- (3) Writes/enforces local policies and procedures consistent with DoD, HQDA, and the Installation Commander's policies.
- (4) Ensures funding requirements to operate DFACs and equipment replacement are included in the annual budget.
  - (5) Concludes the FY with each DFAC account status at zero or underspent.
  - (6) Serves as Chairperson/voting member of Food Service Management Board.
- (7) Coordinates/provides assistance to all food service personnel on the installation.
  - (8) Ensures food protection, food safety, and sanitation programs are in place.
- (9) Ensures proper distribution/action required by All Food and Drug Acts (ALFOODACT) messages.
  - (10) Ensures all food service data in the appropriate systems is updated.
  - (11) Ensures compliance with nutrition standards for all meals served.
  - b. Food Program Management Office:
- (1) Collectively/individually assists Food Service Officers (FSO), Food Advisors (FA), Food Operations Sergeants (FOS), Project Managers (PM), and/or Dining Facility Managers (DFM).
  - (2) Advises respective commanders on all matters related to food service.

#### 6. Introduction:

- a. The FPMO oversees daily operations of Appropriated Fund Dining Facilities supporting an average of six million meals annually. The office consists of the SSMO, food service Property Administration (PA), and the food service contract Quality Assurance Evaluation (QAE) Team.
- b. Objectives are to achieve and maintain a high standard of food service providing all authorized diners quality meals in an environment comparable to commercial cafeterias; ensure all commands utilize food service personnel, equipment and financial resources in the most efficient and effective manner possible; and establish,

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standardize and maintain communication of all food service responsibilities, policies and procedures at all levels in the chain of command.

- c. The FPMO ensures the nutritional needs of two FORSCOM brigades, Basic Combat Training (BCT), One Station Unit Training (OSUT), Advanced Individual Training (AIT), Individual Entry Training (IET), Army Reserve (USAR) Training Units, National Guard (NG) training units, Marines, emergencies, and other tenant and visiting units.
- d. Currently, Fort Sill has four (4) operational DFACs; 434th Building(s) 5966/5965, Bamford Hall Building 2755, Garcia Hall Building 3720, and Guns-n-Rockets Building 3443. LRC-SILL, Supply & Services Division, Dining Facility link for updates: (<a href="http://sill-www.army.mil/USAG/DOL/index.html">http://sill-www.army.mil/USAG/DOL/index.html</a>).
- 7. <u>Hours of Operation:</u> The FPMO (Building 2243, Hirsch Road) and the SSMO (Building 1962 Hirsch Road) hours of operation are listed below.
  - a. Food Program Management Office (FPMO):
    - (1) Monday Friday, (except for Federal Holidays) 0700 1600; Soldiers: 0830.
    - (2) Additional contact information: (580) 442-3307/1896/4440.
  - b. Subsistence Supply Management Office (SSMO) and Warehouse:
- (1) Monday Friday, (except for Federal Holidays) 0700 1600; Emergency issues processed as necessary.
  - (2) Additional contact information: (580) 442-6738/6739
  - (3) Operational Rations (OPRATS) issued First-come, First-served.
- 8. <u>Installation Food Service Management Boards (FSMB) Quarterly:</u> The FSMB focuses on exchanging information across food service channels. The primary function of the board is to review the garrison menu standards to maximize implementation at each dining facility, meeting the needs of the command and the desires of the diners.
- 9. Social Functions and Prayer Breakfasts:
- a. Prayer Breakfasts: Command sponsored prayer breakfasts conducted by Military Chaplains are authorized in accordance with DA Pam 30-22, paragraph 3-61.
- b. Social Functions: The use of Government subsistence, dining facility equipment, and dining facility staff to support social functions such as retirements, promotion, or award ceremonies, religious activities (retreats and seminars), coffee calls, change of

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command functions, parties, or other similar functions is **strictly prohibited**. Support for these functions must be obtained from sources outside the Army Food Program such as the installation club systems or other non-appropriated fund food and beverage facilities governed by AR 215–1.

- 10. Organization Day Activities: The FPMO will support as per AR 30-22.
- a. Memo Requests/DA Form 5913 Strength and Feeder from Brigade FSO are required 14 days prior to event. Mobilized/visiting units entitled to one organizational day while training.
- b. Include estimated headcount/date/time/location, and Unit Commander. Meal (Barbecue/Picnic) replaces normal lunch/dinner for Subsistence In Kind (SIK) diners.
- c. All subsistence must be procured from authorized sources; SSMO or Commissary.
- d. Units are responsible for signature headcount/cash collection for Separate Rations. Standard/Discounted Meal Rates apply. Unauthorized use of government meals from failure to maintain essential data or accurately document headcount and cash violates the Uniform Code of Military Justice (UCMJ).
- 11. <u>Evaluations of Dining Facilities:</u> Forces Command (FORSCOM) units having control of a DFAC or PM contracted facilities submit quarterly evaluations and accompanying Action Plan, IAW DA Pam 30-22, for each facility, to FPMO using the current installation inspection form.
- <u>12. Department of the Army Philip A. Connelly Program:</u> Recognizing excellence in food service in Garrison and Field Feeding; the annual contest is currently authorized for Military Dining Facilities. Information is found in AR 30-22, 3–49.
- <u>13. Cash Meal Payment and Meal Card Books:</u> Issue/Turn-in POC for establishing accounts is Book Control Officer (BCO/MCCO), Rafael Neris: rafael.neris.civ@mail.mil.
- a. DD Form 1544 Cash Meal Payment Book: "Accountable" item to record cash payments for Government-furnished meals sold to authorized personnel. DD Form 1544/cash must be stored in safe/field safe secured to immovable object. Cash collected/stored is handled/turned-in IAW information. (DoD 7000.14-R, 0408 Deposit of Purchaser Cash Into Treasury Accounts).
  - b. Each accounting period/FY begins with a new cash meal payment sheet.
- c. Unannounced meal card verification/cash counts are conducted quarterly. Contracted DFACs: Cash Counts are by QAEs; AD units are by FSO.

- d. All DFACs re-validate books issued during FY within 5 duty days after close of each FY. Units with control of DFACs appoint FSO to request/receive/turn-in DD Form 1544s.
- e. On FSO changes, DD Form 1544 sheet(s) in use (including complete books issued to FOS) are closed out/all monies turned in. Utilize Transfer Control Sheet.
- f. At the end of each FY, all funds will be turned in on first workday of new FY. Turn-in documents annotated "Final FY \_\_\_ turn-in" to alert closing FY acct.
- g. ARNG, cash and DD Form 1544 turned in as prescribed above/modified below. Inactive Duty Training. All cash collected/1544 turned in at least quarterly.
- h. Annual training. All cash collected turned in before clearing of the AT site. When impractical, turn-in NLT 5 workdays following return to home station.
- i. For the USAR, cash/1544 turned in as prescribed above, as modified below. If unit requests/receives DD Form 1544 from higher HQ, sheets returned to that office.

# 14. Cash Turn-In/Collection Procedures:

- a. AR 30-22, 24 July 2012, Section II, Dining Facility Operations; 3–19 Responsibilities of unit and organization commanders: (6) Appoint an FSO and alternate(s) when staffed with Army cooks) in writing for the purpose of administering duties as specified in this regulation. The commander must ensure the food advisor does not perform functions assigned to FSO. NO circumstances authorize food advisors to receive DD Form 1544 books or cash.
- b. Contact the FPMO for implementation instructions on OTC-Net; the Treasury solution for Over the Counter (OTC) Deposit Processing and Reporting/Check Capture. Read below:
- (1) All cash collected from the sale of meals will be turned in as outlined in this section. All over-the-counter deposit activity will need to be entered into OTC-Net.

#### c. Military DFACs:

- (1) DFAC Manager designates user "Preparer" roles. FSO/alternate act as approving official/Depositing Agent for OTC-Net. When FSO changes; submit incoming/outgoing personnel and roles to FPMO.
- (2) Command Food Advisory (CWO/MSG) responsible for oversight and maintaining files

#### d. Contracted DFACs:

- (1) DFAC Manager designates user "Preparer" roles.
- (2) FPMO designated official acts as approving official/depositing agent for OTC-Net personnel. Required to obtain collections and submit to financial institution. Contractor prohibited from making deposits at a financial institution.
- (3) Contract Project Manager defines/updates user roles to FPMO and is responsible for monitoring and reviewing all Deposit Ticket transactions, establishing QC for accuracy and fund transfer, submitting all DD Form 1131s/cash turn-ins/Deposit Tickets, and maintaining DT files IAW ARIMS/Treasury/Army policy.
- e. ALL DFACs, Preparers generate Cash Collection Voucher in AFMIS. Two vouchers are split disbursement in DFAS; DSSN 5570 and DSSN 8522.
- (1) Preparer generates DT using DD Form 1131 information (generates DT number) which is added to DD Form 1131 (CIT for GFEBS). Approving Official approves, prints DT, and makes deposit.
- (2) Return to DFAC/Contractor office with bank stamped paperwork and fill out Deposit Log (Date/DT Number/Dollar amount/CIT).
  - (3) FAX, email, or mail AFMIS DD Form 1131 and DT to DFAS (both IND & CL).
  - (4) 5570 is to DFAS-INCDSHQS@DFAS.MIL (PH 317-212-0032/9665).
  - (5) 8522 is to CCL-FAX-8522-DD1131@DFAS.MIL (PH 216-367-3667/7604).
- f. When complete books not issued to FOS, then as each DD Form 1544 is complete, FOS turns in sheet/money collected to FSO; funds deposited at financial institution (FSNB). Perform cash turn-in at least once a month. The \$500 limit may only be increased by the Garrison Commander.
- 15. <u>Automated Headcount (AHC)</u>: **AUTOMATED HEADCOUNT / POS SYSTEMS WILL REMAIN ON AT ALL TIMES.** The system will be shut down and restarted daily.
- a. Meal Cards: DD Form 714 Meal Card must contain Name, Signature, ID Number, and Date Issued. ID Number matches DoD ID number on back of the CAC Card or 2A.
- b. Subsistence-in-kind (SIK): Must show authorization (Meal Card, orders, etc.) prior to admittance. SIK present authorization/DD Form 2A (ID card) or CAC to HC.

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- c. Headcounter procedures (HC): Insert the 2A or CAC into the station card reader. Diners enter (PIN) using keypad.
- (1) Diners unable to provide PIN (2 attempts) are entered using non-card option. Authorized diners, guests/visitors without ID or CAC are entered using non-card option.
- (2) All Non-SIK customers receive a receipt prior to leaving HC station. All others receive a receipt upon request.
- (3) To-Go Meals: To-Go Meals only authorized for military personnel; will receive receipt and instructions from HC.

#### d. One-line entries:

- (1) Authorized when TRADOC Soldiers brought to DFAC in groups by a NCO/Officer. HC counts and inputs number of diners (by service comp).
- (2) NCO/Officer provide HC with ID to process group of Soldiers dining. Information entered by number each category (Active, USAR, etc.).
  - e. Institutional Training Directed Lodging and Meals (ITDLM) procedures:
- (1) ITDLM diner presents ID/CAC or pictured state driver's license with ITDLM meal card (DD Form 714) from unit.
- (2) Meal card is filled out completely with authorization; ITDLM 5 or 7 stamped in lower right of DD Form 714. Over-stamped copies of Orders are only permitted temporarily until the Soldier can obtain a DD Form 714 Meal Card.
- (3) ITDLM-5 authorized meals Monday through Friday (5 days), no weekends. ITDLM-7 authorized meals Monday through Sunday (7 days) including weekends.
  - (4) Group ITDLM entries not permitted in DFACs; only permitted in field feeding.
  - f. Point of Sale (POS) procedures:
- (1) Cashiers are prohibited from clearing their cash registers or leaving their cash drawer (removed from the register) without cash control supervision.
- (2) If AHC system is inoperable, use DA Form 3032 as temporary sign in sheet. When system is working, HC manually enters DA Form 3032 information. DD Form 1544 is used for manual method of cash collection.

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- (3) When there are problems with the AHC/POS, use trouble shooting per user's manual. If no change, call FPMO to assist. Systems Analyst WILL NOT be called.
- (4) Sharp objects, fingernails/pens/pencils, etc., damage POS and will not be used.
- 16. Authorization for Government Employee ID Card Holders: DoD employees issued an ID card by the U.S. Government may dine in authorized, Appropriated Fund DFACs. Current facility is Garcia Café, Building 3720, located near RACH. Check LRC web page for updates: http://sill-www.army.mil/USAG/DOL/

# 17. End of Month Reports:

- a. Military DFACs submit electronically (scan and send as email attachment) NLT 5 working days after the 1<sup>st</sup> of the month to the FPM for each facility. (Contracted DFACs per TE) If AFMIS malfunctions, DFACs/SSMO will use Manual Mode (DA PAM 30-22).
- b. DFAC reports are as follows:
  - (1) Cook Status Report (Military).
  - (2) EOM Inventory signed by the DFAC Manager (Operational Rations also).
  - (3) Unannounced Cash Count performed by authorized personnel.
- (4) DA Form 2970 (One monthly sheet for B/L/D, and one sheet for Brunch/Supper).
  - (5) Outstanding Work Orders (List with details and Priority assigned).
  - (6) Meal Card Verification (other than Food Service Personnel) (AR 600-38).
  - (7) DFAC Council Minutes (Monthly for Military Operated DFACs).
  - (8) Nutrition Review.
  - (9) Quarterly Action Plans (Required NLT 15 working days after end of guarter).
  - (10) Annual requirements for End of Year Close Out procedures posted by FPM.
- 18. Monthly Earnings/Expenditures Report (DA Form 7454): Reflects monetary status of DFAC. Supplemental allowances by SSM. Basic Daily Food Allowance (BDFA) is updated as received. Forced issues are not posted to facility account cards; charged to the (Voucher Register and General Control) DA Form 3295. End of Month and End of

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Fiscal Year (FY) is IAW DA PAM 30-22.

- 19. Food Losses during Alerts, Field Exercises, or in DFACs: Unit FOS and Commanders follow procedures in AR 30-22 and DA PAM 30-22. Contracted DFACs follow same procedures and notify COR/FPM/SSM within 12 hours of discovered loss.
- 20. Commanders/DFAC Managers Responsibilities of Accounting: Maintain records based on data provided by the FSO and/or HC records; assure monetary status of DFAC is within authorized tolerance (+3/-10)% IAW DA PAM 30-22, 3-45,f(1); monitor information and data to ensure unit allowances are properly utilized; ensure SSMO is provided current Appointment Orders of DFAC Manager and PBOs; and ensure SSMO has updated information.
- <u>21.Receiving Subsistence</u>: Each receiving individual must ensure the government receives products as requested. Management will ensure personnel at all levels are trained and understand regulatory guidelines and operate IAW Prime Vendor Catalogs, current DSCP contracts/modifications, Meat Buyers /Poultry Buyers Guide by NAMPA, and Vendor Delivery cycles. Coordinate with the SSM for vendor discrepancies in deliveries IAW AR/DA Pam 30-22. SSMOs maintain current copy of required shelf life code breakers for products.

Hazardous food discrepancies/Recalls/Defective Products: Report to the SSM immediately and contact Vet Services (VSP) for further action. If found during a delivery, reject the items and initiate SVCDR with delivery driver.

- <u>22. Storage of Food within DFACs on Fort Sill:</u> DFACs only receive subsistence in the proper count/condition and will store foods as soon as they are accepted. Additionally:
- a. For all types of foods, except bread, follow "first-in, first-out" rule. Keep PHFs out of the temperature danger zone (between 41°F and 135°F). Store foods in clean, designated food storage. Never allow vegetables, to stand at room temperature for any length of time (except: potatoes, sweet potatoes, squash, eggplant, rutabaga, onion, and garlic).
- b. Semi-perishables will be stored in clean, dry, well-ventilated area free of odors and pests, 6 inches from floors/walls and other equipment. WARNING: Flour and sugar in unlined, galvanized can results in food poisoning.
- c. Consider temp, humidity, air circulation, and sanitation to prevent spoilage. Keep calibrated thermometers in refrigerators/freezers. Frozen food is 0°F or below. Temperatures are not to rise above 10°F in transport.
- d. Keep strong odors (garlic and onions) away from odor-absorbing foods (butter and eggs).

- e. Keep refrigerators and freezers clean (especially door gaskets and refrigeration coils).
- f. Always store the most hazardous foods below the least hazardous foods IAW TM 4-41.11, 4-16.
  - g. Do not store packaged food in contact with water or un-drained ice.
  - h. Check fruits and vegetables daily for spoilage.
- i. Fresh eggs are below 41°F. Keep frozen eggs 0°F or below. Egg solids do not need refrigeration. Keep them cool and dry and use before their expiration. Refrigerate milk, cream, butter, cheese, and margarine. Butter absorbs orders and must be stored away from foods with strong odors. Do not freeze cheese.
- j. Store bread and pastries on shelves in a cool, dry place. Pastries with fillings or frosting made with eggs or milk must be refrigerated until they are served. Potatoes/onions should be stored in cool/dark/dry place. Onions will not be stored with potatoes or moist vegetables.
- k. Most fruits and vegetables are stored in refrigeration. Some exceptions are bananas, apples, avocados, and pears which ripen best at room temperature. Berries, cherries, grapes, and plums should not be washed prior to refrigeration to prevent mold.
- 23. Storage of Poisonous or Toxic Chemicals in DFACSs on Fort Sill: Only materials required for maintaining sanitary DFAC conditions are permitted. Use original containers DOT marking, placards, labels, and Material Safety Data Sheets IAW 29 CFR 1910.1201. Restrict access based on necessity of chemical use. Use ONLY IAW with labels. Mark working containers with product common name. Do not store/use pesticides in DFAC. Do not store personal medications in food storage, prep, or service areas. Placards are placed on the outside of any storage containers.

#### 24. Safety and Fire Prevention:

- a. DO NOT STORE CHEMICALS IN FOOD STORAGE AREAS OR NEAR FOOD. Keep heavy/large items on low shelves; low enough so personnel see contents. Ensure:
  - (1) Use well-braced ladders and firm grips on containers before lifting.
- (2) Keep hallway aisles clear and floors clean and dry so personnel can see their path.

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- (3) Bend knees, keep back straight, and use thigh and shoulders for lifting. Keep load close to body.
- (4) CO2 containers must be secured with chain/cage in upright position to prevent damage to dispensing head and injury to personnel.
  - b. Burns, bumps, and falls often happen in cooking/serving areas. Ensure staff:
    - (1) Turn pot/pan handles away from front, use hot pads, and close doors.
    - (2) Keep floors clean, clean spills, and use signs.
    - (3) Clean grease filters, steam table inserts, and any grease.
    - (4) Give a warning when passing servers and don't rush.
  - c. Constantly stress knife safety. Some safety rules when using knives are:
    - (1) Keep knives sharp using proper procedures and carry at side of leg.
    - (2) Use cutting boards, cutting away from body, and don't catch falling knives.
    - (3) Do not use knives to open cans, punch holes in cans, or pry off lids
    - (4) Wash knives separately, storing IMMEDIATELY in slotted rack.
- d. **NEVER use equipment until trained. ALWAYS follow manufacturer's instructions.** If equipment is not working correctly, call in a work order do not tinker.
  - e. Cleaning products can be hazardous chemicals. Ensure staff are:
    - TRAINED, read labels, and follow all instructions before using.
    - (2) DO NOT MIX cleaning products and wear protective clothing.
    - (3) USE Accident Prevention Checklist by the FOS to inspect safety.
- f. Stress fire prevention during training and in daily operations. Ensure personnel are familiar with all (3) classes of fires and fire triangle (oxygen, heat and fuel). Keep combustibles away from heat sources. DO NOT let trash accumulate. Ensure exits are clearly marked. Ensure portable fire extinguishers are readily available and in good working order. Assign operators to fire extinguishers and inspect monthly. Accidents must be reported to FPM to ensure necessary changes to operations/training are made.

### g. Fire Extinguishers:

- (1) All DFACs must maintain minimum amount of fully-charged, hand-held fire extinguishers, placed as directed by the Installation Fire Marshall.
  - (2) All extinguishers are Dry Chemical/ABC only (no water/CO2).
  - (3) The extinguishers must be clearly marked and easily accessible.
- (4) Fire Extinguishers in Military DFACs will be maintained at the expense of the unit with operational control. Contracted facilities contact PA in the FPMO.
  - (5) All extinguishers must be sealed and have the correct pull pin in place.
- <u>25. Energy Conservation:</u> Commanders, FSOs, FOSs, contractors, and DFAC managers will ensure the following energy conservation measures in operational dining facilities:
- a. Kitchen Area: Use hot water for essential cleaning only (not washing concrete). Repair faucets. No continuous running water (dishwashers/sinks/outside areas). Repair insulation. Immediately after peak serving period, turn off unneeded electric and gasoperated equipment not necessary for safe storage of food and DFAC security at closing. Exhaust fans turned off when not needed; clean grease and air filters.
- b. Serving and Dining Areas: Except during serving /cleaning, lights off. Ensure windows and doors are ALWAYS closed, especially during ration delivery periods. Open drapes/blinds. Turn on hot lines no more than 45 minutes prior to serving period. Turn on cold lines no more than one hour prior to serving time. All tables turned off no longer than 15 minutes after serving period.
- c. Storage Areas: Limit frequent opening of freezers, refrigerated boxes, or other work areas. Be certain door gaskets and seals on doorways to refrigerated or heated equipment are intact and serviceable. Use refrigerated storage space (walk-in/reach-in refrigerators and freezers) to their capacity and disconnect all unused refrigerated equipment. Make sure condiments and nonperishable items are maintained in well-stocked positions to eliminate the requirement for a second trip for needed items.
- d. Supervision and Management: Calibrate ovens, ranges, and grills often. Require thermometer use. Ensure daily operator's maintenance is accomplished. Initiate work orders on equipment immediately if needed. Institute and maintain formal training classes on operation and maintenance of equipment. Review field feeding procedures. Ensure cooks are instructed in proper maintenance and refueling procedures. Fire units and heaters should be lit only when necessary. Care should be taken to regulate fuel to obtain desired heat only. Use of funnels and nozzles for refilling of fuel tanks is essential.

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Gasoline must not be used for cleaning field equipment. Eliminate/consolidate night feeding operations. Conduct night baker tasks during normal hours when possible. Review preparation and cooking methods with a view toward energy conservation.

\* DFAC managers should take whatever additional action is deemed necessary to achieve zero growth in energy usage in dining facilities within their command.

#### 26. Opening Procedures for DFACs:

\*\*Listed are the minimum procedures for opening a dining facility on Fort Sill, OK 73503.

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POC	PROCEDURE	Days Prior to OPEN	INITIALS	REMARKS
FPM	Establish Date of First Meal	30		
FPM	Authorization Memo for persons allowed to subsist	30		
FPM	Projected Head Count notification to DFM	15		
FPM	Projected Remote Site Feeding requirements to DFM	15		
FPM	Current BDFA published for installation	5		
FPM	Building UIC association in Building Maintenance	30		
FPM	JCCoE notification of opening facility	30		
FPM	Quality Assurance Inspector identified/notified	15		
DFM/FPM	Feeding plan/schedule for units assigned to facility	15		
FPM/DFM	Cash turn-in procedures established	15		
DFM/FPM	Weekly cleaning supplies ordering established	30		
DFM/FPM	Menu Board (JANUS) operational (Menu loaded)	15		
SSM	Excess inventory on installation available for transfer	5		
DFM/SSM	Vendor accounts established (include Milk/Bread/Eggs)	30		
PA	Field Feeding equipment on-hand at DFAC	30		
DFM/PA	Inventory/turn-over of equipment and building	15		
DFM/PA	Hand receipts and copies in DFAC and at PA office	5		
DFM/PA	Facility inspection and any repairs reported to DPW	15		
DFM	First Ration Delivery (Date Order Placed) **First Delivery 3 Days prior to first meal served	15		
DFM	Cleaning Supplies delivery NLT 5 Days prior to open	5		
DFM	AFMIS Authorized Users Accounts established	15		
DFM	Change Fund authorized and on-hand	15		
DFM	Authorization Memo for admin personnel	15		
DFM	21 or 35 Day Menu with product cards	15		
DFM	Cash Voucher Books on-hand at DFAC	15		
DFM	Vet Services Inspection (Pass/Fail re-inspection)	15		
DFM	Working internet connection (AFMIS)	15		
DFM	OTC-Net Preparer capabilities established	15		
DFM	Authorizations to receive rations (DD Form 577 and/or Memo)	15		
DFM	Customer Maintenance account established; DPW	15		

DFM	Meal Hours posted on exterior of facility	5		
DFM	Personnel trained on mechanical/digital equipment	10		
DFM	Key Control Box and key designation documented	15		
POC	PROCEDURE	Days Prior to OPEN	INITIALS	REMARKS
DFM	All SOPs on-hand in DFAC in appropriate locations	15		
DFM	Recycling Plan coordinated and operational	15		
DFM	Comment Box for diners w/lock; key given to FPM	5		
DFM	Preventative Maintenance Plan on hand/in practice	15		

## 27. Closing Procedures for DFACs:

- a. Establish firm date for last meal to be served and limit purchases prior to closing. Bring inventory Balance on Hand (BOH) as low as possible.
- b. One week prior, FPMO conducts cash count to ensure facility has funds to process the outstanding meals on the Cash On Hand (COH) (Cash Audit) tables in AFMIS.
- c. Several days prior, SSM assists in a detailed inventory, authorizes transfer of subsistence from this facility to facilities that can best use the subsistence.
- d. Beginning week prior, DFM/FOS monitor Open Transactions Report for open Kitchen Requisitions/Un-Receipted Orders/Missing Headcount that affect account.
  - e. On the last headcount day, process headcount immediately at end of meal.
- f. After last meal: Prepare Cash Turn-in of all cash on hand. The cash balance should be zero. Also prepare additional DF to DF transfers for subsistence that may still be on hand.
- g. If the SSMO Warehouse can accept items that cannot be transferred to other facilities use the Turn-in/Turn-In Inquiry process through SSMO to effect transfers. For subsistence that cannot be transferred, coordinate with VSP to condemn.
- h. Review Account Status. If not zero balance; initiate Financial Liability Investigation for Property Loss (FLIPL) or Letter of Determination for the difference.
- i. Conduct Monthly Accountable Inventory, after all other inventory transactions have been taken, to close the DFAC Account. This should be a zero item inventory.
- j. DFAC Managers close out Cash Turn-In Vouchers when returned from Defense Finance Accounting System (DFAS) with Disbursing Office Voucher Number.
- k. The FPM disassociates this building from the Unit Identification Code (UIC) in Building Maintenance and transfers any equipment needed to other activities.

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I. Inactivate in Customer Maintenance and forward to JCCoE. HQDA G4 tracks.

# 28. Field Feeding Support:

- a. Unit/contractor (E-4 or above) picks up rations at DFAC at time requested on support request. Arrive at DFAC at least 15 minutes prior to the field site departure time.
- b. Conduct joint inventory of the food and equipment with DFAC food service personnel. After joint inventory is complete, the pick-up representative will **sign the checklist**.
- c. Use **clean covered vehicles** only to pick up the rations. Utilize pallets. Fuel, trash, personal and other non-food service supplies will not be transported with rations. Serving utensils must be wrapped in plastic wrap or in a plastic bag.
- d. The field feeding site will be set up immediately prior to the food arriving. Attempt to set up the serving line underneath a fixed shelter or in a GP Medium tent. Ensure serving line is on clean tables. No food, supplies, or equipment will be stored on the ground. Meals will be served as soon as serving line is up.
- e. Set up hand-washing stations with water, soap, and paper towels 30 feet from front of serving line. Units will provide required items. Sanitizer will not replace hand washing.
  - f. Milk is placed in a clean ice chest, not in direct contact with ice.
  - g. Units assist serving. One server per item. Monitor trash and hand wash.
  - h. Units provide constant supervision. Unit returns to DFAC for more food if needed.
  - Cover and protect all food and equipment while stored, transported, and served.
  - j. Do not serve any food NOT from DFAC, i.e. home-made/etc.
  - k. Do not consume ice used for cooling foods, beverages, lines, canned drinks, etc.
- I. Sanitation and cleanliness is TOP PRIORITY. Personnel and uniforms should be clean and headgear should be utilized. No tobacco or chewing gum. Servers must roll up sleeves and wash from elbows down to include fingernails even when gloves are in use.
- m. All servers and diners must wash hands prior to serving or eating. Anyone who washed hands and contaminates them by touching anything dirty washes again.

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- n. Employ person to ensure all hand wash stations are re-stocked with water, soap, and paper towels. Place trash receptacle by hand wash stations. Dig soakage pit under hand wash station for drainage.
- o. Put meal trash in garbage bags and haul to DFAC dumpster. If ration vehicles are used for trash, cargo area will be washed with warm soapy water and rinsed.

#### 29. Field Site Sanitation:

- a. Latrines and/or portable toilets will be located at least 100 yards from feeding and dining (downhill/downwind). The 100-yard distance does not apply to ranges with fixed latrines.
- b. Ensure all utensils, food service areas, and surrounding grounds are cleaned often.

# 30. Field Feeding Administration:

- b. Field feeding representatives pick up Cash Sheets (DD Form 1544) with the meal. Representatives sign for the form and are responsible for performing headcount. The DFAC Manager briefs headcount procedures.
- b. At completion of each meal, headcounter closes meal by signing on the next unused line of DD Form 1544 and return with cash collected to DFAC.
  - c. CADRE PERSONNEL SIGN AND PAY FOR MEAL PRIOR TO EATING.
  - d. Commanders using one-line entry will ensure proper accountability.
  - e. Unit field sanitation NCOICs provide advice on field sanitation matters.
  - f. Leftovers offered to Soldiers as seconds. Return all food not consumed to DFAC.
  - g. Unused cases of fruit/condiments/milk/boxes of cereal are returned to DFAC.
  - h. 434<sup>th</sup> unit field feeding reps route all matters through Brigade Food Service.
- 31. Residual Rations: Subsistence in excess to unit, organizational or DFAC.
  - a. Unit or Organizational Commanders/Class I Officers ensure:
    - (1) Senior FS included in planning phase; accurate projected feeding strengths.
    - (2) Enforce proper utilization of government property (food) and minimize waste.
    - (3) Use residual rations in plan. Transfer unused to other field units/DFACs.

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(4) Maintain proper accountability of rations from issue to consumption/turn-in.

#### b. DFMs:

- (1) Ensure residual rations are transferred, used in DFAC menu cycle.
- (2) Notify SSM for transfers/approval. Store bulk items until transfer. Managers' report excess/expiring rations. Coordinate VSP inspection/prepare report (AFMIS).
  - c. VSP inspects all subsistence for donation/transfer. FPM/SSM coordinates.

# 32.BCT and IET Headcount Projections:

- a. 434<sup>th</sup> BDE BCT/ IET projections are provided to the FPM through the BDE S3 annually.
- b. The projected H/C for 95<sup>th</sup> AG is sent to LRC thru the BDE XO or HHB Commander.
  - c. FPM develops spreadsheet depicting fill and graduation weeks and projected H/C.
- d. All changes within a 72 hour period will be formally addressed written or verbal to the 434<sup>th</sup> HHB Commander, follow-on guidance will come from COR to the Food Service Contractor.

#### 33. Meal Request Submission for 434th and 428th Brigade Support:

- a. Requests are provided to SSM/FPMO NLT 72 hours prior to training event. Templates have been provided to BDE Food Service or are available upon request.
- b. Battalion S4 will review and sign all request prior to submission to Brigade Food Service.
- c. Requested training meals or A-Rations will not be consumed in the battalion area, classrooms, or drill pads. The DFAC is utilized if Soldiers are in the previously listed locations.
  - d. A-Ration requests will be justified by training conducted in remote areas.
- e. In an emergency situation only, if training is altered, the DFAC may be able to accommodate serving A-Ration requested meals within the DFAC. Contact Brigade Food Service for support of this nature. Changes less than 72 hours in advance are reviewed by Deputy Brigade Commander.
  - f. Requests will be forwarded by Brigade Food Service to the FPMO.

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# 34. Contingency Plan and/or Emergency Conditions MRE Use:

- a. If DFACs are temporarily closed for THREATCON DELTA, Black Road Conditions, or other emergencies, the LRC may either authorize MREs to be served through coordination with units or direct units to a DFAC that will provide meals. See paragraph 37d for unit basic loads.
- b. Battalion S4 representatives issue MRE cases to Battery using DA Form 3161. Batteries use 5914 for meals to Soldiers. Final counts/paperwork sent to SSMO.
  - c. All other or additional MRE requirements will be supported by the DFAC.

# 35. Authorization for 434<sup>th</sup> FA Brigade Civilians to Utilize the 434<sup>th</sup> DFAC:

- a. 434<sup>th</sup> Civilians are authorized to utilize the 434<sup>th</sup> DFAC as appropriate to their location. Employees without sufficient time to travel to other locations during lunch.
  - b. The memo for authorization is updated to FPMO through Brigade.

#### 36. Recovery Bars for Initial Military Training (IMT) Recovery Fuel Nutrition Program:

- \*\*To optimize performance by replenishing muscle and liver glycogen stores.
- a. Applies to Basic Combat Training (BCT). A recovery bar (granola type bar) containing 28 grams carbohydrate, 8 grams protein, 3 grams fat, and 10% Daily Value for iron (if available). Request information from SSMO for specific examples.
- b. The type of activity and duration dictate the best time to consume a recovery bar. In BCT, those training events that require > 90 minutes of exertion are the target. A recovery bar is recommended for the below identified training events within the BCT curriculum.

TRAINING EVENTS	TIMING  Basic guidance; Drills/Cadre determine needs based on Soldiers/training sequence.
Confidence Tower	At event: optimal at midpoint OR end
Obstacle Course	At event: optimal at midpoint OR end
Foot March 1 (4k)	Optimal just prior to start of event
Foot March 2 (8k)	Optimal just prior to start of event
Foot March 3 (12k)	Optimal just prior to start of event
Night Infiltration Course	At event
Basic tactical techniques (BBT) 2	At event
FTX 3 (first evening/night)	Start of FTX 3
Diagnostic Physical Fitness Test # 1	Last formation night before (if no daily bar)
Record Physical Fitness Test	Last formation night before (if no daily bar)
Daily Recovery Bar	Prior to bedtime

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- c. Recovery bars are requisitioned using field account at SSMO; memorandum of intent and DA Form 5913, Strength and Feeder report thru 434<sup>th</sup> Brigade Representative to FPMO.
- d. 434<sup>th</sup> Representative consolidates all recovery bar requests to one DA Form 3294 utilizing issue factors listed below and submit the consolidated request to SSMO.
- e. FPMO will approve and process thru SSMO for delivery. The Food Program Management Office will track recovery bar costs and report quarterly to JCCoE.
- f. Recovery Bars issued based on APPROVED request and maintained on DA Form 5914, Ration Control Sheet, for accountability. Submit with End of Month Reports.
- g. Issue Factors: Recovery bar issue factors are one per individual per training event. All items will be issued in case or container size quantities only.

#### 37. Subsistence Supply Management Office and Warehouse Operations:

- a. The SSMO Warehouse stocks/issues operational rations (OPRATS) for Unit Basic Load, travel, training, special program requirements, and emergencies.
- b. For requisitioning and issue purposes, OPRATS are considered Meals, ready-toeat (MRE), Unitized Group Ration, Heat and Serve (UGR–HS) (UGR–A), Enhancements and Supplements, Religious Operational Rations, Ultra high temperature milk (UHT), and Commercially prepared box lunches (meal kits).
- c. Ice: All units/activities requesting OPRATS must submit to the SSMO a DA Form 1687 (Signature Card) to request/receive items, an Assumption of Command letter, and a Customer Authorization Memorandum, which will be kept on file at the Warehouse.

# d. ALL UNITS ON FORT SILL WILL MAINTAIN CLASS I UBL!

- (1) Unit Basic Load planning factor: 3 x MRE per SIK Soldier per day for 3 days.
- (2) Example: 50 Soldiers x 1 day = 150 MRE x 3 days = 450 MRE; 38 Cases.
- (3) UBL use is for EMERGENCIES; WILL NOT be used for planned field duty or field operations; WILL NOT be used for missed meals; WILL NOT be used for sick call. SSMO will maintain warehouse stock as per SSM. Unit PBO initiates UBL requests; Commanders sign for UBL IAW DA Pam 30-22, paragraph 4-7.
  - e. MRE are charged to the requesting unit's UIC MPA account.
- f. MRE will be stored cool and dry at least 6 inches from floor, walls, ceiling, and fixtures.

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- g. MRE are **rotated** by returning through SSMO (Submit request; 1 for 1 of unopened case), not consumed, at least 6 months prior to expiration date.
- h. Unit commanders responsible for accurate forecasts on support requests. Deviations of 10% between meals requested/actual headcount results in investigation.
  - i. Units requesting OPRATS from the DFAC will return all excess to the DFAC.
  - j. Remote site feeding requirement MAY NOT exceed 5 days; directed by FPMO.
- k. Headcount: The unit must provide headcount to the DFAC for each meal provided. Depending on mission, units may use the signature headcount system, one-line entry or DA Form 5913. The unit S-1 officer must verify if DFAS action is indicated.
- I. Dining-ware (paper products): AR 30-22, 3-37, Units receiving field feeding support from a DFAC will provide their own plates, cups, napkins, flatware, and garbage bags for remote site feeding IAW DA Pam 30-22, J-4b. For external units that arrive for training without the necessary supplies, (non-Army Stationing and Installation Plan (ASIP) customers that exceed 50 PAX or 100 PAX for TRADOC and Reserve Officers' Training Corps (ROTC)); the cost per meal for labor (Man Days Feed) will be reimbursed by the customers to include United States Army Reserve (USAR)/Army National Guard (ARNG) (NOT common service support) IAW ISR 305, ASC PBG (Nov 2016).
  - m. Requesting Operational Rations:
- (1) All ration requests for external units conducting training on Ft. Sill are coordinated using an FS 26 form through DPTMS-Sill; https://sill-www.army.mil/usag.
- (2) Units permanently assigned to Ft. Sill coordinate with the SSMO for opening field accounts no later than 30 days prior to training. LOI memo/DA forms 3161 and 5913 completed IAW DA PAM 30-22, signed by FSO/Unit Commander.
- (3) Changes prior to pick-up made to SSMO and require new LOI and DA Form 5913.
- (4) Only those listed on DA Form 1687, Delegation of Authority for Class I will receive OPRATS.
- (5) Operational rations may be requested for Field Training, UBL, Travel, and/or Remote Feeding thru unit S-4.
  - (6) Heater meals may be ordered as a sack lunch.

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- (7) Requests for Perishable, Semi-Perishable and Direct Vendor Deliveries (DVDs) subsistence items to DFACs will be submitted via AFMIS in accordance with the Warehouse Issue Frequency schedule.
- (8) If the AFMIS system is down, units will FAX or deliver requests to the SSMO.
- (9) Special Requests are sent to the SSM on memo/DA Form 3161 signed by the Unit Commander.
- (10) Unit MREs issued by PBO or designated representative to section sergeants utilizing the DA Form 3161; accounted for on separate DA Form 5914 Ration Control Sheet.
- (11) Section Sergeants provide headcount data back to PBO or designated representative for all meals utilizing a DA Form 3032, Signature Headcount Sheet.
- (12) The Commander or designated representative maintains DD Form 1544, Cash Meal Payment Sheet to record cash collected from individuals required to reimburse the Government for meals.
- (13) Individuals required to reimburse Government for meals will sign DD Form 1544 and make cash payment to the Commander or designated representative or through DFAS by recoupment.
- (14) In the event of cancellation, units will notify the SSMO at the earliest notice of cancellation. Coordination must be made with the SSMO to cancel requests for remaining subsistence.
- (15) All external units/organizations requesting rations will adhere to the following lead times and routing:

\*NOTE: All Requests will be subject to BAS Recoupment IAW Section 6 of this SOP.

TYPE OF REQUEST		LEAD TI	ME in WORKING DAYS	
MRE, Meals Ready To Eat/Ice		5 Day	s prior to date needed	
Remote Site Feeding (OPRATS)/Ice	)	15 Day	rs prior to date needed	
Warming and Cooling Beverages/Ico	е	5 Day	s prior to date needed	
Travel Rations		5 Day	s prior to date needed	
Special Requests/Religious Meals	15 Day		prior to date needed	
Organization Day		10 Days prior to date needed		
		ROUTING		
Request Routing	Military DFAC		Contractor DFAC	
Request Initiated By	Unit Commander		Unit Commander	
Verified By	Unit S-1 Officer		Unit S-1 Officer (DFAS Action Need)	

Routed Through	Bde S-4 to FPMO	Bde S-4 to FPMO
Approved Request sent to	DFAC	DFAC

n. Meals, Ready to Eat (MRE) and Unitized Group Rations (UGR).

Units coordinate PBO/unit rep. Final coordination is with SSMO. Guard/Reserve Annual Training/AR Development Training requests for rations submitted IAW Section m. of this SOP.

\*\*NOTE: Refrigerated Containers: Units requesting field rations will coordinate with Fort Sill TMP or local truck vendors for refrigerated vans if necessary. The refrigerated van needs to be scheduled during the ration pick-up for the exercise. A time and date for ration pick-up needs to be established with the SSM. Refrigerated vans will be at the unit's expense.

- o. Requests for MEAL RELIGIOUS, KOSHER/HALAL, and MEAL, READY TO EAT (MRES), VEGETARIAN (VMRES) will be requested IAW Section m. of this SOP. Requests will contain a by-name listing with last four of SSN of individual(s) for whom the meals are requested. Commanders and/or Chaplain Advisors identify Soldiers for religious rations.
- (1) Soldiers requiring religious meals need 3 meals per day. Soldiers consuming exclusively kosher/halal meals will be provided menu enhancements and supplements. Kosher/halal rations must be ordered from DSCP. For information contact the SSMO.
- p. Ice is issued with OPRATS from potable ice making machines in the Warehouse. Ice support for external units that do NOT bag their own ice, if provided, will be reimbursed by the customer to include costs for bags, storage, and labor: Ice produced at SSMO is free, but other associated costs are NOT for non-Army Stationing and Installation Plan (ASIP) customers that exceed 50 PAX or 100 PAX for TRADOC and Reserve Officers' Training Corps (ROTC); IAW ISR 305, ASC PBG (Nov 2016). If ice machines are unable to produce the required amount of ice, units may purchase ice from an approved vendor utilizing unit funds. Regardless of the source, ice will be made, stored, and conveyed under TB MED 530.
- (1) <u>Ice will be issued according to the planning factors.</u> The planning factor for potable ice is **2 pounds per Soldier per day in a temperate climate** (32 to 80°F) and up to **6 pounds per Soldier per day in hot, tropic and arid climates** (more than 80°F).
- (2) When establishing initial ice usage standards, consider climate, mission, ration cycle, ice distribution capabilities, and Class I / field kitchen storage capabilities.

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- (3) Note: Planning standards do not include requirements for medical (non-feeding) or mortuary affairs operations.
- (4) Detached operations: Soldiers performing guard duty, convoy, and patrolling operations in arid climates will have small ice chests at each guard post or on each vehicle to keep their bottled water cool with ice from the SSMO only.
- (5) Additional ice for water trailers must be purchased at unit cost from VETCOM approved sources. Only small, cubed ice is authorized for use in water trailers.
- (6) Bottled water is not purchased with subsistence funds. Bottled water is for initial deployment and contingency operations and requires approval of HQDA, DALO-SMT.
- (7) Dry ice is not an item of subsistence supply, may be a Special Request for approved events.
  - q. Travel rations are meals provided to Soldiers that miss a meal while in transit.

NOTE: When determining the meal, consideration will be given for the time of issue until the time of consumption of the travel rations to prevent food-borne illness.

- (1) All authorized personnel will submit requests IAW Section m. of this SOP.
- (2) The cost for travel rations (other than Army SSMO) and MREs drawn from State USPFO for ARNG use is not subject to central reimbursement procedures. The cost is reported IAW DA PAM 30–22, 6 February 2007 as part of the State (for ARNG) or USAR quarterly subsistence report on DA Form 2969–2 (Subsistence Data Summary Reserve Components).
- r. All UGR menus must be supplemented by bread and milk. The UGR may also be enhanced to increase meal variety and soldier acceptance.
- (1) Two different fruit varieties per meal are authorized. **NOTE:** Bananas must be offered as one of the fruit choices. Seasonal fruit allowed. Amounts will be based on 50 personnel head count.
- (2) Dry cereal authorized for breakfast meal only; additional 1/2 pint UHT/fresh milk per person required.
  - (3) A salad option is authorized. Two different salad dressings are authorized.
- (4) Hamburger meals; tomatoes, onions, lettuce and sliced cheese are authorized.

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s. Warming and cooling beverages will only be requested to support field training and extended duty hours IAW Section m. of this SOP.

(1) The following statement will be added to the request: "Extra	ì
Warming/Cooling beverages required to support	"

(2) Warming beverages include coffee, hot tea (to include cream and sugar), hot chocolate, and dehydrated soup. The cooling beverage is cool water with/without flavor. (Gatorade may be requested from 1 May until 30 Sep of each year).

WARMING ITEMS	STOCK NUMBER	UNIT OF ISSUE	COST	SERVING	COST PER SERVING	ROUND OFF COST	AVERAGE COST
CRACKERS		PER BOX	\$12.79	250	\$0.05	\$0.05	\$0.05
SOUP, CHICKEN NDL		PER CAN	\$2.75	32	\$0.09	\$0.09	
SOUP, MIX VEG		PER CAN	\$7.27	32	\$0.23	\$0.23	\$0.17
SOUP, MINESTRONE		PER CAN	\$6.06	32	\$0.19	\$0.19	
CREAMER, INDV PCK		HUNDRED	\$2.60	1000	\$0.00	\$0.01	\$0.01
SUG PACKETS, WHITE		HUNDRED	\$6.75	1000	\$0.01	\$0.01	\$0.01
COFFEE GROUNDS		PACKAGE	\$3.64	42	\$0.09	\$0.09	\$0.09
COOLING ITEMS	STOCK NUMBER	UNIT OF ISSUE	COST	SERVING	COST PER SERVING	ROUND OFF COST	AVERAGE COST
COCOA BEV PWDR		PER CASE	\$35.50	300	\$0.12	0.12	\$0.12
BEV BASE, CHERRY		BOX	\$13.67	384	\$0.04	\$0.04	\$0.04
BEV BASE, FRUIT PCH		BOX	\$13.67	384	\$0.04	\$0.04	
BEV BASE, LEMONADE		BOX	\$13.67	384	\$0.04	\$0.04	\$0.01
BEV BASE, GRAPE		BOX	\$13.67	384	\$0.04	\$0.04	
SUGAR, 10 LB BAG		10 # BAG	\$4.62	1066	\$0.00	\$0.01	
GATORADE VAR PACK		CASE	\$76.48	1280	\$0.06	\$0.06	\$0.06
Gatorade base case contains 32 packages. Each (21 oz) yields 2.5 gallons. The 32 packages make's 80 gallons. 80							

Gatorade base case contains 32 packages. Each (21 oz) yields 2.5 gallons. The 32 packages make's 80 gallons. 80 gallons equals 1280 - 8oz servings.

# t. Unit and/or Customer Responsibilities:

- (1) All customers will have the required documentation IAW Section m. of this SOP. Report to the Warehouse, Building 1962 and present copies of the rations request.
- (2) Unit ration pickup personnel are responsible for checking and/or weighing rations. Ration drivers don't require certification as food handlers as they are not in contact with prepared foods.
- (3) Vehicles not meeting proper sanitary conditions are refused service until vehicle is clean, sanitary and covered/tarp.
- (4) Do not use vehicles that transport food for carrying trash, garbage, petroleum products or other materials that might contaminate the food.

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- (5) All vehicles will have a palletized system to elevate the supplies.
- (6) <u>Do not use or allow privately owned vehicles to transport food.</u> Only use refrigerated vehicles or insulated food containers.
- (7) Each unit will have personnel and transportation to receive food. Discrepancies in quantity or condition of items are reported to the Warehouse Supervisor and resolved before the DA Form 3161/Issue Slip is signed and a copy is provided to the unit.
- (8) If an item is unsatisfactory for any reason, a report will be made on DD Form 1608 Unsatisfactory Material Report (Subsistence) (UMR).
- (9) Prime Vendor discrepancies are annotated on DD Form 250 Invoice in the Customer Comments section. Managers immediately notify SSMO prior to taking action.
  - (10) Unopened (MRES/UGR-HS/UGR-A) are returned to SSMO at end of FTX.
  - (11) Items returned must meet criteria, approved by FPM, SSMO, and VSP.
  - (12) A copy of request for turn-in will be maintained as a supporting document.
  - (13) IAW 40 CFR part 261.23, unused chemical heaters are turned in/disposed.
- 38. Basic Allowance for Subsistence (BAS) Recoupment: (for full details: AR 600-38, 17 August 2016.) Procedures in this excerpt apply when meals are available during field duty.
- a. Commanders initiate action for recoupment of BAS when meals are available during field duty, preparation for deployment, and travel to and from home station.
- b. Reimbursement for meals is DFAS action (BAS recoupment/ suspension for enlisted Soldiers ((paragraph 4-3) or payroll deduction for officers (paragraph 4-4 this regulation)).
- c. During field duty commanders/leaders must provide government meals to Soldiers without unnecessary cost through use of OPRATS/box lunches/DFACs.
- d. Observers/Visitors, etc. (military and civilian), not participating, pay cash for meal at consumption. If subsistence per diem, pay both food cost and surcharge.
- e. Short notification (alert/emergencies) preventing timely administrative procedures require unit commanders to begin recoupment no later than 3 working days upon return.

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- f. Other command Soldiers without DFAS action in field duty pay current rates: check/money order/cashier's to DFAS, receive identification as prescribed in this chapter.
- g. SIK Soldiers will use garrison meal cards in the field. Unit commanders will recoup BAS from Soldiers receiving BAS while participating in field duty (DA Form 4187).
- h. When officers participate in field duty, recoupment is DFAS action (payroll deduction) regardless of the field duty duration.
- i. Missed meals: Only authorized for meals missed due to mission, supported by headcount (<u>DA Form 3032</u>). Missed meals not authorized due to personal preference.
- j. Meals missed by officers as direct result of field duty/travel status processed as above/IAW AR 37-106. SIK Soldiers submit missed meal claim IAW paragraph 30114, AR 37-104-3.
- k. Joint service exercises where food service support is provided by another service; see 4-1d of AR 600-38, 17 August 2016.) for all meals available during the exercise.
  - I. Meal card issue for use in the field.
- (1) Active Army field duty away; laminated meal cards with "FLD" issued. Enlisted Reserve use red ID card ((DD Form 2A (Res)) for meals.
- (2) Field duty at home, "FLD" cards not required. Enlisted Soldiers/Officers (not SIK) use DD Form 2A/CAC. Annotate last four numbers of SSN in meal card column of DA Form 3032.

#### 39. Equipment Operation and Maintenance:

- a. Personnel follow manufacturer's instructions on operation, maintenance and cleaning of all equipment in DFAC. Contact PA (FPMO) if DFAC doesn't have manual.
- b. Equipment or facility issues requiring work order use Fort Sill Intranet DPW web site and submit a Service-Work Order for equipment/facility issue.
  - (1) Contracted/Military facilities notify COR/FPM within 30 minutes of failure.
- (2) All equipment transactions posted in AFMIS under equipment inventory within 5 working days of the actual transaction

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- <u>40. Holiday Meals:</u> Authorized Holiday/Meal Rates are Army Birthday, Thanksgiving, and Christmas. DoD meal rates/menus published on JCCoE website 30 days prior to the holiday meal. The SSM/FPM reviews/publishes the menu to the DFAC web page. SSM may request projections of specialty food items prior to scheduled holiday meal.
- <u>41. Fueling the Solider Initiative:</u> FPMO will update units with specific menus, menu cycles and other requirements along with SOPs based on current IMT BCT/OSUT/AIT standards as published by JCCoE and Army Food Service.

SUBJECT: Standing Operating Procedures for Food Program Management Office, Fort

Sill, Oklahoma

# **ANNEX A Memorandums**

NOTE: The examples on the following pages may be copied and pasted onto your letterhead. Ensure your Office symbol is used.



# DEPARTMENT OF THE ARMY (UNIT LETTERHEAD)

OFFICE SYMBOL DATE

MEMORANDUM FOR Subsistence Supply Manager: Mr. Darnell Rodman, SSMO, Fort Sill, OK 73503

SUBJECT: Class I Memorandum of Intent

1. Reference: AR 30-22 and DA PAM 30-22.

2. (UNIT) will conduct field training from 1 March 2017 to 5 March 2017:

DODAAC	W1WWW
APC	ELFK
Responsible Commander	CPT Initial Requestor

3. Request Class I support as follows:

Date	Breakfast	НС	Lunch	НС	Dinner	НС
1-Mar-17	Travel-CBM	200	CBM	200	UGR-A	200
2-Mar-17	UGR-A	200	MRE	200	UGR-A	200
3-Mar-17	UGR-A	200	MRE	200	UGR-A	200
4-Mar-17	UGR-A	200	MRE	200	UGR-A	200
5-Mar-17	UGR-A	200	СВМ	200	Travel-CBM	200

- 4. Request bagged ice at issue factor of 3 lb. per Soldier per day.
- 5. Request commercial box meals (CBM) for travel rations on 1 and 5 March.
- 6. Request warming beverages when Meals Ready to Eat (MRE) are served for Lunch.
- 7. POC for this memorandum is SFC James Jones, 580-555-1212.

INITIAL REQUESTOR CPT, OD Commanding

SUBJECT: Standing Operating Procedures for Food Program Management Office, Fort Sill, Oklahoma



#### **DEPARTMENT OF THE ARMY UNIT LETTERHEAD**

OFFICE SYMBOL DATE

MEMORANDUM FOR Subsistence Supply Manager: Mr. Darnell Rodman, SSMO, Fort Sill, OK 73503

SUBJECT: Class I Memorandum of Intent (When units request DFAC support for field feeding)

- 1. Reference: AR 30-22 and DA PAM 30-22.
- 2. (UNIT) will conduct field training from 1 March 2017 to 5 March 2017:

DODAAC	W1WWW
APC	ELFK
Responsible Commander	CPT Initial Requestor

1. 3. Request Class I support as follows (Unit does not possess field feeding capabilities):

Date	Breakfast	HC	Lunch	HC	Dinner	НС
1-Mar-17	DFAC	200	СВМ	200	UGR-A (DFAC)	200
2-Mar-17	UGR-A (DFAC)	200	MRE	200	UGR-A (DFAC)	200
3-Mar-17	UGR-A (DFAC)	200	MRE	200	UGR-A (DFAC)	200
4-Mar-17	UGR-A (DFAC)	200	MRE	200	UGR-A (DFAC)	200
5-Mar-17	UGR-A (DFAC)	200	СВМ	200	DFAC	200

- 2. 4. Request bagged ice at issue factor of 3 lb. per Soldier per day.
- 3. 5. Request commercial box meals (CBM) for travel rations on 1 and 5 March.
- 4. 6. Request warming beverages when Meals Ready to Eat (MRE) are served for Lunch.
- 5. 7. POC for this memorandum is SFC James Jones, 580-555-1212

**INITIAL REQUESTOR** CPT, OD Commanding

# EXAMPLE OF COST ESTIMATE FOR EXTERNAL FOOD SERVICE SUPPORT

	LRC-For	t Estimated	Food S	Service Support C	Cost:	
Requesting Unit:	BTRY E		POC:	SFC Diner, Bob	E-mail:	Diner@us.army.mil
Dates Unit will be at Fort Fort:	From:	9/17/2016	To:	9/17/2016	Phone:	(580) 555-1212
Budget POC:	Person, Money		E-Mail:	person.money.civ@mail.mil	Phone:	(405) 555-1212
DINING FACILITY:	Price Per Plate \$			Headcount	SUBTOTAL:	
Food Service Support Cost *Effective 1 April 2016*	\$4.31		300		\$1,293.00	
*ALL units MUST ut	tilize DA Form	3032, Signature H	eadcount S	heet, each meal to continu	ue support	for the next meal!
	Price	Price Per Plate \$		Headcount	SUBTOTAL:	
Field Chow Dinnerware Cost	\$1.05			300	\$315.00	
·				units using Ft. Sill suppli		•
*ALL units MUST ut	ı	, ,	eadcount S	heet, each meal to continu	ie support	
	Price	Per Plate \$		Headcount		SUBTOTAL:
Field Chow Dinnerware Cost	\$1.05		300		\$315.00	
				TOTAL COSTS:		\$1,608.00
* Soldiers must show <b>DD For</b>	<b>m 714</b> or copy o	of orders stating MT	SS-5/MTSS	i-7 with valid ID Card to sig	n into DFA	C for Govt. meals.
* All personnel paying in a DF	AC <b>MUST</b> have	either Cash or Ch	eck (payabl	e to Dept. of Treasury).		
* JROTC, ROTC, Nonprofit Yo	outh Groups incl	uding CAP/Scouts;	Discount N	leal Rate for Breakfast: \$2.6	0 Lunch: \$4	<b>4.20</b> , Dinner: <b>\$3.65</b> .
* AD / All Others (BAS), Meal	Portion Per Die	m, AR Officers IAD	T; Standard	Meal Rate of Breakfast: \$3.	45, Lunch: \$	\$5.55, Dinner: \$4.85.

SUBJECT: Standing Operating Procedures for Food Program Management Office, Fort

Sill, Oklahoma

# ANNEX B FORMS

REFERENCE: AR 30-22, DA PAM 30-22, TM 4.41-11, TM 4.41-12.

DA FORM 3032, SIGNATURE HEADCOUNT SHEET: WWW.APD.ARMY.MIL

DA FORM 3161, LATERAL TRANSFER, CHANGE DOCUMENT, TURN-IN, RECEIPT:

WWW.APD.ARMY.MIL

DA FORM 1687, NOTICE OF DELEGATION OF AUTHORITY: WWW.APD.ARMY.MIL

DA FORM 5913, STRENGTH AND FEEDER REPORT: WWW.APD.ARMY.MIL

DA FORM 5914, RATION CONTROL SHEET: WWW.APD.ARMY.MIL

DA FORM 7589, SUBSISTENCE VENDOR CONTRACT DISCREPANCY REPORT:

WWW.APD.ARMY.MIL

DD FORM 200, FINANCIAL LIABILITY INVESTIGATION PROPERTY LOSS (FLIPL):

http://www.dtic.mil/whs/directives/infomgt/forms/index.htm

DD FORM 362, STATEMENT OF CHARGES/CASH COLLECTION VOUCHER:

http://www.dtic.mil/whs/directives/infomgt/forms/index.htm

DD FORM 1131, CASH COLLECTION VOUCHER:

http://www.dtic.mil/whs/directives/infomgt/forms/index.htm

DD FORM 1544, CASH MEAL PAYMENT BOOK:

http://www.dtic.mil/whs/directives/infomgt/forms/index.htm