

Standard Operating Procedure 700-005

**Food Program Management Office Support and
Class I Support for Garrison and Field
Environments**

Food Program Management and Subsistence Supply Management Office Procedures

**AFSBn-Sill,
Fort Sill, Oklahoma 73503
1 January 2022**

UNCLASSIFIED

SUMMARY of CHANGE

SOP 700-005

Food Program Management and Subsistence Supply Management Office Procedures,

This major revision, dated 1 January 2022

- Warrior Restaurant (WR) officially replaces the common terms Dining Facility and DFAC.
- Additional instructions for Initial Military Training (IMT) units not being issued cash sheets for authorized one-line entries when receiving field feeds from a WR in paragraph 8.a.
- Requests for support of hot field feeds from a WR should be limited to Local Training Area (LTA) site support only in paragraph 24.
- Requesting the Meal Operational Ration Enhancement (MORE) for BCT and AIT units to be used during authorized specific training events in paragraph 2-2.
- Additional authorization requirements for subsistence request changes under 3 days from consumption in paragraph 3-1.
- Additional instructions on opening and closing SSMO field accounts after a training event in paragraph 3-1.
- Standardized Format Template for Requesting Subsistence Support from the FPMO/SSMO in Appendix B, page 24.
- Cubed Ice Planning Factors in Appendix H.

**AFSBn-Sill
Supply and Services Division
Food Program Management Office
Fort Sill, Oklahoma**

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History. This is the revised publication for Food Program Management Office and Subsistence Supply Management Office procedures, dated 1 January 2022. This supersedes all previous versions.

Summary. This publication provides information on the Food Program Management Office and Subsistence Supply Management Office policies and procedures for supported customers.

Applicability. This publication applies to all units and organizations requesting support from the Fort Sill Subsistence Supply Management Office.

Suggest Improvements. The proponent of this publication is the AFSBn-Sill Supply and Services Division. Users may submit comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to ASCW-SIL-SS.

Distribution. This publication may be obtained from AFSBn-Sill share point, (<https://sill-www.army.mil/lrc/docs/FPMO.pdf>). It is the responsibility of the user to ensure they are working with the most current procedure.

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Chapter 1 Introduction

1-1. Purpose

This standard operating procedure (SOP) provides guidance to units and organizations receiving support from the AFSBn-Sill Food Program Manager Office (FPMO) and the Subsistence Supply Management Office (SSMO). The intent of this document is to clarify FPMO and SSMO business practices outline support provided by the FPMO/SSMO, and identify roles and responsibilities of supported units to provide quality support.

1-2. References

Publications and forms are listed in Appendix A.

1-3. 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) (<https://secleefafmisweb.sdcl.lee.army.mil>), and the Decision Support System (DSS) (<https://afmisweb1.lee.army.mil/AFMISDSS>).

(2) Supervises the Food Program Management Office (FPMO) and Subsistence Supply Management Office (SSMO) to ensure 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 WRs and equipment replacement are included in the annual budget.

(5) Concludes the FY with each WR 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 of all updates on all food service data appropriate systems.

(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 Warrior Restaurant (WR) Managers (WR/DFM).

(2) Advises respective commanders on all matters related to food service.

1-4. Location, operational hours, and points of contact

a. The FPMO is in building 2243 Hirsch Road, Fort Sill, Oklahoma 73503.

b. Operational hours:

(1) Administration office. Monday – Friday 0730-1600 (closed 0730-0800 for mandatory meeting and 1130-1300 for lunch). Any administrative actions that cannot be processed by 1545 that day will wait until the next business day. This enables the FPMO to finalize the day's work, clean-up, and secure areas prior to closing at 1600.

Food Program Manager	580-442-1896
	brian.a.buchanan.civ@army.mil
Subsistence Supply Manager	580-442-4103
VACANT	brian.a.buchanan.civ@army.mil
Food Service Specialist	580-442-3598
	james.m.french.civ@army.mil
Contract Officer Representative (COR)	580-442-3291
- OTCnet POC	katina.s.woodland.civ@army.mil
Quality Assurance Evaluators (QAE)	580-442-2051/5171
	charlotte.halsey.civ@army.mil
	christopher.k.foster.civ@army.mil

1-5. General

Special situations. For unusual situations not addressed in this SOP, contact the FPMO.

1. Introduction

a. The FPMO oversees daily operations of Appropriated Fund WRs supporting an average of 5.5 million meals annually. The office consists of the SSMO, Contracting

Officer Representative (COR), 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. To ensure all commands utilize food service personnel, equipment, and financial resources in the most efficient and effective manner possible; to establish, standardize and maintain communication of all food service responsibilities, policies, and procedures at all levels in the chain of command.

2. Installation Food Service Management Boards (FSMB) Quarterly: 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 WR, meeting the needs of the command and the desires of the diners.

3. 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- 65.

b. Social Functions: The use of Government subsistence, WR equipment, and WR staff to support social functions such as retirements, promotion, award ceremonies, religious activities (retreats and seminars), coffee calls, change of command functions, parties, and other similar functions are **strictly prohibited** IAW AR30-22 Para 3-48, (3) j. 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.

4. Specialty items for culinary arts, Thanksgiving, and Christmas

a. Specialty items are requested on a DA Form 3161.

b. Block ice is used for holiday meals only. WRs must submit requests for block ice NLT fourteen (14) days prior to pick-up date. Block ice is issued in 300 pound blocks; block ice is not a stocked item.

c. The SSMO must have a DA Form 1687 on file by the unit commander, and unit personnel must be authorized on DA Form 1687 to request/receive specialty items.

d. The DA Form 3161 must be signed by the commander, brigade Food Advisor and/or brigade Senior Culinary Management NCO

5. Organization Day Activities: The FPMO will support as per AR 30-22 3-48 (I).
- a. Memo Requests/DA Form 5913 Strength and Feeder from Brigade FSO are required fourteen (14) days prior to event. Mobilized/visiting units entitled to one organizational day annually while training on the installation for at least two weeks.
 - 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. The same menu will be provided to all.
 - d. Units are responsible for signature headcount/cash collection for Separate Rations. Standard/Discounted Meal Rates apply.
 - e. Unauthorized diversion or misuse of government subsistence, supplies, and facilities through failure to maintain essential data or accurately document the headcount and cash collected is considered mismanagement and may be a violation of the UCMJ.
6. Evaluations of Dining Facilities: Forces Command (FORSCOM) units having control of a WR or Full Food contracted facilities submit quarterly evaluations and accompanying Action Plan, IAW DA Pam 30-22, 3-9, to FPMO using the current installation inspection form.
7. Department of the Army Philip A. Connelly Program: 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, 3-50.
8. Cash Meal Payment Books: Issue/Turn-in POC for establishing accounts is Book Control Officer (BCO/MCCO), at AFSBn-Sill IPBO
- a. Warrior Restaurants do not issue cash sheets for authorized daily field feeds prepared for SIK Soldiers and issued to tenant Initial Military Training (Basic and AIT) units under one-line entry headcount procedures; Cadre may pay for a meal when picking up field feed packages from a Warrior Restaurant if they intend to consume a meal from the field feed package being picked up.
 - b. DD Form 1544 Cash Meal Payment Book (accountable document) records cash payments for Government-furnished meals sold to authorized personnel accounted for at all times and properly stored in a safe or a field safe that is properly secured to an immovable object. Funds collected from sales of meals are safeguarded (DOD 7000.14-R).
 - c. Each accounting period/FY begins with new cash meal payment sheet.
 - d. Unannounced verification and cash count is conducted each quarter (DA Pam 30-22).

- e. WRs re-validate 1544 books issued during the FY annually; completed NLT 5 duty days after FY IAW DA Pam 30–22.
- f. During a change of FSO, the DD Form 1544 sheet(s) in use (including complete books issued to the FOS) will be closed out and all monies turned in. Utilize Transfer Control Sheet.
- g. At the end of each FY, all funds will be turned in on first workday of new FY. Turn-in documents are annotated "Final FY turn-in" to alert to post to closing FY account.

9. Cash Turn-In/Collection Procedures

- a. Warrior Restaurant Administrative Clerk personnel will create the Cash Collection Voucher (DD1131) for cash turn-in.
- b. Before depositing, Warrior Restaurant personnel can scan and email a copy of the DD1131 to the OTCnet POC; type "Request WR Collection CIT #" in the email subject line.
- c. The Administrative Clerk will enter into the OCTnet system the cash turn-in. Email: the OTCnet POC to approve the deposits submitted by the Administrative Clerk from Warrior Restaurant. Issue the annotated Cash Collection Voucher and OTCnet Deposit Ticket to the FSO to deposit the funds to the Community Bank on post.
- d. Warrior Restaurant Administrative Clerk "**must**" then provide a copy of the signed deposited DD1131 with CIT# and Finance Voucher# to the Installation Food Service Office.
- e. Never deposit any Cash Collections Voucher (DD 1131) without a CIT number. **No changes can be made to DD 1131 once the CIT number is created.**

10. Automated Headcount (ACH): **AUTOMATED HEADCOUNT/POS SYSTEMS WILL REMAIN ON AT ALL TIMES. The system will be shut down and restarted daily.**

- a. Subsistence-in-kind (SIK): Must show authorization (CAC, orders, etc.) prior to admittance. Diners consuming meals without paying/authorization for a meal will be reported monthly to the FPM and Garrison Commander, and are subject to UCMJ.
- b. Headcounter procedures (Cashiers): Insert the CAC into the station card reader. Diners enter (PIN) using keypad.
- c. 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.

d. All Non-SIK customers receive a receipt prior to leaving Cashiers station. All others receive a receipt upon request.

e. To-Go Meals: Are only authorized for military personnel; will receive a receipt and instructions from Cashiers.

f. One-line entries:

(1) Authorized when Soldiers brought to WR in groups. Cashier counts and inputs number of diners (by service comp).

(2) NCO/Officer provide Cashiers with ID to process group of Soldiers dining. Information entered by number each category (Active, USAR, etc.).

11. Point of Sale (POS) procedures:

a. If A Cashier system is inoperable, use DA Form 3032 as temporary sign in sheet. When system is working, Cashiers manually enter DA Form 3032 information. DD Form 1544 is used for manual method of cash collection.

b. When there are problems with the AHC/POS, use troubleshooting procedures IAW user's manual. If no change, call the AESD and submit a service order.

c. All diners are subject to Meal Entitlement Code (MEC) verification per below; ref: SUBHQDA EXORD 010-18 Implementation of Automated Meal Card Management System. Meal Entitlement Codes are as follows:

00 SUBSISTENCE IN KIND (SIK)

01 BASIC ALLOWANCE FOR SUBSISTENCE DISCOUNT (BASD)

02 BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

04 INSTITUTIONAL TRAINING DIRECTED LODGING AND MEALS 5 (ITDLM5)

05 INSTITUTIONAL TRAINING DIRECTED LODGING AND MEALS 7 (ITDLM7)

06 FIELD SIK (FLD)

07 ESSENTIAL UNIT MESSING (EUM)

d. All POS stations will maintain the default setting "02-BAS". Cashiers are not authorized to over-ride diner entitlements. Report non-compliance issues to the FPM through respective channels, i.e. persons not paying for meals and/or confrontational persons; include diner name/rank/unit/or other as known.

e. AUTHORIZED ONE-LINE ENTRIES (summarized): For use in field training if collection of signatures is impractical determined by unit commander and/or approved TRADOC units on the installation. Personnel must enter a WR as a group and be controlled by a designated individual/cadre or a specialist/corporal or above signing for the group using a CAC. Individual diners should use regular AHC procedure.

f. The FOS (Manager), contract manager, or designated representative shall periodically check the headcounter during the meal to ensure proper procedures are being conducted.

g. The FOS ensures all members of the WR staff, cooks in SIK and BAS status, food service contract employees, civilian attendants, visitors, and guests sign the proper headcount sheet or cash collection document when consuming a meal. Consuming food in any quantity (other than sampling as defined in the glossary of DA Pam 30-22) at any time will be considered a meal consumed and must be accounted for by signature headcount or cash collection methods.

h. ADDITIONAL INFORMATION:

1) 3.C.8.I.7 (U) [ADD] IET SOLDIERS ARE NOT REQUIRED TO HAVE MEC CODES LOADED ON THEIR CAC DURING TRAINING. THE MEC CODES WILL BE LOADED DURING IN-PROCESSING AT THEIR FIRST PERMANENT DUTY LOCATIONS.

2) 3.D.5. (U) [ADD] SOLDIERS IN TDY STATUS - IAW AR 600-38, PARA 6 -1.D. SOLDIERS IN A TDY STATUS RECEIVING PER DIEM ALLOWANCE FOR MEALS WILL NOT BE ISSUED A DD FORM 714 (PAPER MEAL CARD), COMMANDERS WILL ISSUE A MEMORANDUM, SEE ANNEX G WHICH CAN BE MODIFIED BASED ON THE SOLDIERS MEC. THE SOLDIERS PERMANENT DUTY LOCATION S-1/PERSONNEL OFFICE WILL CODE THE CAC CARD BAS/02. THIS APPLIES TO ALL SOLDIERS IN A TDY STATUS.

3) 3.D.6. (U) [ADD] SOLDIERS EATING AT SISTER SERVICE DINING OR JOINT FACILITIES - THE MEC CODES ARE UNIQUE TO THE ARMY DINING FACILITIES. SISTER SERVICES OR JOINT WRS WILL NOT BE ABLE TO READ THE CAC AND SIK SOLDIERS WILL NEED ORDERS OR A MEMORANDUM FROM THEIR COMMANDERS STATING THEIR STATUS, SEE BELOW, MODIFY AS NECESSARY.

SAMPLE MEMORANDUM for OTHER SERVICES (NON-ARMY) DINERS.

MEMORANDUM FOR RECORD

SUBJECT: Meal Entitlement

1) *The following Soldier, (last name, first name, rank, DoD ID number), is currently authorized Government-provided meals under Subsistence-in-kind (SIK) status. The Soldier's correct Meal Entitlement Code (MEC) will be processed onto the Soldier's Common Access Card (CAC) within seven (7) days from the date of this memorandum.*

2) *This memorandum is valid for seven (7) days only.*

3) *The point of contact for this memorandum is the undersigned and can be reached via email at (email address) and at 555-555-1212.*

COMMANDER'S NAME
CPT, xx
Commanding

f. *A copy of the above AHC procedures shall be maintained in each headcount book located at all POS/headcount stations.

11. Authorization for Civilians to utilize Warrior Restaurants:

1) Civilians with a military ID or CAC that work on post in a government position can eat in the Warrior Restaurants.

2) The Guns and Rockets Warrior Restaurant (B3443) is the preferred Warrior Restaurant; however, personnel can eat in the building closest to where they work. This authorization can be amended at any time, depending on the utilization rate or FPM authority. The diner use policy is linked in the LRC website.

3) Distinguished guests/ groups escorted by Military members. Guests at holiday meals; Thanksgiving, Christmas and the Army Birthday.

4) Morale, Welfare and Recreation (MWR) entertainment groups.

5) LRC-Contracted Civilian drivers operating mass-transit vehicles in garrison for the purpose of transporting Soldiers to and from the Warrior Restaurants.

12. End of Month Reports:

a. Warrior Restaurants must submit electronically (scan and send as email attachment) NLT 5 working days after the 1st of the month to the FPM for each facility.

b. WR reports are as follows:

(1) Cook Status Report (Military).

(2) EOM Inventory signed by the WR Manager (Operational Rations also).

(3) Unannounced Cash Count performed by authorized personnel.

(5) DA Form 2970 (One monthly sheet for B/L/D, and one sheet for Brunch/Supper).

(6) Outstanding Work Orders (List with details and priority assigned).

(7) WR Council Minutes (Monthly for Military Operated WRs).

(8) Nutrition Review.

(9) Quarterly Action Plans (Required NLT 15 working days after end of quarter).

(10) Annual requirements for End of Year Close Out procedures posted by FPM.

13. Monthly Earnings/Expenditures Report (DA Form 7454): Reflects monetary status of WR. 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 Fiscal Year (FY) is IAW DA PAM 30-22.

14. Food Losses during Alerts, Field Exercises, or in WRs: Unit FOS and Commanders follow procedures in AR 30-22 and DA PAM 30-22. Contracted WRs follow same procedures and notify COR/FPM/SSM within 12 hours of discovered loss.

15. Commanders/WR Managers Responsibilities of Accounting: Maintain records based on data provided by the FSO and/or Cashiers records; assure monetary status of WR is at zero or underspent status IAW DA PAM 30-22, 3-46, d; monitor information and data to ensure unit allowances are properly utilized; ensure SSMO is provided with current Appointment Orders of WR Manager and IPBOs; and ensure SSMO has updated information.

16. Receiving Subsistence:

a. 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. Coordinate with the SSM for vendor discrepancies in deliveries IAW DA Pam 30-22 4-35 (2).

b. **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.**

c. **Warrior Restaurant Managers shall subscribe and maintain an account with DLA to receive ALFOODACT messages; send email request to the following address: usarmy.jbsa.medcom.mbx.medcom-vsims@mail.mil**

17. End-of-Fiscal-Year Close-Out Requirements for WRs:

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, the senior commander appoints a disinterested person to conduct cash count to ensure facility has funds to process the outstanding meals on the Cash On Hand (COH) (Cash Audit) tables in AFMIS.
- c. Three (3) days prior, FPM/SSM 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. Prepare additional DF to DF transfers for subsistence that may still be on hand.
- g. Review Account Status. If not zero balance; initiate Financial Liability Investigation for Property Loss (FLIPL) or Letter of Determination for the difference.
- h. Conduct Monthly Accountable Inventory, after all other inventory transactions have been taken, to close the WR Account. This should be a zero item inventory.
- i. WR Managers close out Cash Turn-In Vouchers when returned from Defense Finance Accounting System (DFAS) with Disbursing Office Voucher Number.
- j. Additional Close Out Procedures for Indefinite Closing of WR.

(1) WR are required to follow this SOP on Close out procedure in this SOP. The following procedure and documents are required:

(2) WRs are required to notify the FPMO of WR close out 180 days prior to deployment.

(3) WRs are required to contact DPW 90 days before close out to identify equipment that needs to be disconnected from gas line and other requirements, and for building preparation.

(4) WRs identify all equipment that needs to be repaired, and turn-in all equipment not serviceable to DRMO within 60 days of close out.

(5) WR's must test and report all WR and WR Attendants (DFA's) equipment to the FPMO for serviceability within 60 days of close out.

(6) WR's must contact Veterinary Services to initiate transfers of all Class1 subsistence to an open WR (WR to WR transfer) within 10-5 days of close out.

18. Equipment Operation and Maintenance:

- a. Personnel follow manufacturer's instructions on operation, maintenance and cleaning of all equipment in WR.
- b. Equipment or facility issues requiring Service Work Orders need to call Ft. Sill DPW and submit a Service Work Order for equipment/facility issue.

(1) Contracted/Military facilities notify COR/FPM within thirty (30) minutes of failure.

(2) All equipment transactions must go through IPBO and posted in AFMIS under equipment inventory within five (5) working days of the actual transaction

19. Procedures to pick up supplies from FPMO/SSMO: Military-operated WRs (only) may request and receive supplies on the first Tuesday and Thursday of every month from 0800-1200. Other times and dates must be coordinated by appointment, and will be considered on a case by case basis. WR supplies will be issued IAW WR's feeding capacity.

Equipment Turn-in Procedures. WRs are required to follow AFSBn-Sill IPBO SOP turn-in procedure in order to obtain support.

- a. WRs need to call work order to have nonfunctional equipment coded and to determine if equipment needs to be turned-in.
- b. WRs must contact the AFSBn-Sill IPBO to make an appointment for turn-in.

20. WR Equipment Request Procedures.

- a. WR are required to follow AFSBn-Sill IPBO SOP request procedures in order to get support.

21. WR Open Procedures.

(1) WR's are required to notify the FPMO WR opening within 90 days to re-establish AFMIS user's roles.

(2) WR's must test all equipment 30 days prior to opening.

(3) WR's must turn in a DA Form 1687 to open Class I subsistence through the SSMO and established OTCNet accounts within 30 days of opening.

(4) WR's must request and sign cash meal payment sheet 15 days prior of opening from installation cash book officer.

(5) WR's must inventory and check all computers and Point of Sales (POS) 15 days prior to opening

22. WR Maintenance Work Order Submission Instructions.

23. Field Feeding Support from a Warrior Restaurant. (Refer to Table 1 for lead time)

a. Units and WRs are responsible for adhering to authorized meal support schedules/plans including the type of meal, method of support, dates, and times approved on the unit's request. Failure of the WR and/or the unit to adhere to authorizations may result in an investigation and/or the unit and/or the WR may be held responsible for any subsistence or labor losses.

b. Military (E-4 or above) or contractors should arrive 15 minutes prior to the scheduled pick up time annotated on the Class I support request.

c. Conduct joint inventory of the food and equipment with Warrior Restaurant food service personnel.

d. After joint inventory is complete, the pick-up representative will print and **sign the authorized form**.

1) When returning field feeding residuals and equipment, all units must conduct a joint inventory and print/sign on the same form to account for all equipment being returned.

2) Field Feeding equipment issued for must be returned in accordance with the below times to ensure sanitation and equipment accountability for follow-on meals:

Breakfast: returned no later than 1400 CST (2:00 pm)

Lunch: returned no later than 1600 CST (4:00 pm)

Dinner: returned no later than 2030 CST (8:30 pm)

2) Units that do not follow these procedures will not be able to pick up future field feeds until the equipment has been properly accounted for.

e. **Clean and covered vehicles** only, to pick up the rations. Pallets must be utilized to store the subsistence on.

f. All trash generated by meals is placed in garbage bags and back hauled to Warrior Restaurant dumpsters.

1) All cardboard must be separated from food residuals, flattened, and put into dry dumpsters. All food residuals must be separated into trash bags and put into wet dumpsters. Non-compliance will be reported to the FPM and may result in UCMJ actions.

g. If ration vehicles are used for trash, cargo area must be washed (warm soapy water

and rinsed).

24. Meal Cycle for Field Feeding Support From a Warrior Restaurant

- a. Field Feeding support can be requested for a maximum of two (2) meals per day that are not in succession; e.g. Breakfast and Dinner or Lunch only.
- b. Field Feeds are designed to support training missions in local training areas (LTA). Commanders are responsible for ensuring units maximize the use of WRs when training in classroom environments and/or within the garrison area. Units requesting accommodations due to unforeseen or challenging circumstances should include concerns in memorandum requests for support. Emergency situations are considered on a case-by-case basis. All changes should be submitted in accordance with unit policy and this SOP.

25. Field Feeding Administration

- a. Field feeding representatives (NON-IMT) will sign for a Cash Sheet (DD Form 1544) and cash box with appropriate monetary change when picking up the meals, and are responsible for headcount duties.
- b. The Warrior Restaurant Manager briefs representatives on headcount procedures.
- c. At completion of each meal, headcounter closes meal by signing on next unused line.
- d. The DD Form 1544 is returned with cash collected to the issuing WR.
- e. **IMT CADRE and/or their representatives are required to pay for their meals prior to departing the Warrior Restaurant for any meals they intend to consume.**
- f. Commanders using one-line entry will ensure proper accountability.
- g. Commanders signing the one-line entries ensure Soldiers listed equal Soldiers fed.
- h. Upon completion of the meal, representative returns paperwork/equipment to Warrior Restaurant IAW turn-in/ recycling requirements.
- a) Units must empty all food not consumed into trash bags and discard in proper (WET) dumpsters.
- b) All cardboard must be flattened and put into the cardboard (DRY) dumpsters.
- i. Leftovers are offered to Soldiers as seconds. Return all food not consumed to Warrior Restaurant
- j. Unused cases of fruit, condiments, and milk/boxes of cereal are returned to the Warrior Restaurant.

26. Emergency Condition Paper Products: Each Warrior Restaurant located on Fort Sill will

maintain 5 days of Emergency use only paper products provided by the Food Program Manager Office. These stocks are only to be used in the event of an Emergency (i.e. dishwasher inoperable, supplies not delivered, or not in stock (NIS), and End of Year situations when unfunded. These emergency situations must be identified and approved by the Food Program Manager.

Chapter 2 SSMO Introduction

2-1. Purpose

This standard operating procedure (SOP) provides guidance to units and organizations receiving support from the AFSBn-Sill Subsistence Supply Management Office (SSMO).

The intent of this document is to clarify SSMO business practices, outline support provided by the SSMO and identify roles and responsibilities of supported units to provide quality Class I support.

Additional SSMO procedures are IAW Appendix G: PM12 SSMO External Standard Operating Procedures

2-2. Requesting the Meal Operational Ration Enhancement (MORE) and/or Recovery Bar (Protein Bar) for BCT and AIT units only, will be approved for specific training events. There is a 30 day turn around on orders once placed with the SSMO.

a. The type of activity and duration dictate the best time for consumption; those training events that require >90 minutes to exertion are the target. A recovery bar or PRB is recommended for the below identified training events within the BCT curriculum.

b. **“MORE”(s) ARE NOT A MEAL REPLACEMENT**, and are only authorized in addition to normal meals for the below training events:.

Training Events and time of consumption:

Confidence Tower	At event: optimal at midpoint or end
Obstacle Course	At event: optimal at midpoint or end
Foot March 1 (4 k)	Optimal just prior to start of event
Foot March 2 (8 k)	Optimal just prior to start of event
Foot March 3 (12 k)	Optimal just prior to the start of event
Night Infiltration Course	At event
Basic Tactical Techniques (BBT)	At event
FTX (first evening/night)	Start of FTX
Diagnostic Physical Fitness Test	Last formation night before (if no daily bar)
Record Physical Fitness Test	Last formation night before (if no daily bar)

c. Request these items by using a unit field account at the SSMO; a memorandum for request, DA Form 5913 Strength and Feeder Report, and DA Form 5914 Ration Control

Sheet (for previously issued/ consumed bars) are submitted through the BDE/BN S-4, to the FPMO.

d. FPMO will approve and process thru the SSMO. The FPMO will track costs and report to JCCoE on a quarterly basis.

2-3. Requesting ice

a. Ice is issued with OPRATS from potable ice making machines in the SSMO Warehouse. See also Appendix H, Cubed Ice Planning Factors.

b. 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.

c. If ice machines are not available 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 Tri-Service Food Code.

d. In any situation where ice is used for field consumption and paid for by unit funds, the SSMO will not provide ice until a fund site is provided, and certified by the organization's Resource Manager. Requests for ice should be submitted NLT three (3) days prior to training. When the unit submits a request for a field account, also submit the ice requirement. Ice is issued in 20-25 pound bags.

Chapter 3 Special Situations

3-1. Garrison support (Class I) for field training of FORSCOM and external units.

For field training, three (3) days or less, units can request support from their supporting WR. Letter Of Intent will need to be turned in to the Contracting Officer Representative (COR), to request WR Attendance (DFA's) support. All subsistence requests (A-rations, MREs, late and early meal requests) are submitted to the WR NLT fourteen (14) days prior to training dates through the WR manager, brigade Food Advisor or Senior Culinary Management NCO, FPMO, and COR. Training longer than three (3) days, requires a field account IAW AR 30-22, Para 4-10. For exemption to policy on Garrison support requests exceeding three days, the requesting unit must submit a memorandum thru FPMO and JCCoE (Chief Quality Assurance Division) to DAG4 for approval.

a. The memorandum must include at a minimum the following:

- (1) Unit
- (2) Nature of requirement (i.e. range, FTX, etc.)
- (3) Date and time meals are required.
- (4) Total number of meals required.
- (5) Total number of Subsistence in Kind (SIK).

(6) Total number of cash or payroll deductions (DFAS).

(7) Name and grade of individuals picking up meals.

(8) Name and grade of point of contact.

(9) Signed by Commander and unit S-1.

b. It is the receiving unit's responsibility, **not the FPMO**, to provide all dinnerware and sanitation supplies such as paper products such as plates, flatware, etc.

c. All units and organizations requesting rations will adhere to the lead times and routing in Table 1. In any situation that changes occur within 3 days of the intended meal the first O-5/DCO in the chain-of-command can authorize via email validation and/or sign a Letter of Lateness under formal assumption of command orders.

NOTE: All Requests will be subject to BAS Recoupment as applicable.

Table 1. Request Submission Time Requirements

Type of Request	Submission Date Required (No Less Than)	Authorization for Changes Under 3 Days
MRE, Meals Ready To Eat/Ice	5 Working Days prior to first meal	Required from O-5/DCO
Field Feed from a Warrior Restaurant	10 Working Days prior to first meal	Required from O-5/DCO
Remote Site Feeding (UGR's)/Ice	30 Working Days prior to first meal	Required from O-5/DCO
Warming and Cooling Beverages/Ice	5 Working Days prior to consumption	Required from O-5/DCO
Travel Rations	5 Working Days prior to travel date	Required from O-5/DCO
Special Requests/Religious Meals, Shelf-Stable Box Meals	21 Working Days prior to first meal	Required from O-5/DCO
Organization Day	10 Working Days prior to date of meal	Required from O-5/DCO
Performance Readiness Bars (BCT units only)	60 Days prior to start of a cycle	Required from O-5/DCO
Protein Bars (All units)	5 working days prior to consumption	Required from O-5/DCO
MORE Supplement to an MRE	30 working days prior to start of a cycle	Required from O-5/DCO

Request Routing Process for Military and Contracted Warrior Restaurants	
Request Initiated By	Unit Commander or authorized representative
Verified/Signed By	Unit S-1 Officer (If DFAS Action is Necessary) Not required for IMT BCT/AIT one-line entries.

Routed Through	Unit's Brigade Class I Representative/Planner
Submitted To	FPMO/SSM
FPMO-Approved Request Sent To	Warrior Restaurant Manager / Contract Project Manager / SSMO Contracted Supervisor
Received/Signed By	Warrior Restaurant Manager / Contract Project Manager / SSMO Contracted Supervisor

d. Administrative Note to the Above Tables: Changes within 3 business days of a meal affecting meal cycle, type, cancellation, or headcount adjustments over 10%, will require O-5/DCO signature.

e. IMT units will project religious meal operational ration (Halal/Kosher) needs for new class fills based on historical data; religious meals should be included in requests for MREs and/or shelf-stable meals submitted.

4-2. Procedures to purchase survival rations and emergency water:

This section provides units information for purchasing survival rations and emergency water as part of the unit basic load (UBL). Procedures outlined are applicable to aviation, watercraft, and other units that may use these items. Survival rations and emergency water are part of the survival kit on an aircraft, watercraft, or other like scenario. These items are for personnel sustainment in survival situations and are a unit operations and maintenance, Army (OMA) fund expense and accountability. The SSMO is directed to avoid ordering these items through AFMIS/STORES unless otherwise directed to do so by the (JCCoE). Unit supply personnel may order these items through DOD FEDMALL. For more guidance please contact the Fort Sill SSMO. (See JCCoE Web Page at www.quartermaster.army.mil, operations directorate, quality assurance division, other Class I section).

a. Units are authorized to purchase packaged water and survival rations for UBL of aviation, watercraft, shelter-in-place and other like scenarios where storage is required.

b. Unit supply or ordering officers must establish an account for these purchases via DOD FEDMALL (<https://www.fedmall.mil>). Units will use their DODAACs and Fund Code as purchase authority to complete these transactions. A common access card is needed for DOD FEDMALL account registration; click on the "Sign In / Register" link at the top of the screen. d. In order to place orders, you will need either a Government issued Credit Card, Contractor Credit Card, or valid Bill To DODAAC Ship To DODAAC and Fund Code which creates a MILSTRIP. Upon logging in, please select the "My Account" link at the top of the screen. Under settings in "My Account" verify permissions and payment methods.

f. More information is available on the DOD FEDMALL website. This web order capability makes a catalogue of goods available to the unit across all classes of supply.

4-3. Contingency Plan and/or Emergency Use of Unit Basic Load (UBL) Meal use:

a. THREATCON DELTA, Black Road Conditions, or other emergencies, the LRC may authorize MREs to be served and/or direct units to a WR that will provide meals.

b. Battalion S4 representatives may issue MRE cases to Battery during emergencies using DA Form 3161. Batteries will use a DA Form 5914 for issuing meals to Soldiers. Final counts/paperwork are sent to SSMO for replenishment.

c. ALL TRADOC UNITS ON FORT SILL WILL MAINTAIN CLASS I UBL!

(1) Unit Basic Load plan: 3 x MRE per SIK Soldier per day for 3 days. Example: 50 Soldiers x 1 day = 150 MRE x 3 days = 450 MRE; 38 Cases.

d. 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. Unit PBO initiates UBL requests; Commanders sign for UBL IAW DA Pam 30-22, paragraph 4-6.

e. MRE are charged to requesting unit's UIC MPA account. UBL is rotated and consumed by the unit; not returned to the SSMO. When not consumed within the shelf-life timeframe, units contact Veterinary Services for inspection and disposition.

(4) UBL WILL NOT be replenished unless the previous issue is properly accounted for on unit issue documentation; DA Forms 5914 or 3032.

4-3. Performance Readiness Bars (PRB) for Initial Military Training (IMT): PRBs are issued in entirety for a cycle, no earlier than two (2) weeks prior to the beginning of a cycle due to the short shelf life of the PRB.

a. PRBs are to optimize performance by replenishing muscle and liver glycogen stores, and the PRBs are fortified with calcium and vitamin D to create stronger bones.

b. The PRBs are issued to Basic Combat Training (BCT) units. Issued normally at 250 bars (subject to change). Upon completion of the cycle, remaining PRBs will be subtracted from the next issue to the unit for the following cycle.

4-4. Fueling the Soldier Initiative (SFI): Fort Sill TRADOC warrior restaurants operate IAW Go for Green-Army and Initial Military Training-SFI menu standards. Menus are issued per directive by the Department of the Army. The FPMO will update warrior restaurants with menus, menu cycles and other requirements along with SOPs based on current IMT BCT/OSUT/AIT standards as published by the Joint Culinary Center of Excellence, Subsistence (JCCoE).

Appendix A References

Section I Publications

AR 30-22

Army Food Program

DA PAM 30-22

Operating Procedures for the Army Food Program

ATP 4-41

Army Field Feeding and Class I Operations

TM 4-41.11

WR Operations

TM 4-41.12

Food Program Operations

TB MED 530

Tri-Service Food Code

Section II Forms

DA Form 1687

Notice of Delegation of Authority – Receipt for Supplies

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 3032

Signature Headcount Sheet

DA Form 3161

Request for Issue or Turn-in

DA Form 5913

Strength and Feeder Report

DA Form 7589

Subsistence Vendor Contract Discrepancy Report

Appendix B Sample Documents Required for Establishing a Field Account and/or Support from a WR. (figures B-1 to B-3). Support from WR use standardized format in B-1/B-3.

DEPARTMENT THE ARMY
(UNIT ADDRESS)

Your Office Symbol

DATE:

ROUTING:

Individual/Office	Acknowledged/ Approved	Date Received
Unit Food Service Representative		
Unit's S-1 Officer		
FPMO Class I Representative		
SSMO (if applicable)		
Warrior Restaurant Manager		

MEMORANDUM FOR: (Annotate the specific Warrior Restaurant and/or SSMO)

THRU: Unit Class I Subsistence Representative (Rank, Name, Unit)

THRU: Food Program Management Office, 407TH AFSB-Fort Sill

SUBJECT: Memorandum of Intent for Class I Subsistence Support

1. Type of Training Event: (Detailed specifics of event, for example "Cycle Fill B 1-19 Class 25-22", or "FTX for gunnery tables in Training Area 5", etc....)

2. Unit Requesting Support: Unit Name, UIC: _____ DoDAAC: _____ APC (NG): _____
(Input unit funding source information for operational rations from the SSMO)

2. Type of meals required: Put the number next to each meal requesting:
(UGR Rations) _____, (MRE)_____, (Shelf-Stable Box meal)_____, (Halal meal)_____,
(Kosher meal) _____, (LTA Field Feed from a Warrior Restaurant)_____,
(Warming/Cooling Beverages)_____, (PRB)_____, (Other: (i.e. Organizational Meal, etc.)_____

3. Dates Required: / / THRU / /

4. Beginning meal: (Breakfast/Lunch/Dinner) Ending meal: (Breakfast/Lunch/Dinner)
(Table below is an example for listing types of meals, pick-up times for Field Feeds, and/or other information)

*Mandatory Date, Breakfast/Lunch/Dinner, Event.

DATE	BREAKFAST	LUNCH	DINNER	EVENT	(Remarks, Transportation Times, ect.)	Vegetarian / Halal / etc.
13 SEPT 17			1830	FILL		
14 SEPT 17	0810	1210	1830	CLASSES		
15 SEPT 17	BOX	MRE	1830	TA-50 ISSUE		
16 SEPT 17	0750	1210	1830	EO/SHARP		
17 SEPT 17	0650	1240	1730	RELIGIOUS		

5. Meal reimbursement categories:

SIK (Govt. Provided)	BAS (Separate Rations)	FAO Action (payroll deduction)	Cash	Total Headcount

Pick-Up Information: Times: BRK: LUN: DIN:

Representative(s) authorized to pick up meals: (Rank, full name, Email, and phone number) (Units may list one more than one representative if necessary).

Point of contact for this memorandum is (Rank, full name, Email, and phone number)

10.NOTE: DA Pam 30-22 Para 4-1, (3), Unit commanders should initiate BAS recoupment and payroll deduction for reimbursement through DFAS in accordance with AR 600-38. AR 600-38 Para 4-1, a, It is a command responsibility to initiate pay account collections for all Soldiers not eligible for SIK while receiving meals from a field mess or provided in the field on behalf of the Government.

Attachments/CF/Encl:

SIGNATURE BLOCK

Appendix C Example DA Form 1687

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					DATE 20190916
ORGANIZATION RECEIVING SUPPLIES 36th EN, HHC Brigade			LOCATION FORT HOOD, TX 76544		
LAST, FIRST, MIDDLE INITIAL	AUTHORITY		SIGNATURE AND INITIALS		
	REQ	REC			
MSG Jackson, Temika L.	X	X	JACKSON, TEMIKA L. (Signature) TJ		
SFC Owens, Maurice M.	X	X	OWENS, MAURICE M. (Signature) MO		
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE THE AUTHORITY TO:					
REMARKS Request and Receive Class I Subsistence					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WAZQAA			DODAAC/ACCOUNT NUMBER W33CGV		
LAST, FIRST, MIDDLE INITIAL Garcia, Efrain H.	GRADE O-3	TELEPHONE NUMBER (787) 404-8842	EXPIRATION DATE 20200916	SIGNATURE (Signature)	

DA FORM 1687, NOV 2015 PREVIOUS EDITIONS ARE OBSOLETE APD LC VI 01ES

Figure B-3 Example DA Form 5913

STRENGTH AND FEEDER REPORT				
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G-4.				
1. UNIT/ORGANIZATION 2-12 CAV, 1ABCT, 1CD		2. TO SSMO, Fort Hood, TX 76544		3. DATE (YYYYMMDD) 20190905
4. REPORT DATES (YYYYMMDD)	20191007	20191008	20191009	5. <input checked="" type="checkbox"/> REQUEST <input type="checkbox"/> REPORT
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (Active)	230	230	230	
U.S. AIR FORCE (Active)				
U.S. NAVY (Active)				
U.S. MARINES (Active)				
ARNG				
USAR				
7. SUPPORTED UNITS				
8. MEALS SOLD FOR CASH				
9. GRAND TOTAL	230	230	230	
10. REMARKS START EXERCISE DATE: 20191007 END EXERCISE DATE: 20191121				
11a. SIGNATURE KELLY D. MCELVEEN		11b. RANK SFC	11c. DATE (YYYYMMDD) 20190909	

DA FORM 5913, MAR 2006

DA FORM 5913, JUL 2002, IS OBSOLETE

APO LO-VI.02ES

Figure C-1 Example DA Form 3161

[illegible]


DA FORM 3161, DEC 2017

PREVIOUS EDITION IS OBSOLETE.

APD LC v1.00ES

AFSB-Sill FPMO/SSMO Procedures • 1 January 2022

Appendix E Survival Packet Sample Request

	DEPARTMENT OF THE ARMY U. S. ARMY QUARTERMASTER SCHOOL JOINT CULINARY CENTER OF EXCELLENCE 1630 BYRD AVENUE BUILDING 4200 FORT LEE, VIRGINIA 23801-1601
	REPLY TO ATTENTION OF ATSM-CES-QA
	19 May 2016

MEMORANDUM FOR Commander, Military Personnel Division, ATTN: SAFM-BUO-M,
Mr. Michael Mooney, 109 Army Pentagon, Room 3B349, Washington, DC 21310-0109

SUBJECT: Reimbursement to Military Personnel, Army (MPA) Fund for Food Packet,
Survival, General Purpose and Water, Drinking Emergency

1. Request reimbursement of MPA funds from Organization Military, Army (OMA) funds
for total cost of transaction. The following information is provided to establish a Letter of
Authority for resupply of Aviation Life Support Equipment (ALSE) support at:

UNIT DODAAC/UIC: _____

UNIT NAME/ADDRESS: _____

BREAKDOWN OF RATION SUPPORT:

Item	Count	Cost
Food Packet, Survival	10 cs.	\$1,500.00
Water, Drinking Emergency	300 ea.	\$1,000.00

GRAND TOTAL OF TRANSACTION: \$2,500.00

BILL TO DODAAC: _____

GFEBs LINE OF ACCOUNTING (INCLUDE FMZ and TFO/APC):

POC FOR FUNDING:

2. Request courtesy copy of transaction be emailed to Ms. Beverly Hamlette, JCCoE,
Field Feeding Specialist, (804) 734-4584, beverly.j.hamlette.civ@mail.mil.

3. POC for this memorandum is: (Rank, last, first, email, telephone).

SIGNATURE BLOCK

Appendix F Sample Survival Rations and Emergency Eater

DEPARTMENT OF THE ARMY
25TH COMBAT AVIATION BRIGADE
25TH INFANTRY DIVISION
SCHOFIELD BARRACKS, HI 96857

APZG-AZZ-S4

23 March 2018

MEMORANDUM FOR Commander, Military Personnel Division, ATTN: SAFM-BUO-M,
Ms. Sue Roselius, 109 Army Pentagon, Washington, DC 21310-0109

SUBJECT: Letter of Authority (LOA): Reimbursement to Military Personnel, Army (MPA)
Fund for Food Packet, Survival, General Purpose and Water, Drinking Emergency

1. Request reimbursement of MPA funds from Organization Military, Army (OMA) funds
for total cost of transaction. The following information is provided to establish a LOA for
resupply of Aviation Life Support Equipment (ALSE) support at:

UNIT DODAAC/UIC: **FILL IN**

UNIT NAME/ADDRESS: **FILL IN**

2. BREAKDOWN OF RATION SUPPORT:

Nomenclature	NSN	Quantity	Cost
Water, Drinking, Emergency	8960-01-124-4543	129 cases	\$2,322.00
Food Packet, Survival	8970-00-082-5665	41 cases	\$18,351.60
Food Packet, Survival	8970-01-028-9406	8 cases	\$754.56
Total:			\$21,428.16

BILL TO DODAAC: **FILL IN**

GFEB LINE OF ACCOUNTING: 031 0303010D17 A72AD 117001W25D 40077534
270B 031001 5057741364-001 GFEB \$21,428.16.

POC FOR FUNDING: CPT James Kirk at 523-892-7779 / provide email address

3. POC for this memorandum is CW2 Hairston, Betts at 523-892-5558 / provide email
address

Signature Block for Funding POC

STANDARD FORM 1081
Revised September 1982
Department of the Treasury
TFRM 2-2500

VOUCHER AND SCHEDULE
OF WITHDRAWALS AND CREDITS

CHARGE AND CREDIT WILL BE REPORTED ON
CUSTOMER AGENCY STATEMENT OF TRANSACTIONS
FOR ACCOUNTING PERIOD ENDING

Transaction Date
10/11/2017
Document No.
MPA will fill in

CUSTOMER AGENCY		BILLING AGENCY	
Agency Location Code (ALC)	Customer Agency Voucher No.	Agency Location Code (ALC)	Billing Agency Voucher No.
DEPARTMENT Customer will fill in Address Here BUREAU ADDRESS		DEPARTMENT Army Budget Office, SAFM-BUO-M BUREAU 109 Army Pentagon Rm 38349 ADDRESS Washington, DC 20310-0109	
SUMMARY		SUMMARY	
APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT	APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT
Customer will fill in LOA and FMZ Here Customer will fill in amount in column>>>		MPA will fill in LOA	
(MUST AGREE WITH BILLING AGENCY TOTAL) TOTAL		(MUST AGREE WITH BILLING AGENCY TOTAL) TOTAL	

Details of charges or reference to attached supporting documents.

Customer will provide supporting document/memo with this SF1081 that includes details of the charges.

MPA will date and sign the SF1081, submit to DFAS for processing, and provide confirmation email with approved SF1081 to JCCoE POC who will then send it to the customer.

BILLING AGENCY CONTACT:
PREPARED BY Sue Roselius (MPA)
APPROVED BY Peter Gordon (MPA)
TELEPHONE NO. (703) 693-2558

CERTIFICATION OF CUSTOMER OFFICE

I certify that the items listed herein are correct and proper for payment from and to the appropriation(s) designated.

(Date)
(703) 693-2558
(Telephone No.)

(Authorized administrative or certifying officer)

NSN 7540-00-634-4234
PREVIOUS EDITION NOT USABLE

Appendix G PM12 SSMO External Standard Operating Procedure



TITLE: Subsistence Supply Management Office External Standard Operating Procedure

NUMBER: PM-12

REVISION: 00

REVISION HISTORY

Rev.	Date	Description of Revision



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1. Purpose: The Subsistence Supply Management Office (SSMO) SOP establishes policies and procedure for requisitioning, receiving, accounting for, issuing, transferring, salvaging, disposing, turning in, and reporting subsistence in accordance with (IAW) DA PAM 30-22 chapter 5.
2. Policies/References:
 - a. AR 30-22, Army Food Program
 - b. AR 25-400-2, Army Records Information Management System (ARIMS)
 - c. AR 190-13, The Army Physical Security Program
 - d. AR 710-2, Inventory Management Supply Policy; National Level
 - e. AR 725-50, Requisition, Receipt, and Issue System
 - f. AR 735-5, Property Accountability Policies
 - g. AR 385-10, The Army Safety Program
 - h. ATTP 4.41-12, Army Field Feeding and Class I Operations 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) TB MED 530, Tri-Service Food Code
 - i. DA Pam 30-22, Operating Procedures for Army Food Program
 - j. TB MED 530, Tri Service Food Code
 - k. TM 4-41.11, Dining Facility Operations
 - l. TM 4-41.12, Food Program Operations
3. Subsistence Supply Management Office (SSMO):
 - a. The Subsistence Supply Manager (SSM) is the accountable officer for subsistence. The SSM is located in building 1964. The phone number is 580-442-4103.
 - b. The SSMO Administration office is located in building 1964. The phone numbers are 580-442-6738/6739.
 - c. The SSMO Warehouse office is located in building 1962. The phone number is 580-442-5317.
4. SSMO Hours of Operation:

Monday - Friday, (except for Federal Holidays) 0700 – 1600.

5. Subsistence Supply Management Office and Warehouse Operations:

- a. The SSM is the person responsible for the operation of the SSMO.
- b. For requisitioning and issue purposes, OPRATS are considered Meals Ready to Eat (MRE), Unitized Group Ration (UGR), Food Packet Survival, Long Range Patrol (LRP) Rations and Ultra high temperature milk (UHT) IAW DA PAM 30-22 chapter 5-60.
- c. 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 to ensure an authorized person from the receiving supply activity signs subsistence IAW AR 30-22 chapter 5-10b.

Information for Fort Sill units required to maintain CLASS I Unit Basic Load's (UBL):

- 1) UBL planning factor: 3 x MRE per subsistence in kind (SIK) Soldier per day for 3 days.
 - 2) Example: 50 Soldiers x 1 day = 150 MRE x 3 days = 450 MRE; 38 Cases
 - 3) When authorized, the use of a basic load may be used for travel rations whenever an emergency condition exists and when no other ration is available. IAW DA Pam 30-22, paragraph 4-8.
 - 4) Basic loads will be purchased with appropriate unit mission funds (operation and maintenance) IAW AR 30-22 Chapter 4-6b.
 - 5) MRE will be stored cool and dry at least 6 inches from floor, walls, ceilings, and fixtures.
 - 6) Items such as paper plates, plastic eating utensils, and cleaning supplies should not be listed on the subsistence requisitions. Requisitions for these types of supplies should be in accordance with applicable supply regulations and appropriate supply funds cited IAW DA PAM 30-22 chapter 3-60 b(2) and AR 30-22 chapter 3-48g.
- d. Requesting Operational Rations:
- 1) All ration requests for external units conducting training on Fort Sill are coordinated using an FS 26 Form (FORT SILL - TRAINING SUPPORT FORM) through DPTMS-Sill; <https://sill-www.army.mil/usag/forms.html>.
 - 2) Units permanently assigned to Fort Sill will coordinate with the SSM for opening field accounts by submitting a Memorandum of Intent and DA Form 5913 (IAW DA PAM 30-22 chapter 4-1) signed by FSO/Unit Commander.
 - 3) Changes required prior to pick-up require new Memorandum of Intent and DA Form 5913 signed by FSO/Unit Commander and approved by the SSM.
 - 4) In the event of cancellation, units will notify the SSM at the earliest notice of cancellation. Coordination must be with the SSMO to cancel requests for remaining subsistence.

- 5) All units/organizations requesting rations will adhere to the following lead times and routing.
- 6) Soldiers requiring a special, religious-certification (either a certified kosher or halal) meal should require three meals for each day since these Soldiers cannot consume either a UGR–A, UGR–Short Order (UGR–SO), UGR–H&S, or MRE ration or meal. Provide Soldiers consuming exclusively kosher or halal meals with menu enhancements (fruit and salad) when these items are being provided for other Soldiers in their unit IAW DA PAM 30-22 chapter 4-12.

Refer to Table 1, pages 20-21 for Request lead times.

- e. Ice will be issued according to local policy planning factors.
 - 1) 2 pounds per Soldier per day in a temperate climate 32 to 80°F
 - 2) Up to 6 pounds per Soldier per day in hot, tropic and arid climates more than 80°F
- f. SSMO provides Direct Vendor Delivery (DVD) schedules on or before the 15th of the month.
- g. DFAC's should have their orders input and "Marked Ready To Go" in the Army Food Management Information System (AFMIS) by the scheduled "Day Order Out" date provided on the DVD schedule to ensure timely delivery.
- h. SSMO checks AFMIS daily for DFAC orders.
- i. SSMO downloads the DFAC AFMIS order and uploads it into Subsistence the Total Order and Receipt Electronic System (STORES).
- j. If the AFMIS system is down, DFAC's can fax or deliver requests to the SSMO.
- k. Authorized special issues must be submitted to and approved by the SSM.



6. Unit and/or Customer Responsibilities:

- a. All customers will have the required and approved (by the SSM) documentation IAW DA PAM 30-22 and this SOP. Report to the Warehouse, Building 1962 and present copies of the rations request.
- b. 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.
- c. Vehicles transporting food must meet the requirements of TB MED 530 9-502.18.
- d. Food may not be transported with bulk fuel or chemicals IAW TB MED 530 9-502.18 b(3).
- e. All vehicles will have a palletized system to elevate the supplies.
- f. Each unit will have personnel and transportation to receive food. Discrepancies in quantity or condition of items are reported to the Warehouse Specialist or SSMO Supply Technician Lead and resolved before the DA Form 3161/Issue Slip is signed and a copy is provided to the unit.
- g. If an item is unsatisfactory for any reason it should be reported IAW DA PAM 30-22 appendix H.
- h. Prime Vendor (PV) discrepancies must be corrected IAW the PV contract. Managers should immediately notify SSM prior to taking action to ensure procedures outlined in DA PAM 30-22 chapter 5-26b are followed. After conclusion of the field exercise, the unit should provide a completed DA Form 5913 closing report to the SSMO within 5 days.
- i. Unopened (MRES/UGR-HS/UGR-A) are returned to SSMO at end of FTX.
- j. Items returned must meet criteria, approved by FPM, SSM, and VSP.
- k. Request for turn in should be documented on DA Form 3161 or DA Form 3294. Unused chemical heaters are not turned into the SSMO and will need to be disposed of by the unit IAW 40 CFR part 261.23.
- l. IAW DA Pam 30-22 Chapter 4-1 Commanders will provide a DFAS stamped DA Form 4187 at the end of the training exercise to the SSMO to close out their field feed account. Units will not be allowed to open a new field account until the exercise is closed out by providing the processed DFAS stamped DA Form 4187 to the SSMO.



7. Food Recall Notification:

Upon receipt ALFOODACTs in the VSIMS Subsistence Recall notifications the following actions will be taken:

- a. SSMO personnel will review STORES catalog and identify if it is in the system.
- b. If it is in STORES then the SSMO will look into AFMIS to see which, if any, of the DFACs may have them.
- c. SSMO will notify the SSM of the findings.
- d. Upon notification from the SSM on action necessary to satisfy the recall the SSMO personnel will accomplish said action.
- e. SSMO Warehouse personnel will pick up the Recall subsistence from DFAC.
 - 1) Upon arrival SSMO Warehouse personnel and DFAC personnel will inventory and validate Recall subsistence items on a DA Form 3161.
 - 2) The DA Form will be used for transport and tracking purposes.
 - 3) Recall subsistence items will be taken to the SSMO for further action.

8. Backup Storage Procedures:

- a. The SSMO is back up freezer storage for the DFACs in case the freezers go down.
- b. The DFAC will notify the SSM their freezer is down for guidance. Upon notification from the SSM on action necessary the SSMO will accomplish the action.
 - 1) If subsistence is being delivered from a Prime Vendor the delivery will be routed to the SSMO Warehouse. The DFAC will send personnel to receive the subsistence at the SSMO Warehouse. The DFAC and SSMO Warehouse personnel will conduct a joint inventory of the delivery, the DFAC personnel will sign the receipt. A copy will be provided to the SSMO Warehouse personnel of what is being stored.
 - 2) Upon notification of repair of the DFAC freezer the SSMO Warehouse personnel will deliver the subsistence to the DFAC.
 - 3) If subsistence is in the DFAC freezer, upon notification from the SSM to bring the subsistence to the SSMO for storage, SSMO Warehouse personnel will pick up the subsistence from the DFAC with an inventory of and a DA Form 3161 for Lateral Transfer/Turn In for subsistence being stored.
 - 4) Upon notification of repair of the DFAC freezer the SSMO Warehouse personnel will deliver the subsistence to the DFAC.

Appendix H Cubed Ice Planning Factors

Temperature	Lbs. Per Person Per Day
0-60 F	1
61-70 F	2
71-80 F	3
81-90 F	4
91-100 F	7
101-110 F	10
111-120 F	13

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

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No.	6. SIGNATURE	7. MEAL CARD NUMBER	No.	6. SIGNATURE	7. MEAL CARD NUMBER
45.			65.		
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60.			80.		
61.			81.		
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64.			84.		

8. REMARKS:

(This block must be filled in by unit and/or group representative.)

One-Line Entry authorized for TRADOC and/or designated agencies arriving as a group as follows: BCT/AIT/Reception Station/PCF/ ROTC/Inclement Weather/Command Determined Impractical/ Other: _____

Group Representative:

Rank: _____ Printed Name: _____ Signature: _____

USA - Active Army	USAF - U.S. Air Force, Active
USAR - U.S. Army Reserve	ANG - Air National Guard
ARNG - Army National Guard	USAFR - U.S. Air Force, Reserve
ROTC - Reserve Officer Training Corps	MAP - Military Assistance Program
USN - U.S. Navy, Active	LS - Labor Service Personnel
USNR - U.S. Navy, Reserve	KATUSA - Korean Augmentation to U.S. Army
USMC - U.S. Marine Corps, Active	F - Foreign Military Personnel
USMCR - U.S. Marine Corps, Reserve	

9a. HEADCOUNT SIGNATURE AND RANK

9b. FOS SIGNATURE AND RANK

DATE:
PAGES SET:

TIME: 14 January 2022
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DATA FILE:
DOCUMENT:

AFSBn-Sill SOP 700-005

SECURITY:
DOC STATUS:

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