

**Army Regulation 30–22**

**Food Program**

# **Army Food Program**

**Headquarters  
Department of the Army  
Washington, DC  
24 July 2012**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 30-22

Army Food Program

This major revision, dated 24 July 2012--

- o Changes the title from The Army Food Program to Army Food Program (cover).
- o Updates Army Staff, Army command, Joint Culinary Center of Excellence, installation command, State Director of Logistics, U.S. Property and Fiscal Officer, and unit command responsibilities (chap 2).
- o Requires that any financial liability investigation of property loss will be initiated for each dining facility with a loss, be copy furnished to Headquarters, Department of the Army for tracking and informational purposes (chap 3).
- o Directs the performance of a semiannual inventory using a disinterested individual to verify accuracy of inventory (chap 3).
- o Adds guidance on reimbursement procedures for nonprofit organizations when authorized to subsist in Army appropriated funded dining facilities (chap 3).
- o Adds policy on the establishment and operation of à la carte dining facilities (para 3-4).
- o Requires that Headquarters, Department of the Army be notified before an installation closes its last operating dining facility (para 3-7).
- o Provides guidance on initiating financial liability investigations of property loss for any individual dining facility account status not at zero or underspent at the end of the fiscal year (para 3-15).
- o Requires garrison commander approval to deviate from a 90 minute meal serving period in any way (para 3-20).
- o Updates guidance for the use of the Reserve Component Subsistence System for all Army National Guard and Army Reserve inactive duty for training and annual training feeding not conducted on an Active Army installation (para 3-32).
- o Adds policy on requests for supplemental allowances (para 3-36).
- o Adds policy for watercraft providing subsistence when docked and when underway (para 3-47).
- o Adds guidance for installation tenant units competing in the Philip A. Connelly Program and authorizes Army National Guard Training Center dining facilities as competitors in the program (para 3-49).

- Adds guidance for installation tenant units competing in the Philip A. Connelly Program and authorizes full-time Reserve Component dining facilities operating under the Army Ration Credit System as competitors in the program (para 3-49).
- Updates administrative requirements and responsibilities for the Department of Army Philip A. Connelly Awards Program for Excellence in Army Food Service (para 3-49).
- Requires the installation commander to submit a letter of nonparticipation in the Annual Philip A. Connelly competition to the Director, Joint Culinary Center of Excellence when an installation is unable to compete in the garrison category (para 3-49).
- Adds guidance on purchase and maintenance of protective clothing and equipment for food service personnel (para 3-54).
- Updates member requirements of the food service management board (para 3-56).
- Adds guidance on the Soldier fueling initiative (para 3-58).
- Provides policy guidance on the use of unitized group rations (para 4-2).
- Provides policy guidance on feeding during contingency operations (para 4-14).
- Authorizes use of the Government purchase card for subsistence purchases when in the best interest of the Government (para 5-8).
- Directs that, whenever available, Army Food Service Management Information System will be used to order all food items and operational rations (para 5-9).
- Changes the name of the Army Center of Excellence, Subsistence to the Joint Culinary Center of Excellence throughout the document. The Joint Culinary Center of Excellence Army Center of Excellence, Subsistence Operations Directorate still exists as a subcomponent of the Joint Culinary Center of Excellence and is responsible to the Deputy Chief of Staff, G-4 for oversight of the worldwide Army Food Program (throughout).



## Food Program


### Army Food Program

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By Order of the Secretary of the Army:

RAYMOND T. ODIERNO  
*General, United States Army*  
*Chief of Staff*

Official:

  
JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*

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**History.** This publication is a major revision.

**Summary.** This regulation encompasses garrison, field, and subsistence supply operations. Specifically, this regulation comprises Army Staff and major Army command responsibilities and includes responsibilities for the Installation Management Command and subordinate regions. It also establishes policy for the adoption of an à la carte dining facility and for watercraft to provide subsistence when underway or in dock. Additionally, the regulation identifies DOD 7000.14–R as the source of meal rates for reimbursement purposes; delegates the approval authority for catered meals and host nation meals from Headquarters, Department of the Army to the Army commands; and authorizes the use of the Government purchase card for subsistence purchases when in the best interest of the Government. This regulation allows prime vendors as the source of garrison supply and pricing and provides garrison menu standards in accordance with The Surgeon General’s nutrition standards for feeding military personnel. Also, included is guidance for

the implementation of the U.S. Department of Agriculture Food Recovery Program.

**Applicability.** This regulation applies to the Active Army, Army National Guard, Army National Guard of the United States, and U.S. Army Reserve unless otherwise stated. It also applies to all contracted operations in appropriated fund Army dining facilities, unless otherwise stated. During mobilization, the proponent may modify chapters and policies contained in this regulation. This regulation is not applicable to cadet mess dining facilities at U.S. military academies, which are governed by DOD 7000.14–R.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity’s senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions and identifies key internal controls that must be evaluated (see appendix B).

**Supplementation.** Supplementation of this regulation is prohibited unless prior approval is obtained from the Deputy Chief of Staff, G–4 (DALO–SUF), 500 Army Pentagon, Washington, DC 20310–0500.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Headquarters, Department of the Army, Deputy Chief of Staff, G–4 (DALO–SUF), 500 Army Pentagon, Washington, DC 20310–0500.

**Committee management.** AR 15–1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the U.S. Army Resources and Programs Agency, Department of the Army Committee Management Office (AARP–ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. Further, if it is determined that an established “group” identified within this regulation, later takes on the characteristics of a committee, as found in the AR 15–1, then the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

**Distribution.** This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard, the Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 30–22, dated 10 May 2005.

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## **Glossary**



## **Chapter 1 Introduction**

### **1–1. Purpose**

This regulation prescribes policies, responsibilities, objectives, and standards for the implementation and management of Army subsistence and food service programs in garrison, field, and contingency operations.

### **1–2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

### **1–3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

### **1–4. Responsibilities**

Responsibilities are listed in chapters 2, 3, 4, and 5.

### **1–5. Objectives**

*a.* Provide the policies necessary to ensure that Soldiers are offered safe, nutritionally balanced, sufficiently varied, and appealing meals that are time phased appropriately in environments that range from fixed installation dining facilities to contingency operations.

*b.* Prescribe the policies for establishing and conducting recognition programs for food service operations and personnel.

### **1–6. Food service and subsistence programs**

The specific objectives and policies of the food service and subsistence programs are delineated as follows:

*a.* Garrison food service operations for the Active Army and Reserve Components (RCs) are in chapter 3 of this regulation.

*b.* Field training operations, local training areas, and deployments for the Active Army and RCs are in chapter 4 of this regulation.

*c.* Subsistence supply for Active Army and RCs are in chapter 5 of this regulation.

### **1–7. Files**

Files and the disposition of all documents related to the Army Garrison Food Service, the Army Field Feeding System (AFFS), and subsistence supply management office (SSMO) operations will be maintained in accordance with AR 25–400–2. Disposition of files will be in accordance with DA Pam 30–22.

## **Chapter 2 Responsibilities**

### **2–1. Assistant Secretary of the Army (Acquisition, Logistics and Technology)**

The ASA (ALT) is the principal staff advisor on research, development, acquisition, and logistics of Army materiel.

### **2–2. The Surgeon General and Commanding General, U.S. Army Medical Command**

TSG and CG, MEDCOM will—

*a.* Comply with requirements in paragraphs 2–13 and 2–16.

*b.* Develop, implement, and maintain the food service program for all MEDCOM installations and activities involved in the feeding of troops.

*c.* Establish the training criteria for the U.S. Army Reserve (USAR), table of organization and equipment (TOE), and tables of distribution and allowances (TDAs) for medical units and/or activities.

*d.* Provide technical assistance to USAR units on a scheduled and requested basis.

*e.* Supervise and assess the readiness training of the medical USAR and Army National Guard (ARNG) units.

*f.* Establish appropriate nutritional standards for personnel subsisting under normal and special operating conditions (for example, arctic, desert, and tropic climates).

*g.* Provide guidance on ideal weight for personnel and methods for achieving prescribed weight, in accordance with AR 600–9.

*h.* Provide qualified representatives to—

(1) Advise local food service management boards on the means to obtain and maintain nutritional adequacy of food served under various conditions of operation.

(2) Assist in instructing food service personnel in the fundamentals of nutritional education, personal hygiene, and food service sanitation.

*i.* Review and recommend appropriate changes to standards for design, construction, operation, and maintenance of facilities and equipment where food is stored, processed, and served to comply with health and sanitation standards.

*j.* Coordinate research and development activities for medical field feeding with appropriate activities.

*k.* Train food service personnel for assignment to fixed medical facilities.

*l.* Provide input into nutritional targets and health management perspectives under the Soldier Fueling Initiative (SFI) Program (see para 3–58).

*m.* Assist affected initial military training installations with the implementation and management of the SFI Program.

*n.* Provide review of all requested changes to the SFI Program to ensure compliance with program goals.

### **2–3. Deputy Chief of Staff, G–1**

The DCS, G–1 will—

*a.* Serve as principal adviser on matters pertaining to plans, policies, and programs for personnel.

*b.* Develop policies concerning food service personnel selection, utilization, evaluation, classification, and career development.

*c.* Establish policies for enlisted Soldier subsistence entitlements.

### **2–4. Deputy Chief of Staff, G–3/5/7**

The DCS, G–3/5/7 will provide overall coordination for—

*a.* Developing and validating organizational, operational, and materiel concepts.

*b.* Training military food service personnel.

### **2–5. Deputy Chief of Staff, G–4**

The DCS, G–4 is the Army General Staff proponent for the Army Food Program. The DCS, G–4 will—

*a.* Serve as the principal advisor for the food service program to the Secretary of the Army, the Chief of Staff, U.S. Army, the Army Staff, and all other elements of Headquarters, Department of the Army (HQDA).

*b.* Develop plans, policies, programs, doctrine, and standards for managing the Army Subsistence and Food Service Program.

*c.* Coordinate food service matters with the Office of the Secretary of Defense, other military services, and private industry.

*d.* Provide guidance to the Director, Joint Culinary Center of Excellence (JCCoE) on worldwide Army food service policy. Provide policy guidance for the establishment and management of subsistence war reserves.

*e.* Develop subsistence budget requirements and coordinate with the Assistant Secretary Army (Financial Management and Comptroller) and the DCS, G–1.

*f.* Establish annual mandatory Army commands' (ACOMs), Army service component commands' (ASCCs), and direct reporting units' (DRUs) requisitioning objectives for operational rations.

*g.* In accordance with the program objective memorandum (POM) schedule, solicit, evaluate, and consolidate Installation Management Command (IMCOM) region funding requirements for operation of dining facilities and any contracts to support dining facility operations (full food service (FFS) and dining facility attendant (DFA); equipment replacement; dining facility decor and equipment costs for military construction, Army (MCA) projects; and operation of subsistence supply management offices (SSMOs)).

### **2–6. Deputy Chief of Staff, G–8**

The DCS, G–8 is responsible for related matters involving combat, combat support, and combat service support activities, to include funding for field feeding equipment.

### **2–7. Assistant Chief of Staff for Installation Management**

The ACSIM will—

*a.* Program and budget for new construction and modernization of food service facilities when funded with MCA funds, in accordance with AR 420–1 and program and budget for the base operations requirements to operate dining facilities.

*b.* Manage the Installation Status Report Program.

### **2–8. Commander, Installation Management Command**

The Commander, IMCOM will—

*a.* Provide input to the DCS, G–4 for garrison and SSMO operational policy changes.

*b.* Consolidate IMCOM region requirements for dining facility construction and modernization projects. Provide copies of consolidated projects to DCS G-4, JCCoE, and the U.S. Army Corps of Engineers (USACE).

*c.* Fund IMCOM region food service personnel to conduct evaluations of respective installations for assistance visits and Philip A. Connelly Program nominees.

*d.* In accordance with the POM schedule, consolidate IMCOM region funding requirements for operation of dining facilities, any contracts to support dining facility operations (FFS and DFA), and equipment replacement and forward to the DCS, G-4.

*e.* Provide assistance to IMCOM regions in food service contracting issues. In conjunction with JCCoE, assist in development and ensure use of performance work statement and performance assessment plan templates for all dining facility contracts. Consult with regional contracting activities, as required.

*f.* Provide support to implement the SFI Program and manage the program in accordance with established policy (see para 3-58).

## **2-9. U.S. Army Chief of Engineers**

The USACE will—

*a.* Prepare designs for new construction and modernization of food service facilities at Army installations and facilities and coordinate with JCCoE.

*b.* Design and construct Army facilities for storage, distribution, preparation, and serving of subsistence.

## **2-10. Chief, National Guard Bureau; State adjutants general; State Director of Logistics; and U.S. Property and Fiscal Officer**

*a.* The CNGB will—

(1) Determine policy for the ARNG, Army National Guard of the United States (ARNGUS) Food Service Program. The Director, ARNG, acting for the CNGB, will—

*(a)* Oversee the Food Service Program for all ARNG and/or ARNGUS units.

*(b)* In accordance with the U.S. Army Training and Doctrine Command (TRADOC) guidance, establish the training criteria for the ARNG and/or ARNGUS.

*(c)* Exercise supervision and assist in policy determination over the ARNG and ARNGUS Food Service Program.

(2) Prepare the ARNG and ARNGUS subsistence budget for submission to HQDA.

*b.* The State adjutants general oversee the management of their respective food service programs and will ensure that—

(1) Serviceable equipment is available and that a viable program of instruction for user operation and maintenance is established.

(2) Maximum effort is made to provide formal training to all food service operational and management personnel.

(3) An awards program to recognize outstanding food service operations and personnel is established.

(4) A food service officer (FSO) and/or food service technician is designated as a central point of contact for matters relating to the ARNG and ARNGUS Food Service Program.

(5) Funding requirements are included within the annual budget for—

*(a)* Travel of key food service personnel.

*(b)* Annual reviews for inactive duty training (IDT) and annual training (AT).

*(c)* The annual command food service management board.

*(d)* Food service training of subordinate personnel.

*(e)* Philip A. Connelly Program and State Food Service Awards Program evaluations.

*(f)* Unannounced cash counts and verification of DD Form 1544 (Cash Meal Payment Book).

*(g)* Food service staff assistance visits.

*(h)* State food management teams.

*c.* The State DOL and USPFO will—

(1) Support the ARNG and ARNGUS Food Service Program to ensure that maximum results are achieved at the least cost to the Government.

(2) Ensure that funding requirements are included in the annual budget for—

*(a)* Subsistence.

*(b)* Modified tables of organization and equipment (MTOEs) and authorized garrison food service equipment.

*(c)* Operation and maintenance requirements for full-time dining facilities and federally-funded armories.

*(d)* Travel of key food service personnel.

*(e)* Training requirements (resident and mobile).

*(f)* The Philip A. Connelly Program and State Food Service Awards Program evaluations.

*(g)* The State food service management board.

(3) Monitor all dining facility operations to ensure that they remain within authorized standards and that required

reviews are conducted. Ensure that all full-time dining facilities operate under Army Ration Credit System (ARCS) and all other regulatory requirements for Active Army dining facility operation.

- (4) Prepare, award, and administer State competitive food contracts for ARNG and ARNGUS feeding.
- (5) Coordinate with and provide assistance to—
  - (a) ARNG and ARNGUS State food service management boards.
  - (b) State or installation food service advisors or technicians.
  - (c) State operated subsistence supply.
  - (d) Others, as required.
- (6) Authorize commissary purchase of unprepared subsistence and local catered meals by subordinate units.

## **2-11. Chief, Army Reserve**

The CAR will—

- a. Prepare the USAR subsistence portion of the annual budget for submission to HQDA.
- b. Provide assistance to the Chief of Engineers and JCCoE in the design, layout, and equipment of USAR food service facilities.
- c. Develop USAR food service policy structured to USAR capabilities and current directives.
- d. Coordinate USAR food service matters with the U.S. Army Reserve Command (USARC) DCS, G-4 staff.

## **2-12. Commander, U.S. Army Reserve Command**

The CDR, USARC will—

- a. Serve as the principal staff adviser to the CAR for all matters associated with the USARC Food Service Program.
- b. Exercise staff supervision and policy determination over the USARC Food Service Program.
  - (1) Plan and implement the Food Service Program for all USARC units.
  - (2) In accordance with TRADOC guidance, establish the training criteria for the USARC.

## **2-13. Commanders, functional commands, operational commands, and direct reporting commands**

The Commanders, FCs, OCs, and DRCs will—

- a. Supervise the Food Service Program for all USAR units within their command by—
  - (1) Designating a food service advisor to perform technical supervision over the food service activities and accomplish those duties outlined within this regulation and DA Pam 30-22.
  - (2) Providing subordinate units with written guidance outlining how the Army Food Service Program is implemented within their commands.
  - (3) Providing guidance on specific procedures for subordinate units to request, procure, account for, and report subsistence procurement and consumption (ingredients and catered meals) within the FC, OC, or DRC. Copies of published guidance will be provided to USARC (AFRC-LGT-S), 4710 Know Street, Fort Bragg, NC 28310-9110.
- b. Monitor subsistence expenditures and accounts.
- c. Input and forward the subsistence data summary quarterly to the USARC using the Army Food Management Information System (AFMIS).
- d. Authorize commissary purchase of unprepared subsistence and local catered meals by subordinate units. The FC, OC, or DRC will maintain the following:
  - (1) Records of all approvals.
  - (2) A current listing, by unit, of all subsistence sources. Provide this listing to USARC (AFRC-LGT-S) no later than 15 November each year. The following required elements will be included in the submission in the order given below:
    - (a) Local purchase.
    - (b) Catered meals.
    - (c) Subsist with others.
    - (d) Subsistence prime vendor (SPV).
- e. Establish an FC, OC, or DRC command awards program to recognize outstanding USAR food service personnel and operations for both garrison and field kitchens. Field kitchen recognition will be in conjunction with the Philip A. Connelly Program.
- f. Conduct annual food service operations and sanitation refresher training for FSOs, food operations sergeants (FOSS), and unit personnel responsible for food service.
- g. Ensure that funding requirements are included within the annual budget for—
  - (1) Travel of key food service personnel.
  - (2) Annual reviews for IDT and AT.
  - (3) Annual command food service management board.
  - (4) Food service training of subordinate unit personnel.

- (5) Philip A. Connelly Program and Command Food Service Awards Program evaluations.
- (6) Unannounced cash counts and verification of DD Form 1544.
- (7) Food service staff assistance visits.

#### **2-14. Commanders regional readiness sustainment commands**

Commanders, RRSCs will perform the following actions in support of base operations:

- a.* Prepare and execute RRSC Equipment Replacement Plan.
- b.* Perform garrison dining facility food service assessment visits to determine condition and/or status of current dining facilities within the command.
- c.* Advise RRSC engineer and IMCOM on design and/or layout of new and renovated food service areas in the Army Reserve centers and/or facilities.
- d.* Coordinate with RRSC food service specialist and facility engineer to ensure that a garrison equipment replacement program is implemented.
- e.* Repair and replace garrison food service equipment.

#### **2-15. Directors, Installation Management Command regions**

The Directors, IMCOM regions will—

- a.* Designate a regional food program director to provide advice on the regional food service program.
- b.* Provide all food service contract performance work statements and performance assessment plans to JCCoE for verification prior to solicitation.
- c.* Monitor the garrison food service program within the IMCOM region for compliance with regulatory requirements.
- d.* Provide functional review and certification of MCA projects involving dining facility construction.
- e.* Review and validate all food service management plans (FSMPs) from the installations within the IMCOM region.
- f.* Develop and submit annual budget to operate garrison dining facilities.
- g.* Review and complete command responses to Army Audit Agency audits involving garrison food service.
- h.* Coordinate regional unfinanced requirements from all regional installations and forward to higher headquarters for funding.
- i.* In accordance with the POM schedule, consolidate funding requirements for operation of dining facilities, any contracts to support dining facility operations (FFS and DFA) and equipment replacement and forward to the Commander, IMCOM.
- j.* Receive, review, and forward requests for catered meals to support the garrison food service mission to the DCS, G-4 for approval.
- k.* Assist JCCoE with rotation of all operational rations from war reserve operational project stocks.
- l.* Develop and submit annual budget to account for all SSMO operations within the IMCOM region.
- m.* Develop requirements and allocate the funds for all SSMO operations within the IMCOM region.
- n.* Monitor and evaluate garrison support procedures of all SSMOs within the IMCOM region to ensure garrison standard levels of service.
- o.* Review and analyze management data for SSMO operations within the IMCOM region.
- p.* Budget for the replacement and upgrade to all SSMO physical facilities within the IMCOM region. Budget for SSMO equipment replacement to include materiel handling equipment.
- q.* In coordination with ACOMs, approve the establishment and disestablishment of SSMOs within the IMCOM region support area.
- r.* Submit suggested food program policy and procedure changes to the DCS, G-4. Publish regional food program clarification, as required.
- s.* Review and process all requests for exceptions to garrison regulatory food service policy submitted by installations within the IMCOM region.
- t.* Complete annual nomination for the garrison category of the Philip A. Connelly Program.
- u.* Monitor the nutritional programs available to Soldiers in Army dining facilities. Make resources available for nutritional education materials.
- v.* Ensure maximum use of assistance available from JCCoE.
- w.* The regional food program manager (FPM) will provide oversight and assistance as necessary to the installation culinary arts program within the region.

#### **2-16. Commanders of Army commands, Army service component commands, and direct reporting unit commands**

Commanders of ACOMs, ASCCs, and DRUs having food service staff will—

- a. Designate a command food advisor to provide advice on the ACOM tactical food program and advise commanders on Class I policy.
- b. Provide operational ration requirements in accordance with POM guidance and submit to the DCS, G-4 no later than 1 July annually.
- c. Validate, fund, and authorize unit basic loads (UBLs) for MTOE units and/or organizations and have program responsibility for implementation and execution of the AFFS.
- d. Provide functional expertise to the development of MTOE requirements, force structure, and force modernization for ACOM, ASCC, and DRU units as it applies to AFFS and associated equipment.
- e. Review, concur, or nonconcur, and submit all requests for catered meals when required to support tactical mission to the DCS, G-4 for approval.
- f. Concur and/or nonconcur with the establishment and/or disestablishment of SSMOs (in coordination with IMCOM region) within the ACOM support area.
- g. Assist all subordinate commands in planning Class I requirements for all major deployments and exercises.
- h. Assist JCCoE with rotation of all operational rations from war reserve operational project stocks, to include residual rations, from all deployments and major exercises.
- i. Review and provide guidance and assistance on the establishment and operation of perishable subsistence platoons within an ACOM.
- j. Define (in coordination with the IMCOM region) the standard level of service required to support tactical mission functions for all supporting operational SSMOs.
- k. Complete annual nomination for the field category of the Philip A. Connelly Program.
- l. Monitor the nutritional programs available to Soldiers in Army dining facilities. Make resources available for nutritional education materials.
- m. Submit suggested program policy and procedure changes to the DCS, G-4 and publish tactical supplemental guidance as required.
- n. Review and process all requests for exceptions to tactical regulatory food service policy submitted by commanders of the ACOM units and/or organizations.
- o. Ensure maximum use of assistance available from JCCoE.
- p. Provide oversight and assistance as necessary to maintain a viable culinary arts program at each installation.

## **2-17. Commanding General, U.S. Army Training and Doctrine Command**

The CG, TRADOC will—

- a. Develop and maintain food service training programs and supervise the training of food service personnel for all components.
- b. Conduct all food service combat developments not assigned by HQDA to other commands and agencies.
- c. Direct studies, develop doctrine, and develop materiel requirements documents for Army field feeding.
- d. Develop the organization structure TOE, personnel requirements, and military occupational specialty (MOS) descriptions to support food service operations for the Army.
- e. Serve as the Army user representative for field feeding equipment.
- f. Provide overall direction and support for the SFI Program within appropriate initial military training channels by (see para 3-58)—
  - (1) Collaborating with the Office of the Surgeon General and JCCoE for nutrition goals to be delivered within the SFI Program.
  - (2) Coordinating with JCCoE for implementation and management of the SFI Program.

## **2-18. Commander, U.S. Army Forces Command**

The Commander, FORSCOM will—

- a. Comply with requirements in paragraph 2-16.
- b. Establish the training criteria for the USAR, TOE, and TDA units and reinforcement training units (RTUs) within the continental United States (CONUS).
- c. Supervise the readiness training of ARNG, ARNGUS, and USAR units.
- d. Provide technical assistance to USAR units on a scheduled and requested basis.

## **2-19. Commanding General, U.S. Army Pacific Command**

The CDR, USARPAC will—

- a. Comply with requirements in paragraph 2-16.
- b. Plan and implement the Food Service Program for all USARPAC USAR units.
- c. Establish the training criteria for the USAR, TOE, and TDA units and reinforcement training units within Alaska, Guam, American Samoa, Japan, Korea, and Hawaii.



- d. Supervise the readiness training of the ARNG, ARNGUS, and USAR units.
- e. Provide technical assistance to USAR units on a scheduled and requested basis.

## **2–20. Commanding General, U.S. Army Materiel Command**

The CG, AMC will—

- a. Comply with requirements in paragraph 2–16.
- b. Develop the Research, Development, and Engineering Program in the areas of food, food service systems, equipment, and uniforms.
- c. Conduct engineering and design tests to determine suitability of packaging, operational rations, subsistence items, and equipment.
- d. Through Natick Soldier Research, Development, and Engineering Center, serve as the program manager for the Department of Defense (DOD) Combat Feeding Program.
- e. Develop and maintain specifications and other procurement documents for subsistence items and food service equipment.
- f. Process authorization documents for food service equipment and supplies.
- g. Develop systems and procedures for, and exercise control over, the Army supply distribution system for food service equipment and general supplies.
- h. Compute Army mobilization and contingency plan subsistence requirements.
- i. Establish procedures for Army War Reserve operational rations. This includes the computation of requirements, requisitioning, stocking, rotating, and reporting.

## **2–21. Director, Joint Culinary Center of Excellence**

The Director, JCCoE receives direction and guidance from the DCS, G–4 in matters pertaining to the worldwide Army Food Service Program and serves as the lead for the Army Food Program through the Army Center of Excellence, Subsistence (ACES), Operations Directorate. Use of the term JCCoE throughout this document generally refers to the ACES Operations Directorate. As the lead for the Army Food Program, the Director, JCCoE will—

- a. Analyze worldwide command and installation food service programs; provide assistance and training as required; and provide analysis of findings and recommendations on improvements and corrective actions to the DCS, G–4 and IMCOM.
- b. Implement recommended changes in food service programs and systems. Develop detailed procedures to establish programs and policies.
- c. Develop proposed policy and guidance in the form of Army regulations, pamphlets, circulars, field manuals, and memorandums for referral to the DCS, G–4. Develop doctrine, training policies, training circulars, and other publications concerning the Army Food Service Program.
- d. Develop prototype CONUS and outside continental United States (OCONUS) menus and special purpose menus as needed.
- e. Serve on the DOD nutrition, dietary, and food service-related committees.
- f. Coordinate the entry of new food items for operational rations into the Army, in conjunction with other Services and the Defense Logistics Agency (DLA).
- g. Coordinate the utilization with DLA, IMCOM, and ACOMs for the rotation of all operational rations from war reserve operational project stocks.
- h. Review and recommend changes to The Army Authorization Documents System–Redesigned documents when warranted.
- i. Review and validate dining facility new construction and modernization projects contained in the annual MCA construction programs and provide a copy of project validation memorandum to the DCS, G–4 (DALO–SUF).
- j. Assist the USACE, Center of Standardization with the standard for all Army food service operations and determine the facilities and equipment required to perform the operation. JCCoE is the agent of the ACSIM/IMCOM.
- k. Provide overall development, staffing, and coordination of the SFI Program within the Army Food Program (see para 3–58).
  - (1) Coordinate with the DCS, G–4, TRADOC, and the Office of the Surgeon General on all matters related to the program.
  - (2) Provide policy and procedure guidance for program operations, to include menus, recipes and product criteria, and management.
  - (3) Provide oversight and concurrence and/or nonconcurrence with recommended changes to the program.
  - (4) Provide recurring assessments of installation programs, to include food products, for compliance with guidelines and cataloging instructions.
- l. Serve as the approval authority for requests to support MCA projects for nonstandard items of food service equipment. This does not apply to items for hospital and nonappropriated fund dining facilities.

*m.* Identify and provide the DCS, G-4 with the operation and maintenance, Army (OMA) dollar amounts required by fiscal year (FY), IMCOM region, and installation during the validation of the annual MCA program.

*n.* Administer the OMA and other procurement, Army funds. The Director, JCCoE will—

(1) Receive, review, fund, and forward requisitions to the appropriate supply source for OMA-funded and other procurement, Army-funded equipment.

(2) Provide the responsible design and construction agency or installation DOL, with funds needed for the OMA-funded décor items in support of new construction or modernization projects.

*o.* Serve as the approving authority pertaining to types and allowances for Army food service garrison equipment (see common table of allowances (CTA) 50-909).

*p.* Provide assistance, evaluation, and guidance to commanders on food program objectives, policies, and procedures through the use of food management and other assistance team visits in concert with the ACOM, ASCC, and DRU, IMCOM region, and installation food service representatives.

*q.* Serve as Army Joint Technical Representative to the DOD Combat Feeding Program; develop recommended list of research and development projects for HQDA-level prioritization; and coordinate research and development actions with appropriate activities.

*r.* Administer the annual Philip A. Connelly Program and the Culinary Arts Program for the Army.

*s.* Sponsor and support the U.S. Army Culinary Arts Team.

*t.* Review, evaluate, advise, certify, and assist in the development and administration of contracts for food service functions or the operation of food service facilities.

*u.* Maintain a list of food service equipment that reflects the economic life expectancy of mechanical kitchen equipment.

*v.* Conduct analysis of worldwide monthly subsistence expenditures. Provide analysis and recommendation to the DCS, G-4 and to other appropriate agencies. JCCoE will review reported end-of-year account status for all dining facilities and initiate appropriate investigation and audit actions to identify the causes of overspent accounts and to determine any systemic factors that may be involved.

*w.* Advise regional staff and directors on technical and food service policy matters.

*x.* Provide technical guidance to ACOMs with field feeding operations.

*y.* Provide functional expertise to RC units, National Guard Bureau (NGB), Office of the Chief, Army Reserve (OCAR), USARC, U.S. Army Civil Affairs and Psychological Operations Command, RC food advisors, and action officers assigned to ACOMs, CONUS Armies, DCS G-4, and other Army activities in matters pertaining to RC food service and SSMOs.

*z.* Serve as the Army user representative for field feeding equipment.

*aa.* As the agent of the DCS, G-4, host periodic Army Food Program advisory board meetings in order to ensure full integration of the tactical and garrison aspects of the overall food program.

## **2-22. Installation commanders (continental United States and overseas)**

Installation commanders will supervise, manage, and promote the operational efficiency and effectiveness in accordance with published standards of all appropriated fund food service activities on the installation. Installation commanders are responsible for—

*a.* Garrison operations (see chap 3).

*b.* Field training operations (see chap 4).

*c.* The SSMO operations (see chap 5).

## **2-23. Unit and organization commanders**

Unit and organization commanders will supervise, manage, and promote the operational efficiency and effectiveness in accordance with published standards of all garrison (see chap 3) and field food service operations and activities (see chap 4) over which they maintain operational control.

## **2-24. Subsistence supply managers**

Subsistence supply managers (SSMs) will provide sufficient Class I support to installation field kitchens (see chap 4) and dining facilities (see chap 5).

## **Chapter 3**

### **Garrison Food Service Operations**

This chapter establishes policies applicable for operating appropriated fund dining facilities. It includes dining facility operations for Active Army and full-time ARNG, ARNGUS, and USAR operations, as well as, IDT feeding. The policies contained in this chapter are applicable to all Army dining facilities, except for fixed medical treatment facilities. All users will follow the policies contained in this chapter. Procedural guidance is contained in DA Pam

30–22. Automated procedures are documented in the appropriate user’s manual and HQDA policy letters. In the absence or extended failure of automation, revert to the manual procedures contained in DA Pam 30–22.

## **Section I**

### **Installation Food Service Operations**

#### **3–1. Roles of installation commanders**

The installation commander will supervise and promote the operational efficiency and effectiveness in accordance with published standards of all appropriated fund food service activities on the installation and will—

*a.* Establish an installation food service management board (FSMB). Paragraph 3–56 of this regulation contains policies regarding FSMBs.

*b.* Designate a FPM to supervise the installation’s assigned, tenant, and satellite appropriated fund food service activities (see para 3–12). Establish a food program management office (FPMO), incorporating all personnel involved in the management of the installation food program. Paragraph 3–11 contains guidance regarding the integrated FPMO.

*c.* Designate, in writing, individual(s) to conduct required semiannual (March and September) closeout inventories in each operational dining facility. The person designated will be a disinterested person (an officer, Department of the Army civilian, or noncommissioned officer) with no operational connection to the dining facility.

*d.* Ensure that required reviews (cash counts and quarterly reviews) are conducted per the procedures in DA Pam 30–22.

*e.* Establish measures to prevent diversion of subsistence to support social functions. See paragraph 3–47j for guidance on social functions.

*f.* Establish measures to prevent the wrongful diversion of rations (see para 3–25 or sale (see para 3–40)).

*g.* Establish and approve an installation policy under which commissioned officers, warrant officers, civilian personnel, guests, and others who are not enlisted Soldiers may purchase meals in appropriated fund dining facilities (see para 3–37). Prior to authorizing these individuals to purchase meals, the installation commander must consider the following:

(1) The adequacy of dining facilities’ space, equipment, and manpower and the potential impact on the quality of service to authorized subsistence in kind (SIK) diners.

(2) The nature, location, and hours of duty for potential cash customers.

(3) The suitability and availability of nonappropriated fund food service facilities and local civilian feeding establishments.

*h.* Request budget authority to provide adequate support for the maintenance and repair of food service facilities and equipment, the installation of new and replacement equipment, and for utilities.

*i.* Ensure compliance with food sanitation provisions set forth in TB MED 530, equipment operations per AR 420–1 and hazardous materiel handling per AR 385–10.

*j.* Verify the annual usage and consolidation reviews of the installation dining facilities. Upon completion of the reviews, the results and the rationale for decision (for consolidation or nonconsolidation) for each dining facility will be documented and retained on file for a period of 2 years. See paragraph 3–8 of this regulation and DA Pam 30–22 for additional guidance.

*k.* Establish a system that ensures uniformity in evaluating all dining facilities and recognizes outstanding food service personnel and operations.

*l.* Be the approving authority to authorize enlisted personnel or DOD civilians to perform functions normally assigned to the unit commander or FSO to include the signing of DA Form 3032 (Signature Headcount Sheet), DA Form 5913 (Strength and Feeder Report), DD Form 200 (Financial Liability Investigation of Property Loss), DD Form 714 (Meal Card), and DD Form 1544.

*m.* Submit the FSMP following the procedures in DA Pam 30–22.

*n.* Approve the establishment or disestablishment of appropriated fund dining facilities on the installation to include isolated sites.

*o.* Designate a sufficient number of dining facilities in garrison to subsist enlisted Soldiers not assigned or attached to a unit on the installation or newly arriving and/or departing personnel and dependents. Also, designate dining facilities to support enlisted personnel and officers who, for administrative, medical, or other reasons, return to garrison during field training.

*p.* Verify the adequacy of menus being served, ensure that required subsistence items are available, and ensure that accounting procedures as prescribed herein are followed.

*q.* Monitor the monetary status of the installation dining facilities and determine at the conclusion of the FY (within 5 workdays) the monetary status of the installation Food Service Program.

*r.* Appoint an installation control officer for DD Form 1544, per paragraph 3–29 of this regulation.

*s.* Coordinate and implement an energy management program for food service.

*t.* Authorize change funds for dining facilities in accordance with DOD 7000.14–R, when appropriate.

*u.* Promote a comprehensive nutrition program for all operational dining facilities on the installation per the standards in AR 40–25. Provide feeding support to the military population on the installation in accordance with meal, menu, nutrition, and sanitation standards.

*v.* Ensure procedures contained in this regulation regarding staff duties of the FPM, food advisors, and the operational duties of FSOs will not be performed by 1 individual at any level of command without prior approval from the installation's respective IMCOM region.

*w.* Compare food service contract requirements (all types) with the actual food service requirements on the installation 1 year prior to the conclusion of the contract. The objective of this comparison is to identify significant deviations from contract requirements to modify current and/or future contract requirements to meet the actual needs of the installation. Upon completion of the comparison, the results and the decision of the installation for each type of food service contract will be documented and retained on file for a period of 2 years.

*x.* Complete the food service portion of the installation status report per AR 210–14.

*y.* Program for new construction, alteration, modernization, maintenance, and repair of unit and consolidated food facilities. Ensure that individual projects are submitted to HQDA with the following documentation:

(1) DD Form 1391 (FY\_\_\_Military Construction Project Data).

(2) An analysis of existing and future planned serving requirements and capacities of all food service facilities and barracks within a reasonable radius of the proposed project.

(3) An analysis of the current rate of participation of existing dining facilities.

(4) A site plan of the area analyzed with all existing and proposed food service facilities noted.

*z.* Ensure all authorized diners have easy access to 3 quality meals per day, served in compliance with published standards for nutrition, menu, meal service, sanitation, food sourcing, and accounting.

*aa.* Consult with the assigned dietician or nutritionist to obtain advice and assistance to guide food program compliance with established nutrition standards.

*ab.* Designate, in writing, an individual(s) to conduct a required financial liability investigation of property loss (FLIPL) at the end of FY for any dining facility not at zero or minus account status. The person designated will be a disinterested person (an officer, warrant officer, Army civilian (GS–07 or above) or noncommissioned officer, sergeant first class, or above with no operational connection to the dining facility).

*ac.* Ensure the SFI Program is fully incorporated into the installation food service program (see para 3–58).

(1) Monitor the program operations to ensure compliance with established policy.

(2) Submit proposed changes to the SFI Program to JCCoE for review and coordination with TRADOC, MEDCOM, and other affected installations.

### **3–2. Army policy on the establishment of appropriated fund dining facilities**

The installation commander will provide food service support that is in the best interest of the Government, the installation, and the SIK personnel being supported. Before establishing the initial or any additional dining facilities, the installation commander will evaluate the most advantageous method of subsisting SIK personnel. Criteria for consideration will be the following:

*a.* The possibility of subsisting personnel in an existing facility.

*b.* Establishing the facility in accordance with the installation's FSMP.

*c.* Contracting with a commercial activity. If this alternative is selected, a request must be submitted through channels to the supporting ACOM or IMCOM region.

*d.* Recommending enlisted personnel be placed on basic allowance for subsistence (BAS). The availability and nutritional adequacy of nonappropriated fund or commercial feeding establishments in the local area must be considered in conjunction with this criterion.

### **3–3. Establishing a unit or consolidated Active Army dining facility**

Requests to establish a unit or consolidated dining facility will be submitted by the unit commander or designated alternate to the installation commander for approval. Units not located on an installation will forward their requests through the commander providing food advisory support for recommendations to the appropriate IMCOM region where the unit is located. Procedures to establish or consolidate a dining facility are contained in DA Pam 30–22.

### **3–4. Establishment of an à la carte dining facility**

*a.* An installation commander will request approval through JCCoE from the DCS, G–4 to establish an à la carte dining facility. This type of facility provides an alternative feeding method to support the unit or installation mission. In an à la carte system, each menu item is priced and sold separately to customers who are required to reimburse in cash. Personnel authorized SIK also will be able to fulfill their entitlement in this type of facility.

*b.* Policies related to the operation of an à la carte dining facility are contained in paragraph 3–31 of this regulation. Procedures to establish and operate an à la carte dining facility are contained in DA Pam 30–22.

### **3-5. Establishment of a Reserve Component dining facility**

*a.* Requests to establish ARNG and ARNGUS full-time dining facilities to support training programs at State-operated training sites will be forwarded through command channels to the CNGB (NGB-ARL), 111 South George Mason Drive, Arlington, VA 23204-1384 for approval.

*b.* Requests to establish USAR full-time dining facilities to support training programs will be forwarded through command channels to the CAR (DAAR-LO), 2414 Army Pentagon, Washington, DC 20310-2414 for approval.

*c.* Procedures to request the establishment of a RC dining facility are contained in DA Pam 30-22.

### **3-6. Establishment of senior Reserve Officers' Training Corps cadet dining facilities**

Separate dining facilities may be established to support cadets attending summer training at an Army installation in accordance with the provisions of AR 145-1. When separate dining facilities are established, the supporting installation commander will—

*a.* Operate the dining facility as an ARCS account.

*b.* Supply the necessary dinnerware, glassware, tableware, kitchen equipment, curtains, and other decorative items to provide the best possible support in a pleasant environment. These items will be issued and accounted for under the provisions of AR 710-2.

*c.* Provide necessary officer and enlisted food service personnel (or contract support, as applicable) to meet cadet training support requirements.

*d.* Establish procedures for a senior Reserve Officers' Training Corps (ROTC) dining facility that are identical to those for establishing Army dining facilities found in DA Pam 30-22.

### **3-7. Disestablishment of appropriated fund dining facilities**

*a.* When a dining facility is scheduled to close, every effort will be made to bring the dining facility account to a zero or under spent status by the closing date.

(1) Responsible food advisory personnel will monitor the operation to ensure that existing subsistence stocks are incorporated into the menus before the closing meal.

(2) After the last meal is served, a disinterested officer will conduct a physical inventory of all subsistence remaining to determine the value of the closing inventory for the account status. Disposition of the remaining subsistence is outlined in DA Pam 30-22.

(3) When a dining facility is closed and the account cannot be brought to a zero or under spent status, a FLIPL will be initiated as outlined in AR 735-5.

*b.* The installation FPM, in coordination with the installation master planner's office, the director of public works (DPW), and the director of industrial services or equivalent activity will determine if a closed dining facility will be retained for mobilization or RC use (IDT or AT support) or permanently disestablished (see para 3-12). Procedures for disestablishing a dining facility are contained in DA Pam 30-22.

*c.* Installation commanders must notify the DCS, G-4 90 days prior to closing the last operational dining facility on the installation.

### **3-8. Utilization review**

Installation commanders will annually conduct a utilization review of all installation dining facilities. Utilization rates are calculated by using the formula contained in DA Pam 30-22.

*a.* Installation commanders must consider consolidating dining facilities when total utilization of any facility annually drops below 65 percent of the design capacity.

*b.* Installation commanders must also consider alternative arrangements such as opening additional dining facilities or limiting participation of cash customers when the utilization rate exceeds design capacity by 10 percent.

### **3-9. New construction and modernization, and renovation of an Active Army dining facility**

*a.* Any new MCA, modernization, renovation, or decor package improvement projects must be coordinated with JCCoE.

*b.* For the purpose of this regulation, the following terms are defined:

(1) New construction: MCA projects more than \$750,000 dollars per AR 420-1.

(2) Modernization and/or renovation: improvement projects costing less than \$750,000 dollars and that do not involve removal of the physical structure (load bearing walls and roof) of the dining facility.

(3) Décor packages: improvements and enhancements to the physical appearance of the dining facility.

### **3-10. Food Service Management Plan**

*a.* The purpose of the FSMP is to provide guidance for the formulation and implementation of enlisted personnel dining facility—

(1) Construction.

- (2) Modernization.
- (3) Improvement planning.
- (4) Full mobilization planning.

*b.* JCCoE administers the plan for HQDA. All IMCOM regions will forward a FSMP for each of their Active Army installations annually or whenever there is a change to the FSMP.

*c.* The installation FPM will prepare the FSMP and supporting documents and coordinate with the installation master planner's office. The FSMP will list all dining facilities. This includes those to be used by the RC for mobilization and those that were wholly or partially constructed or modernized with host nation funds.

*d.* The FSMP must be reviewed and revised when there is a change in the Army stationing and industrial plan or a change in the annual MCA program due to action by the IMCOM region, HQDA, or Congress.

*e.* Procedures for preparing the FSMP are contained in DA Pam 30-22.

### **3-11. The Food Program Management Office**

*a.* In accordance with paragraph 3-1*b*, installation commanders will establish a FPMO. This office will incorporate all personnel involved in the installation food program. When maintained under the installation command authority, the following personnel will be included in this organization:

(1) The FPM will be responsible for supervision of the FPMO and all of the installation's appropriated fund food program activities, to include support to tenant and satellite appropriated fund food program activities. Functions of the FPM are contained in paragraph 3-12 of this regulation.

(2) The subsistence supply manager (SSM), formerly the troop issue subsistence officer.

(3) All SSMO staff.

(4) The accountable officer for subsistence, if this individual is not the SSM or FPM.

(5) The contracting officer's representatives (CORs) and performance assessment evaluators and for food service contracts on or in support of the installation.

(6) The systems administrator, when dedicated to the operation and maintenance of the approved automated system, and Subsistence Total Ordering and Receipt System.

*b.* The FPMO is organized and will work directly under the senior individual responsible for logistics on the installation.

### **3-12. The food program manager and other food advisory personnel**

*a.* The FPM is the senior food analyst (military or civilian) to the installation commander and is responsible for the food program on the installation. Functions of the FPM include the following:

(1) Directing and managing the installation Food Service Program to ensure that maximum results are achieved at the least cost to the Government.

(2) Writing and enforcing local policies and procedures consistent with DOD, HQDA, and the installation commander's policies.

(3) Ensuring that funding requirements to operate dining facilities (including equipment replacement and all contract operations) are included in the annual budget.

(4) Monitoring all dining facility accounts to ensure that they remain within authorized standards and that required reviews are conducted. Ensuring that all dining facilities operate under the regulatory requirements.

(5) Determining the financial status of the installation food program at the conclusion of the FY; each dining facility account status must be equal to or less than zero.

(6) Serving as chairperson and voting member of the installation FSMB.

(7) Coordinating with and providing assistance to all food service personnel assigned to or operating at the installation.

(8) Ensuring that food protection, food safety, and sanitation programs are in place in accordance with DA Pam 30-22.

(9) Ensuring proper distribution and action required by All Food Activities (ALFOODACT) messages.

(10) Ensuring that all data in the approved automated system are maintained and updated as necessary or at a minimum weekly. Data includes, but are not limited to, vendors and items, recipes, menus, catalogs, equipment replacement, basic daily food allowance (BDFA) maintenance, and contract management.

(11) Perform menu reviews, ingredient cuttings, and final selection with an assigned installation dietician or nutritionist. Incorporate the designated dietician and/or nutritionist advice and assistance to ensure installation food program compliance with nutrition standards for all meals served.

*b.* Food advisors, technicians, and food operations management noncommissioned officer.

(1) Collectively and individually will assist the FSO and food operations sergeant (FOS).

(2) Will advise their respective commanders on all matters related to dining facility management, food preparation, equipment, facilities, training, and personnel.

c. The responsible food advisor will complete monthly evaluations and a quarterly action plan that will serve as a quarterly review of the dining facility account.

### **3-13. Food service action plans**

a. Advice to commanders having operational control of a dining facility will be by formal written action plans. The food advisor will submit an action plan to the commander on a quarterly basis (annually for RCs). One copy will be forwarded through the next higher headquarters providing food service support and to the installation FPM.

b. Food service action plans will note deficiencies in dining facility operations with regard to regulatory policy and procedure (regulations and pamphlets). Food service action plans will contain recommended corrective measures to noted deficiencies. Procedures for completing and processing action plans are contained in DA Pam 30-22.

### **3-14. Operational review requirements**

a. Dining facility operational reviews will be conducted to ensure that proper procedures are being followed in the dining facility. The reviews will apply to all except contract dining facilities, which are reviewed as part of the quality assurance surveillance program. These reviews will provide the commander a reasonable assurance that existing guidance (policy from this regulation and procedures from DA Pam 30-22) is being followed.

b. Active Army and full-time RC dining facilities will be reviewed in accordance with the procedures in DA Pam 30-22. Food advisory personnel appointed by the next higher headquarters will conduct the reviews. A copy will also be provided to the installation FPM.

c. Dining facility records for ARNG and ARNGUS units will be reviewed annually (to include IDT and AT) using the checklist developed and distributed by the State food advisor. The FSO, food service advisor, or food service supervisor of the next higher headquarters is responsible for conducting the review of subordinate dining facility accounts.

d. For the USAR, food service advisors at the FC, OC, or DRC will review dining facility records of subordinate USAR units annually (to include IDT and AT). Food service advisors at lower levels of command may be designated by the FC, OC, or DRC to perform this function. A sample checklist can be obtained for use from the FC, OC, or DRC.

### **3-15. Installation food service financial management**

a. The FPM will conduct a midyear review in April to determine the financial status of all dining facilities on the installation (see DA Pam 30-22). The FPM will analyze all overspent dining facility accounts. For any account that is overspent, the FPM will assist the FOS in developing a plan to ensure that facility ends the FY at zero or underspent.

b. At the conclusion of the FY, the FPM will determine the installation food program financial status (the comparison of all underspent dining facility accounts to all overspent accounts). The installation food program financial status policies are located in paragraph 3-12a(5) of this regulation. In spite of the overall installation food program financial status at the end of the FY, for any individual dining facility account status not at zero or underspent, a relief from loss will be required.

### **3-16. Relief from loss**

a. The conditions that may require relief from loss are—

(1) Discarding prepared subsistence (upon notification of veterinary service personnel (VSP)) when—

(a) An alert is called during the serving of a meal.

(b) There is a failure of anticipated personnel to subsist.

(c) Subsistence is contaminated, damaged, or destroyed during or after preparation.

(2) Failure to support ration requests without headcount data.

(3) Contaminating or damaging subsistence in storage.

(4) Veterinary condemnation and/or unfit.

b. When VSP or appropriate medical staff determines that subsistence is not fit for human consumption, authorized dining facility personnel will destroy it in accordance with DA Pam 30-22.

c. When RC commanders are unable to obtain veterinary or medical staff assistance, they may condemn subsistence under the commander's authorization.

d. At the conclusion of the FY, if any individual dining facility is overspent and when any single loss exceeds \$500 dollars, a financial liability investigation of property loss will be prepared in accordance with paragraph 3-17 of this regulation, DA Pam 30-22, paragraph 3-11, and AR 735-5.

e. When the total value of condemnation loss does not exceed \$500 dollars and there is no known or suspected negligence involved, the commander may use the alternate procedures contained in DA Pam 30-22 in lieu of initiating a financial liability investigation of property loss.

f. Relief through financial liability investigation of property loss is not authorized for contractor-operated dining facilities. Losses will be managed by the contracting officer (CO) and the contractor.

### **3-17. Financial liability investigation of property loss instructions**

- a.* Initiation of DD Form 200 will be in accordance with the procedures outlined in AR 735-5 and DA Pam 30-22.
- b.* The result of the final financial liability investigation of property loss action has no bearing on the adjustment action for the loss. The adjustment will be posted once the document control number has been assigned and an appointing official has signed the DD Form 200.
- c.* Any financial liability investigation of property loss initiated for a loss will be copy furnished through JCCoE to HQDA.
- d.* For contracted facilities, a CO letter of determination will be used in place of the financial liability investigation of property loss and copy furnished through JCCoE to HQDA.

### **3-18. New subsistence items**

- a.* Procedures for requesting and adding new subsistence items to the installation food program are contained in DA Pam 30-22.
- b.* The FPM will institute changes to the installation catalog based upon recommendations made by the FSMB.
- c.* Prior to adoption to proposed new subsistence items, the FPM will review the nutritional profile and consider the potential health impact of the items with the assigned dietician or nutritionist.

## **Section II**

### **Dining Facility Operations**

#### **3-19. Responsibilities of unit and organization commanders**

- a.* Unit and organization commanders responsible for the operation of a dining facility will—
  - (1) Ensure that assigned food service personnel are working in their primary MOS and that adequate food service personnel are available to accomplish the mission.
  - (2) Ensure that assigned personnel are properly trained and proficient in preparing and serving subsistence in all dining facility operations that are applicable to their skill level.
  - (3) Ensure that correct accounting procedures are implemented.
  - (4) Enforce measures to conserve, safeguard, and account for all subsistence supplies purchased, issued, prepared, and served.
  - (5) Ensure that garrison dining facility operations conform to the highest attainable standards in food preparation, service, atmosphere, and sanitation by—
    - (a)* Conducting unannounced visits to the dining facility to observe actual operations.
    - (b)* Soliciting diner comments by use of the enlisted dining facility advisory council or other feedback program (see DA Pam 30-22).
    - (c)* Taking necessary action to correct deficiencies noted.
    - (d)* Attaching all food service personnel to the unit that maintains operational control of the dining facility, whenever possible.
  - (6) Appoint an FSO and alternate(s) (only when staffed with Army cooks) in writing for the purpose of administering duties as specified in this regulation. The commander must also ensure that the appointed FSO and alternate(s) receive the required training and that the food advisor does not perform those functions assigned to the FSO.
  - (7) Ensure that subsistence items are not used in support of social activities.
  - (8) Ensure that reimbursement for meals furnished to BAS personnel during field training is completed in accordance with the reimbursement procedures in Defense Financing and Accounting Services (DFAS)-Indianapolis (IN) Regulation 37-1 and DA Pam 30-22.
  - (9) Ensure that the dining facility account ends the FY at zero or underspent.
  - (10) Coordinate any special requirements with food service personnel in charge when receiving subsistence support from other units or organizations.
  - (11) Provide readily accessible information regarding nutrition to food service personnel and promote nutrition education for Soldiers.
  - (12) Ensure that authorized garrison food service preparation, sanitizing, and serving equipment, to include décor items, is available and operational.
  - (13) Ensure that separate seating or personal services are not used for officer, BAS, or civilian personnel.
- b.* RC commanders will also—
  - (1) Ensure that catered meals are procured only when food service personnel and equipment are not authorized or available and support cannot be obtained through an intra-service support agreement from an RC or Active military unit with food service capability.
  - (2) Ensure that written authority to obtain commercial subsistence procurement is obtained from the State DOL (ARNG and/or ARNGUS) or FC, OC, or DRC (USAR) before the purchase of subsistence ingredients or catered meals.



(3) Ensure that all meals requested above the number of authorized SIK diners paid for that drill as reflected on DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training) are reimbursed for in cash.

### **3–20. Meal service schedule**

*a.* The serving period for each meal will be a minimum of 90 minutes. The garrison commander will approve or disapprove all requests to deviate from the 90 minute serving period.

*b.* The garrison commander may authorize the serving of brunch and supper meals on weekends and holidays. Additional guidance for brunch and supper meals is in DA Pam 30–22.

*c.* The garrison commander may authorize the serving of a midnight meal. This meal is only for personnel who, because of mission, are unable to attend the normal breakfast or dinner meal. DA Pam 30–22 contains further guidance for midnight meals.

### **3–21. Requisitioning and receiving authorizations**

For Active Army or full-time RC dining facilities, the unit commander will designate separate personnel authorized to requisition or receive subsistence.

*a.* When obtaining subsistence items directly from a SSMO (not prime vendor delivered), a memorandum listing the personnel who are authorized to either request or receive subsistence items will be maintained on file in the dining facility with a copy supplied to the servicing SSMO. The memorandum will specify that the person is authorized to either request or receive subsistence supplies. Proper government-issued (Federal or State) picture identification is required for each authorized individual when requisitioning or receiving subsistence from a SSMO.

*b.* When obtaining subsistence item directly from a prime vendor—

(1) Automated ordering system passwords will be issued only to those individuals authorized to requisition subsistence.

(2) A memorandum will be maintained in the dining facility listing those individuals authorized to receive subsistence delivered by the prime vendor.

*c.* The requirement to designate separate requisitioning and receiving personnel is waived when the dining facility is staffed by 7 food service personnel or less.

### **3–22. Menus**

*a.* Installations with full-time dining facilities will develop menus for garrison operations using the menu standards in paragraph 3–24.

*b.* The National Guard and FCs, OCs, or DRCs must develop (within the constraints of the BDFA) and publish the menu to be used by their units during IDT and home station AT. The supporting installation temporary field assignment (TFA) and/or field duty (FD) feeding plan will be used when AT is away from home station and the unit is operating the AFFS. The RC will use the unitized group ration-A (UGR–A) during AT conducted at an Active Army installation. However, use during IDT is optional. Additionally, RC may elect a multiline “A” ration option when performing AT at an Active Army installation and not in a field status. This option will be exercised by using the local prime vendor contractor to supply the subsistence items.

*c.* Active Army and RC installations that conduct home station TFA and/or FD training must develop an installation TFA and/or FD feeding plan. The plan will meet the requirements of AR 40–25, training and exercise requirements, capabilities of the field kitchens, and unit staffing structures.

*d.* Upon request, JCCoE can assist the commands in the development of specialized menus for garrison operations, contingency operations, and wartime feeding.

### **3–23. Menu planning**

A major responsibility of the FOS is to ensure that diners have sufficient and balanced menu choices in accordance with published nutrition standards. Fads and well-intended local initiatives may be detrimental to long-term health, well-being, and morale.

*a. Routine menu planning.* Daily menu standards are detailed in DA Pam 30–22. The objective of routine menu planning is to ensure nutritional balance, sufficient variety, and complementary items are served to the diners. It also forms the basis for ordering the ingredients, production planning (to include time, labor, and equipment requirements), and marketing of special events in the food service program. Menus will be entered into an approved automated system 5 days prior to the required delivery date. Dining facilities not using an approved automated system must maintain documentation showing menu planning 5 days ahead of the required delivery date. All food operation management personnel must continually analyze cost, storage, and labor factors to determine the most effective method of purchasing and preparing food. The cost per yield, available personnel, market cost at varying times of the year, and the monetary status of the dining facility account will greatly influence the menu design and selection of ingredients.

*b. Special menu planning.* Some special dietary considerations are accommodated in the daily menu standards as detailed in DA Pam 30–22. Many practices associated with vegetarianism and religious dietary requirements are normally addressed within the framework of daily standards. Installations will develop options for specific entrees

within the cost framework of the BDFA to accommodate needs of groups representing 10 percent of the average daily headcount or more. Installation FPMs should consider opportunities for special menus within the BDFA, when that consideration affects more than 20 percent of installation population.

*c. Nutrition awareness.* Active Army and full-time RC dining facilities will post menus for the upcoming meals where the diners may easily read them before or immediately upon entering the facility. The posted menus will include all meals scheduled for service that day and will include the caloric value of each food item. Items that support a nutritionally balanced 600 calories fitness menu pattern will be identified in the overall menu or as a separate posting. At least 1 type of nutrition education materiel must be on display in the dining facility, such as nutrition posters, table tents, or bulletin boards. Education materials approved by the local dietician or nutritionist will be prominently displayed at the facility entry ways, within the service area, and in the dining room. These posters and/or tents will be rotated quarterly or more often. Details on National Nutrition Month education campaigns are found in DA Pam 30–22.

### **3–24. Menu standards**

*a.* Daily menu standards will be followed to ensure appealing, nutritious, and wholesome food choices, in addition to currently popular food items, are provided in all Army dining facilities. The application of the standards is mandatory for both weekday and weekend dining facility operations. The meals will include choices from each food group as described in the U.S. Department of Agriculture Food Guide Pyramid. Meal and menu standards, menu planning guides, and subsistence product and preparation guidance are provided in DA Pam 30–22.

*b.* The FPM will determine and document case by case the rationale for any dining facility unable to adhere to the daily menu standards outlined in DA Pam 30–22. The documented rationale will be maintained as a part of the installation food program files and forwarded to the responsible region. An example of an exception is a small dining facility that could not accommodate the total range of the menu because of physical limitations of the facility. For dining facilities operating under the SFI Program menu standards, variation from menu standards will require coordination with and approval from JCCoE.

*c.* The caloric value of each menu item will be posted by the FOS to promote healthy food choices. The FPM will designate readily visible locations for the information in the dining facility.

### **3–25. Safeguarding subsistence**

Subsistence will be safeguarded during receipt, storage, issue, preparation, and serving. Prevention of unauthorized diversion of Government subsistence will be included in the installation crime prevention program, in accordance with AR 190–13, and the physical security programs, per AR 190–16 and AR 190–51. Misuse, waste, or mismanagement actions pertaining to subsistence will be cause for investigation and appropriate action as deemed necessary by the installation commander.

### **3–26. Inventory management**

The dining facility inventory levels will be maintained using the following criteria:

*a. Inventory criteria.* The total dollar value of the monthly inventory (perishable and semiperishable) will not exceed the total dollar value of dining facility earnings for a 6-day average period. The dollar value of earnings will be determined by using the current month's average daily earnings multiplied by 6. The FPM will authorize, in writing, all adjustments to the inventory level policy.

*b. Weekly inventory.* The FOS, contract manager, or a designated representative operating a full-time ARCS account will conduct a physical inventory of all on hand subsistence at least weekly (except when monthly inventory is due). Follow the procedures in DA Pam 30–22.

*c. Monthly inventory.* The FOS, contract manager, or a designated representative operating a full-time ARCS account will conduct a physical inventory of all on hand subsistence on the last day of each accounting month by following the procedures in DA Pam 30–22. When a dining facility is scheduled for closing prior to the end of the accounting month (such as for a break in training cycle or an extended holiday period), the end of the month inventory will be conducted on the last operational day.

*d. Semiannual and end-of-year inventory.* The FOS and/or contract manager will conduct a semiannual and end-of-year inventory on the last day of March and September per the procedures in DA Pam 30–22. Additionally, the installation commander will designate an individual to verify the inventory process at each operational dining facility. The designated individual will verify the physical count and mathematical accuracy of the inventory. The designated individual must be present during the inventory process and is responsible to verify the quantity of items recorded on the inventory record as being on hand.

*e. Reserve Component unit inventory.* RC units will maintain an inventory record of unprepared subsistence remaining after meal preparation, as appropriate.

### **3–27. Production schedule and kitchen requisition**

*a.* The FOS and/or contract manager will provide written guidance to cook personnel for menu preparation and meal service using the production schedule. It provides routine documentation of subsistence items used. A separate

production schedule will be prepared for each meal served (breakfast, lunch, dinner, midnight meal, brunch, and supper).

b. The production schedule is to be completed regardless of the size of the dining facility, the type of subsistence being served (excluding operational rations), the number to be subsisted, or whether the meal is served in garrison or prepared in garrison to be served in a field environment.

c. The kitchen requisition is used to intensively manage high-dollar and sensitive subsistence items. It also documents the disposition of self-service items, condiments, and standard operating procedures (SOPs) items.

d. The production schedule and kitchen requisition will be completed using the automated system operating procedures or the manual procedures in DA Pam 30–22.

### **3–28. Headcount policies**

a. Active Army and full-time RC dining facilities are primarily designed to provide meals to those enlisted personnel who are entitled to subsist at Government expense. The following headcount policies apply:

(1) The signature headcount system will be used to record the signature of (or the automated headcount system will record the entry of) each individual subsisting in an appropriated fund dining facility at no charge unless 1-line entries are authorized (as identified in DA Pam 30–22). Adding or causing signatures to be added to signature headcount sheets or DA Form 3032 and DA Form 5914 (Ration Control Sheet) for the purpose of obtaining additional monetary credit is a violation of the Uniform Code of Military Justice (UCMJ) and will be cause for investigation and action by the commander.

(2) Other military and civilian personnel may be authorized to subsist on a reimbursable basis in dining facilities when approved by the installation commander. Office of the Under Secretary of Defense (Comptroller) establishes the rates that are to be charged for meals to recover both food cost and operating expenses. The amount to be collected from each category of diner, based on the type of meal served, is transmitted to installations by HQDA. Specific guidance regarding each category of diner is discussed in paragraph 3–37.

(3) The assigned headcounter will not be a food service individual assigned to or working in the dining facility unless specifically authorized by the installation commander. This authorization will be granted only when adequate dining facility staffing exists and when such action will not adversely affect services to the diner.

(4) The headcounter's full attention will be devoted to accomplishing headcounter duties accurately, as prescribed in this chapter and DA Pam 30–22. The headcounter will be provided with—

(a) DA Form 3032, DD Form 1544, procedures, and examples for use in obtaining signatures and recording headcount data, whether done manually or with an automated headcount system. DA Pam 30–22 contains headcounter SOPs.

(b) If appropriate, a list of civilian personnel authorized to be subsisted.

(c) If the headcount duty is for the midnight meal, a memorandum listing of all personnel, by category, who are authorized to consume this meal.

(d) The current DOD published meal-rate prices, published annually by the DOD Comptroller.

b. When approved by the installation commander or authorized by the installation food service contract, the headcounter (or other person designated to take cash collections for meals) may be provided with a change fund in accordance with DOD 7000.14–R.

c. The FOS, contract manager, or designated representative will periodically check the headcounter during the meal to ensure that proper procedures are being conducted. In addition, the FOS will ensure that all members of the dining facility 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) at any time will be considered a meal consumed and must be accounted for by signature headcount or cash collection methods.

### **3–29. Cash meal payment books and cash collection**

a. *Cash meal payment sheets.* The DD Form 1544 is an accountable document used to record the cash payment for Government-furnished meals sold to authorized personnel. These sheets are issued in prenumbered covered books consisting of 50 individual sheets. The book contains instructions for use, transfer control and receipts, and a register for the issue of individual sheets.

b. *Safeguarding the DD Form 1544 and cash.*

(1) All copies of DD Form 1544 and cash will be accounted for at all times and properly stored in a safe or a field safe that is properly secured to an immovable object.

(2) Funds collected from the sale of meals will be safeguarded as prescribed in DOD 7000.14–R. Loss or misappropriation of cash or sheets will require an investigation under the provisions of AR 15–6 and AR 735–5.

(3) All cash collected will be properly handled and turned in according to the appropriate method contained in DA Pam 30–22. Each accounting period and FY will begin with a new cash meal payment sheet.

c. *Verification of DD Form 1544 and cash.*

(1) An unannounced verification and cash count will be conducted once each quarter, not in conjunction with the

quarterly action plan, in all Active Army and full-time RC dining facilities operating under ARCS. The purpose of the audit is to ensure that all issued copies of DD Form 1544 and all cash collected from the sale of meals being retained before turn-in are physically present with the responsible person or activity.

(2) The verification for RC units performing IDT will be conducted at least once during each FY.

(3) The audit for contractor-operated dining facilities will be performed as part of the quality assurance surveillance program or as specified in the contract.

*d. Appointment of an installation control officer.*

(1) The installation commander will appoint, in writing, an installation control officer and alternate for DD Form 1544 from other than the staff of the FPMO (other than the food advisor or the staff for RC units).

(2) The control officer is responsible for requisitioning and receiving DD Form 1544 books from the installation, State, or FC, OC, or DRC publications officer. The DD Form 1544 books will be accounted for using the procedures in DA Pam 30–22.

*e. Annual revalidation of DD Form 1544.*

(1) Active Army units will revalidate all DD Form 1544 books issued during the FY that has not been turned in. Revalidation will be completed no later than 5 duty days after the end of the FY and will be completed in accordance with DA Pam 30–22.

(2) The RC revalidation will be accomplished by return of the complete book to the appropriate control officer. The State ARNG and ARNGUS and FC, OC, or DRC food advisors will closely monitor the deactivation or reorganization of RC units and account for all books.

*f. Units and organizations operating dining facilities.* Commanders of units and organizations operating dining facilities will appoint the FSO to request, receive, and turn-in cash meal payment books or sheets from the installation or consolidated headquarters control officer. The number of books that may be maintained on hand by the FSO will be based on the dining facility's requirement for 7 days.

*g. Cash turn-in schedule.* Procedures to account for and turn-in cash are outlined in DA Pam 30–22 and AR 37–104–4.

*h. Cash registers.* When approved by the installation commander, cash registers may be used in place of the cash collection sheets.

### **3–30. Headcount summary**

Headcount data from the signature headcount and cash collection sheets (or cash register receipt) will be summarized using the appropriate manual form or automated process. The FOS and/or contract manager must ensure that all persons served were counted, including early and late diners. Instructions for completing the headcount summary are contained in DA Pam 30–22.

### **3–31. The à la carte system**

*a. Training.* Each installation and/or dining facility that elects to implement the à la carte system must undertake an extensive training program to orient personnel to the system. Training must include not only the technicalities of the system but also related subjects such as Soldier and customer relations, progressive cookery, garnishing, food merchandising, leftover control, and, most importantly, portion control or serving size.

*b. Planning committee.* An à la carte planning committee will be formed at least 6 months prior to the implementation date. Membership will include the DOL; the installation food advisory personnel; the SSM; representative, installation surgeon; FOS; and approved automated system administrator at a minimum. Topics for the planning committee are in DA Pam 30–22.

*c. Operational policies.*

(1) *Seconds or multiple portions.* The à la carte policy for seconds or multiple servings will be as follows:

(a) For SIK Soldiers and customers, seconds will consist of all menu items (sides, salads, desserts, and beverages) except the main entree(s). SIK customers will not be charged for seconds. A “seconds” key will be utilized at the cash register station for returning SIK customers to preclude double counting for workload or headcount earnings.

(b) Cash customers will pay for all menu items selected, to include seconds or multiple servings. A “seconds” key will also be utilized for cash customers purchasing seconds when returning to the serving line. The use of the “seconds” key for cash customers will provide management with a more accurate record of production and accountability requirements.

(2) *Disposable supplies for takeout.* Additional charges above the normal discount or standard pricing are not authorized to cover the cost of disposable items.

(3) *Return to fixed pricing.* A permanent return to the fixed price meal system is not authorized without the DCS, G–4 approval.

(4) *Holiday meals.* A return to a fixed meal rate price for Thanksgiving, Christmas holiday meals, and for the Army birthday celebration is authorized. The price charged will be the DOD published holiday meal price for all holiday menus. The facility will earn BDFA credit for all meals served using the fixed meal rate pricing. Additional funding

beyond the BDFA is not authorized when the DOD meal rate is used and BDFA entitlement is less than the dollar value of the food being served.

*d. Menu item selling price.* À la carte selling prices and reimbursement requirements will be calculated using the following policies. Procedures for calculating à la carte selling prices are found in DA Pam 30–22.

- (1) The discounted selling price consists of the food cost and condiment cost.
- (2) The standard selling price consists of the discounted selling price with the addition of a surcharge to cover operating expenses.
- (3) The discount and standard selling prices will be updated quarterly only. Price changes will be done by the 10th of the month after receipt of the adjusted item costs.
- (4) Selling prices will be rounded to the nearest nickel using the 5-mile rule.
- (5) No provision is made in the à la carte system to charge a reduced price for children meals.
- (6) All personnel will pay the standard selling price unless authorized to subsist at discount selling price in accordance with regulatory policy.
- (7) The installation will develop a local procedure to establish the method to compute individual item pricing if the automated process is unavailable. A record of the method used to determine the manual item pricing will be maintained in the dining facility for 90 days.

*e. Other services.* Support for private parties or for the benefit or gain of a private individual or group is prohibited. Food provided to customers under the provisions of this paragraph may not be resold. Support intended to result in a profit for other Government agencies (appropriated or nonappropriated) or private groups or organizations (for example, support for charitable fund-raising activities conducted by or for the Red Cross, United Services Organization, noncommissioned officer academy, and officers wives' clubs) is prohibited. Food that is not processed, prepared, and sold through the à la carte system will not be prepared or served using dining facility equipment, facilities, or personnel (military or civilian).

### **3–32. Reserve Component Subsistence System**

When not using AFMIS, the RCSS is the mandatory accounting system for all USAR, ARNG, and ARNGUS feeding for IDT and AT not performed at an Active Army installation. This system has 2 primary components. The first is the accountability for the number of requested meals, as compared to the number of SIK Soldiers paid during an IDT or AT, to include meals sold for cash by the responsible commander. The second component is the standards for food preparation and the efficient operation of the dining facility by the FOS.

*a.* The RCSS contains the following general policies:

- (1) The commander responsible for the dining facility operation will initiate a DA Form 5913 identifying the number of SIK Soldiers requiring meals support and forward this request to the FOS, who will complete all documentation and forward it to the appropriate headquarters providing ration support. Only the responsible unit commander is authorized to sign the initiating request. This duty will not be delegated.
- (2) Any Soldier (officer or enlisted) receiving BAS will not be included in the initiating request (DA Form 5913) to support IDT or AT feeding (except when Soldiers are completing DFAS action in accordance with DOD 7000.14–R).
- (3) If Soldiers who are receiving BAS, civilian guests, family members, or civilian employees (DOD or State) are included in the initiating request, the commander is directly responsible for the additional meals requested and will ensure that cash collection is accomplished. Individual Soldier DFAS reimbursement actions are not authorized for IDT.
- (4) The installation commander will determine the subsistence supply source and method used to requisition subsistence to support IDT or AT.
- (5) It is the commander's responsibility to ensure that all subsistence is controlled, properly used, and accounted for. Disposition of all subsistence prepared will be on DA Form 3034 (Production Schedule).
- (6) The accountability for meals or operational rations received to support an IDT or AT training period will be accomplished on the DA Form 5914 (see DA Pam 30–22).
  - (a)* All line item A-ration meals and operational rations used to provide food service support during IDT or AT will be accounted for.
  - (b)* The variance factor between the total number (SIK and cash) of personnel requiring food service support (meals) and the total number of paid SIK Soldiers (DA Form 1379) to include meals sold for cash (DD Form 1544) will be zero.
- (7) An inventory record, DA Form 3234 (Inventory Record) will be maintained for all unprepared perishable (when appropriate) and semiperishable subsistence items, excluding opened condiment containers remaining at the conclusion of the IDT or AT. The inventory record will be maintained in a current status until all subsistence items are documented as consumed or until all products have been used.
- (8) A DA Form 5913 will be completed and forwarded to the supporting headquarters (regional readiness command, DRC, division, or DOL, and USPFO). This report will identify by day the number of enlisted Soldiers authorized SIK that were listed as being present or paid on the DA Form 1379. The report will also reflect the number of meals sold

for cash. Only the responsible commander is authorized to sign the end of training report. This duty will not be delegated.

*b.* Further procedures and additional guidance for the RCSS are contained in DA Pam 30–22.

*c.* The RCSS is not applicable when contract or catered meals are used. Paragraph 3–42 of this regulation provides policy for contract and/or catered meals.

*d.* The RC units performing AT at an Active Army training site or training with an Active Army unit will use the AFFS (see chap 4 of this regulation and DA Pam 30–22).

*e.* One meal is authorized for an 8-hour period or 2 multiple unit training assembly (MUTA) days. The following schedule of IDT meal entitlements is a guideline based on training periods as verified by the unit training schedule. See the training schedule in table 3–1.

**Table 3–1**  
**Training schedule**

Training period	Assemble	Dismiss	Meals
MUTA 2	0800	1700	1
MUTA 3	0800 Saturday 0800 Sunday	1700 1200	1 0
MUTA 3 (overnight)	0800 Saturday through	1200 Sunday	3
MUTA 4	0800 Saturday 0800 Sunday	700 Saturday 1700 Sunday	1 1
MUTA 4 (overnight)	0800 Saturday through	1700 Sunday	4
MUTA 5	1800 Friday 0800 Saturday 0800 Sunday	2200 1700 1700	0 1 1
MUTA 5 (overnight)	1800 Friday through	1700 Sunday	5

### 3–33. Basic daily food allowance

*a.* The BDFA is the dollar value authorized to feed each SIK Soldier and other diners for 3 meals a day. The BDFA is used to determine dining facility earnings. The meal conversion percentages and procedures for determining dining facility earnings are in DA Pam 30–22.

*b.* JCCoE computes the dollar value of the BDFA and provides it to the supporting installation FPMO in accordance with chapter 5 of this regulation.

*c.* An additional 25 percent of the total BDFA is authorized for the traditional Thanksgiving, Christmas, and Army Birthday meals. The additional allowance will be applied to the holiday lunch meal, regardless of the time of day it is served. For an example of holiday meal computation, see DA Pam 30–22.

*d.* The BDFA for RC will be computed and provided to units semiannually in October and March.

*e.* No additional BDFA allowance is authorized for the Army Reserve to serve the Army Birthday meal or the organizational day meal.

### 3–34. Monthly earnings and expenditures record

All transactions affecting the dining facility account (allowances earned or expenses) will be recorded using the appropriate form, DA Form 7454 (Monthly Earnings and Expenditures Record) or automated system. Procedures are contained in DA Pam 30–22.

### 3–35. Dining facility account status

*a.* The FOS and/or contract manager must be constantly aware of the status of the dining facility account. A financial summary worksheet, DA Form 7455 (Financial Summary), or a comparable automated process will be used to determine account status for both the current accounting period and year to date. The FOS will complete this summary on the last day of the accounting period. Procedures for completing the summary are in DA Pam 30–22.

*b.* The objective for the dining facility is to conclude the FY period at a zero or underspent status. Procedures are contained in DA Pam 30–22.

### 3–36. Supplemental allowances

Requests for supplemental allowances will be forwarded by the FPM through their respective regional FPM to JCCoE (Concepts, Systems, and Policy Division) for review. JCCoE will forward the request to the DCS, G–4 (DALO–SUF)

for approval or disapproval. Procedures for submitting supplemental allowance requests are contained in DA Pam 30–22.

### **3–37. Subsisting personnel**

In accordance with DOD 1338.10–M, Army appropriated fund dining facilities are established for the purpose of feeding enlisted Soldiers authorized SIK. Soldiers not authorized to receive BAS are entitled to subsist without charge. No increase in resources will be made available when subsisting personnel other than SIK.

a. In addition to Active Army SIK Soldiers, the following personnel are authorized to subsist in Army appropriated fund dining facilities:

(1) *Members of other military Services.*

(a) The installation commander may furnish meals in appropriated fund dining facilities on a common Service basis to enlisted members of the Air Force, Navy, Marine Corps, Army and Air National Guard, USAR, U.S. Marine Corps Reserve, U.S. Navy Reserve, and U.S. Air Force Reserve. Per the DOD 7000.14–R, reimbursement is not authorized for these meals. Officers and enlisted personnel retaining BAS, if authorized to subsist, will pay for meals in cash.

(b) Enlisted and officer personnel of other military services in a travel status will be subsisted as specified in their orders.

(2) *Members of Army senior and junior Reserve Officers' Training Corps.* Meals may be furnished when such members are in a training status with an Active Army unit. Members of Army ROTC may be furnished meals in an appropriated fund dining facility on the same basis as their Active Army counterpart. Meals consumed by Army senior and junior ROTC students training with Active Army units will be accounted for in an approved automated system in the category ROTC. Cadre, instructors, and other personnel will be charged the standard meal rate. Under all other occasions, the Government will be reimbursed by a military interdepartmental purchase request (MIPR), cash, cashier's check, check, or money order sent to the FPM for credit to the military personnel, Army (MPA) account. Senior and junior ROTC students will be charged the discounted meal rate (per annual meal rate message).

(3) *Scouts.* Boy and Girl Scouts, Civil Air Support, and any other nonprofit youth organizations will pay the discounted meal rate (per annual meal rate message) when training on an Active Army, ARNG, or USAR installation. Reimbursement will be accomplished by a MIPR, cash, cashier's check, check, or money order for credit to the MPA account. Meals consumed at any other time will be paid for in cash at time of consumption.

(4) *Cadets of U.S. military academies.*

(a) Cadets served meals while temporary duty will reimburse the Army either on a cash or local billing (group entry) basis.

(b) Cadets attending camp will be subsisted under ARCS or the ADFS. The Army will be reimbursed by MIPR, cash, cashier's check, check, or money order.

b. Per DOD 1338.10–M, each Service is authorized to prescribe the conditions that enlisted, officer, and civilian personnel retaining BAS may purchase meals in appropriated fund dining facilities. Cash meal purchase authority will be in accordance with the following and paragraph 3–1g.

(1) *Officers.* Officers will normally be fed other than in appropriated fund dining facilities. Authority for DOD officer personnel to purchase meals in appropriated fund dining facilities will be in accordance with the following provisions:

(a) When the installation commander determines that officers subsisting in the facility will promote unit integrity and esprit de corps.

(b) Support will not be decreased to authorized enlisted personnel. When authorized to subsist in an enlisted appropriated fund dining facility, special menus or service will not be provided.

(c) During permanent change of station, officers and their family members are authorized to purchase meals in a designated appropriated fund dining facility. A copy of the military member's permanent change of station orders must be presented for identification.

(2) *Foreign military.* Members of foreign military may be authorized to purchase meals when on an Army installation. Reimbursement will be per paragraph 3–38.

(3) *Civilian employees.* When on duty at CONUS or OCONUS installations, the following personnel are authorized to purchase meals in an appropriated fund dining facility; when not on duty, they fall under the provisions of paragraph 3–37b(6):

(a) Food handlers when on duty in a military dining facility.

(b) Contingency operation Government employees or contractor personnel residing in contingency camps, posts, or stations.

(c) Employees whose term of employment authorizes them to purchase meals in an appropriated fund dining facility.

(4) *Family members and dependents.* Family members and dependents of military personnel may purchase meals as authorized by the installation commander. Additional guidance for family members and dependents is in DA Pam 30–22.

(5) *Guests at holiday meals.* (Thanksgiving, Christmas, and the Army's Birthday).

(a) Guests of military personnel may be authorized to purchase meals in an appropriated fund dining facility during the serving of traditional holiday meals.

(b) The installation commander may authorize dining facility employees to invite family members to join in purchasing traditional holiday meals.

(6) *Other personnel.* When the installation commander determines that it is in the best interest to the Government in the form of operational efficiency, morale improvement, or good community relations, the categories of diners listed below may purchase meals occasionally in an appropriated fund dining facility. These personnel will not be authorized to purchase meals in any dining facility that exceeds 100 percent utilization rate. Approval to purchase meals other than occasionally will be authorized only when nonappropriated fund or commercial food service facilities are not readily available or duty assignment precludes departure from the duty area. Reimbursement will be in accordance with paragraph 3-38:

(a) DOD civilians and contractors working on the installation, other than those identified in paragraph 3-37b(3).

(b) Retired military personnel.

(c) Other civilians on the installation.

(d) Members of youth groups sponsored at either the local or national level.

(e) Military candidates undergoing examinations at an Army installation or prospective enlistees accompanied by a recruiter.

(f) Entertainment groups.

(g) Civilian dignitaries.

(h) Personnel must be escorted guests of a military member authorized to use the facility.

### **3-38. Reimbursements**

a. Charges for meals will be sufficient to recover prescribed food costs and operating expenses, unless the discount meal rate is authorized in accordance with the provisions of this paragraph.

b. The discount rate will be charged to—

(1) Spouses and other dependents of enlisted personnel in pay grades E-1 through E-4.

(2) Members of organized nonprofit youth groups sponsored at either the national or local level and authorized to eat in the dining facility by the installation commander. Such groups include civil air patrol, junior ROTC, and scouting units.

(3) Officers, enlisted members, and Federal civilian employees who are not receiving the meal portion of per diem and who are 1 of the following:

(a) Performing duty on a U.S. Government vessel.

(b) On field duty.

(c) In a group travel status.

(d) Included in essential unit messing as defined in the Joint Federal Travel Regulations.

(e) On a U.S. Government aircraft on official duty either as a passenger or as a crewmember engaged in flight operations.

(f) On Joint Task Force operations other than training at temporary U.S. installations or using temporary dining facilities.

(4) Foreign military trainee students (officer and enlisted) participating under the Security Assistance Training Program. All other foreign military officers and enlisted personnel will reimburse the Army for meals furnished at the same rate as their U.S. counterparts.

c. The standard meal rate will be charged to—

(1) Enlisted members receiving BAS and all officers (other than those addressed in para 3-38b).

(2) Any officer, enlisted member, or Federal civilian employee receiving the meal portion of per diem.

(3) All military dependents except those of enlisted in pay grades E-1 through E-4.

(4) All other personnel civilian or military (including RC officers on IDT) authorized to eat in appropriated fund dining facilities.

## **Section III**

### **Special Situations**

#### **3-39. Unit request for support at a local training area**

a. The commander of the unit requiring support will request on a memorandum all subsistence required to support a training mission. The memorandum will be forwarded to the dining facility FSO (for contract operations the request will be forwarded to the COR for review). The FSO or COR will forward the request to the dining facility FOS or contract manager for action. Short notice for training does not relieve the unit commander of completing the administrative requirements in this paragraph.

b. The memorandum for support of local training will contain at least the following information:



- (1) Nature of requirement.
- (2) Meal feeding plan.
- (3) The names and ranks of individuals designated to pick up the rations and the time of pick up.

c. The commander of the unit requesting support will ensure that the proper signature headcount and cash collection procedures are used during the training, as required. The FOS or contract manager will provide DA Form 3032 and DD Form 1544 to meet the requirements of the unit memorandum.

d. When there is a deviation in excess of 10 percent between meals requested and the actual headcount, an investigation will be conducted by the commander having operational control of the supporting dining facility.

e. Additional guidance for local training area mission food service support from garrison is contained in DA Pam 30–22. Policy regarding garrison support for training operations (5 days or fewer) is contained in chapter 4 of this regulation and DA Pam 30–22.

### **3–40. Operational rations**

a. A ration control sheet, DA Form 5914, will be used to account for all types of operational rations drawn and issued to units or individuals in support of field training or field operations. The form will be used to account for operational rations and components that are transferred to the dining facility from units performing field operations. The DA Form 5914 will also document the use of each type of operational ration used in garrison. Requisitioning, issuing, and receiving procedures are contained in DA Pam 30–22.

b. The ration control sheet will be monitored by all food service supervisory personnel during routine food service visits but not less frequently than annually. Misuse, waste, and negligence of operational rations will be cause for investigation and for action as deemed appropriate by the financial liability investigation of property loss appointing authority.

c. Individual packaged operational meals and rations are considered expendable Army property. After issue to the user level, Soldiers in possession of these rations have a personal responsibility to properly use them under AR 735–5. Individual rations, whether issued or purchased from a unit, are legally restricted from resale. The only authorized use is consumption by the Soldier or their immediate family.

### **3–41. Box lunches**

a. Box lunches consist of meals procured from commercial sources. Box lunches will be accounted for as operational rations. Therefore, since the facility is not charged for these box lunches, no headcount credit will be earned when issued to a Soldier. Box lunches are not; however, authorized for Army field feeding. See chapter 4 for authorized operational rations to support the AFFS.

b. To ensure the quality and nutritional adequacy of commercial box lunches, a list of approved box lunches is available at <http://www.quartermaster.army.mil/jccoe>. Box lunches not on this list are not authorized for purchase using MPA funds.

c. Procedures for preparing and issuing box lunches are in DA Pam 30–22.

### **3–42. Contracting of food service functions**

a. *Contracts.* Contracts for food service operations in appropriated fund Government-owned facilities will be consistent with Army mission requirements and will be used only for services in support of enlisted personnel. Dining facility operations will be contracted as follows:

- (1) Dining facility operations in support of TDA organizations are authorized to contract for FFS contracts.
- (2) Dining facility operations in support of TOE organizations are authorized to contract for DFA services only except as stated in paragraph 3–42a.

b. *Contract solitation.* Installations with initial and continuing (follow-on) contract requirements will develop their solicitation documents using the HQDA prototype performance work statement and performance assessment plan for food service contracts. These documents are available from JCCoE. Additionally, the installation must also complete an independent Government estimate prior to awarding a contract.

c. *Contracting limitations.*

(1) Contracting of military dining facility operations should only be considered when combined MTOE strength of consolidated dining facilities or individual unit dining facilities fall under 75 percent assigned strength. In addition, projected gains and losses and current utilization rates should be included in potential contracting decisions.

(2) Permanent party enlisted Soldiers will not perform DFA functions and/or duties on a regularly detailed basis without prior approval by HQDA (DALO–SUF).

(3) Contract DFA services are not authorized for combat and tactical operations or galleys aboard Army vessels.

d. *Contract execution.*

(1) The CO has the overall responsibility for contract execution and administration. The CO may designate a food service person recommended by the FPM to be the COR to monitor contract performance. The recommended individual will meet the requirements of DA Pam 30–22. The designation of a COR will be in writing and will clearly define the scope and limitations of authority delegated. Designating and using a COR are the prerogatives of the CO.

(2) The contractor's performance will be evaluated using the contract and the performance assessment plan. Contracts will be monitored to ensure compliance.

(3) The installation will prepare a contingency plan for implementing emergency food service procedures in the event of labor strikes, acts of God, civil disturbances, and in the event of contractor defaults.

(4) In accordance with the Federal Acquisition Regulation 52.208-9, contractor use of mandatory sources of supply and some food items requires contractors to purchase these items that are for direct use and/or consumption by government employees, military, and civilian personnel that are available from the Committee for Purchase from People Who Are Blind or Severely Disabled.

*e. Reserve components.*

(1) *Army National Guard.*

(a) Subject to appropriations, food service contracts may be authorized by the State Adjutant General for FFS and DFA services.

(b) FFS contracts in support of ARNG and ARNGUS activities are authorized when dining facilities with adequate food service equipment are available and when they are operated in support of NGB-sanctioned schools and courses.

(c) DFA contracts in support of ARNG and ARNGUS activities are authorized when there are insufficient numbers of enlisted personnel in grade E-1 to E-4 to perform DFA services during AT.

(d) DFA contracts are prohibited in ARNG and ARNGUS dining facilities supporting IDT or field feeding situations.

(e) The State DOL and USPFOs are responsible for planning, coordinating, and negotiating their respective food service contracts.

(2) *U.S. Army Reserve.*

(a) Food service contracts in CONUS for support of USAR missions are authorized subject to availability of funding.

(b) USAR units are authorized to contract DFA services only during periods of AT, while in garrison on Active Army and USAR installations.

(c) Units within CONUS requiring contract support other than that authorized above will obtain approval from USARC. USARPAC will approve contract requirements of USAR units within that command.

(d) Army host installations are responsible for providing DFA contract service in support of USAR units, when requested. Contract costs will be budgeted and funded from the host installation appropriated funds with reimbursement provided by the USARC or USARPAC. Collection from USAR members for this service is prohibited.

### **3-43. Commercial support**

Subsistence supply support to units from other than prime vendor commercial sources will be authorized only when the unit has assigned food service personnel and equipment or when support would normally come from a military SSMO. When a unit determines that commercial support is required, authorization will be requested through command channels to the appropriate ACOM for Active Army units; to the State USPFO or DOL for ARNG and ARNGUS units; or to the FC, OC, or DRC for USAR units. Specific procedures to request nonprime vendor support are provided in DA Pam 30-22.

### **3-44. Catered meals**

*a.* A catered meal is defined as "a meal prepared in a commercial establishment for consumption there or delivered to a specific location for consumption, or prepared at the consumption site using caterer's portable equipment and subsistence supplies". There is no authority for a caterer to use Government-furnished equipment or facilities to prepare catered meals.

*b.* Commercially prepared (catered) meals (to include prepared meals purchased with a Government charge card) are authorized only when food service personnel or equipment are not authorized or available and support cannot be obtained from another RC or Active Army unit with food service capability.

*c.* For the Active Army, all requests to purchase catered meals (including host nation support meals) will be approved, in writing, by the DCS, G-4 (DALO-SUF) prior to obligating funds. Additionally, DCS, G-4 will issue a letter of instruction providing guidance for procurement of Active Army catered meals.

*d.* For the RC, all requests to purchase catered meals (including host nation support meals) must be approved by the appropriate ACOM. The initial authority for catered meals may be granted for up to 3 years. ACOMs will submit annually and separately to HQDA the dollar value of funds obligated for catered meals and host nation supported meals.

(1) The best interest of both the Soldier and the Government are addressed when catered meals are provided at the contractor's facility. When the command determines that the meals will be delivered, a "guarantee" clause will not be included in any contractual agreement. This means that only the total number of catered meals consumed by the Soldiers will be paid for by the unit. You cannot promise or guarantee the caterer that a specific number of meals will be sold.

(2) Delivered catered meals are not intended for enlisted Soldiers drawing BAS, officer personnel, family members,

or guests. However, if the local commander determines that a requirement exists, these personnel may be authorized to purchase contract meals and will reimburse the Government by paying the contractor's established meal price.

(3) When the unit is to subsist at the contractor's facility, those personnel not authorized SIK who choose to consume a meal at the contractor's facility will order from the menu as a private individual.

(4) Requesting commanders will establish procedures for procurement, accounting, and final disposition of catered meals.

(5) There is no additional monetary allowance for holiday meals for catered meal units in the USAR.

### **3-45. Inter-service support agreement**

When support to Active Army and RC units is obtained from another Service, the commander responsible for garrison or field support requirements will coordinate with the other Service commander (U.S. Air Force, U.S. Marine Corps, or U.S. Navy) to establish an intra-service support agreement in accordance with DODI 4000.19 and AR 5-9.

### **3-46. Unsatisfactory subsistence reporting**

a. The DA Form 7589 (Subsistence Vendor Contract Discrepancy Report) will be used to document all problems related to garrison rations received from a prime vendor. The SSM or FOS and/or contract manager, as appropriate, will initiate the report and forward it to for validation. The JCCoE will validate the report and forward to Defense Logistics Agency-Troop Support (DLA-TS) for action.

b. The DA Form 7590 (Operational Ration Quality Feedback) will be used to document all problems related to operational rations, including both product deficiencies and subjective quality complaints. The report may be initiated because of inspection or observation by food service or veterinary personnel or as the result of a Soldier complaint. The SSM or FOS and/or contract manager, as appropriate, will initiate the report and forward to JCCoE for validation. The JCCoE will validate the report and forward to DLA-TS for action.

c. Subsistence item deficiencies that have potential or confirmed health hazards will be reported by telephone to JCCoE (Quality Assurance Division), reported to the VSP, and followed up with the proper discrepancy report. If warranted, the VSP will place the items on a medical hold.

d. See DA Pam 30-22 for further guidance on unsatisfactory materiel reporting.

### **3-47. Other special situations**

a. *Subsistence support from host nations.* When there are no military cooks to prepare meals or there is a requirement for bulk ingredients to be furnished by contract with other nations during Joint or combined field training exercises, a request for funding authority will be submitted to the ACOM for approval. Host nation support will not be used for change of command functions or to provide a separate menu for foreign national personnel eating in Army dining facilities. The request will, as a minimum, include the following:

- (1) Unit designation.
- (2) Designation and address of the host nation activity that will provide the support.
- (3) Inclusive dates of the support.
- (4) Number of personnel to be supported.
- (5) Anticipated feeding plan.
- (6) Estimated cost of support.
- (7) Type of support (meals or ingredients).

b. *Subsistence support to Air National Guard, U.S. Air Force Reserve, U.S. Naval Reserve, U.S. Coast Guard, U.S. Coast Guard Reserve, and U.S. Marine Corps Reserve personnel.* When meals are to be provided by an Active Army dining facility to Air National Guard, U.S. Naval Reserve, Air Force Reserves, Coast Guard, Coast Guard reserve, and U.S. Marine Corps Reserve personnel, a request will be initiated. As a minimum, the request will include the following:

- (1) Number of personnel to be supported.
- (2) Inclusive dates of support.
- (3) Fund cites for direct billing to their appropriations.

c. *Watercraft.*

(1) Watercraft not in a sea or field duty status (when docked) will operate the dining facility account under ARCS per the policies in this regulation and obtain subsistence from authorized supply sources.

(2) When a watercraft is in field duty status (underway) (TFA), the vessel will operate under AFFS (see DA Pam 30-22).

d. *Subsisting personnel during disaster or emergency conditions.* During times of national emergency, the installation commander or area commander may be directed to provide subsistence support in the form of prepared meals or operational rations. The installation commander may also issue a directive declaring that an emergency or disaster condition exists at the local level and that subsistence must be provided. This may include support to persons that are normally authorized to subsist in a dining facility and to those not normally authorized.

- (1) Every effort will be made to obtain payment for meals consumed by authorized diners. The meal rate charged to the diner will be based on paragraph 3–38.
- (2) Diners not normally authorized to subsist in a dining facility will, when feasible, be required to pay for meals consumed. They will be charged the standard meal rate for meals consumed.
- (3) When it is not deemed feasible to collect reimbursements from diners, the installation commander or area commander will implement procedures to record the number of meals consumed by the various categories of diners. This may be by either signature headcount or by a summary of meals served that is authenticated by the manager or by an individual designated by the installation or area commander. This documentation will be used to obtain reimbursement from the Federal Emergency Management Agency or designated Federal coordinating office.
  - e. Flight meals and very important person beverage service.* Box lunches or meals, ready to eat (MREs) are approved meals to be served during movement by military aircraft when prepared meals are not served.
    - (1) When MREs are used for flight feeding only, a special food allowance, not to exceed 20 percent of the established BDFA for the meal being served, is authorized to purchase additional food items, such as beverages and fresh fruit.
    - (2) See DA Pam 30–22 for procedures for requisitioning and accounting for box lunches and MREs.
    - (3) Aviation detachments required to provide very important person beverage service to passengers are not authorized to use subsistence funds. Support for such service must be obtained outside the Army Food Service Program.
  - f. Inmate labor.* Inmates on a work detail may be fed a noon meal as part of the cost to the Government. AR 210–35 provides the policies and procedures. Installation commanders will ensure that the memorandum of agreement between the local Federal corrections facility and Army organization addresses the specifics of feeding times, and commingling.
  - g. Single-service items.*
    - (1) *Active Army.* Supplies such as paper or plastic cups, plates, napkins, lunch boxes or bags, knives, forks, and spoons may be issued by the installation accountable officer for use in special subsisting situations (dishwasher failure, emergency, and/or disaster feeding) or for takeout use. The cost of these single service items will not be charged to subsistence funds.
    - (2) *Reserve components.* Single-service items will be used only when sanitation, environmental restrictions, or safety is a primary consideration. Cost of these items will not be included in the cost of subsistence or paid for with subsistence funds.
  - h. Training dining facilities.* The establishment of training dining facilities on an installation is authorized to support food service courses when the programs of instruction for those courses have been approved by the CG, TRADOC or are covered under a signed inter-service training review organization agreement between the Army and another Service.
  - i. Subsistence requirements for food service training courses.* The FPM or a designated representative will approve subsistence requirements to support authorized installation food service training courses. Subsistence used for training purposes will be charged to the subsistence fund. The installation commander will ensure that procedures are carried out to preclude the unauthorized use and diversion of subsistence items used for training. Procedures for requesting and disposing of subsistence items used for training purposes are contained in DA Pam 30–22.
  - j. 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 command functions, parties, or other similar functions is prohibited. Support for such functions must be obtained from sources outside the Army Food Program. Arrangements for social functions may be made with the installation club systems or other nonappropriated fund food and beverage facilities governed by AR 215–1.
  - k. Prayer breakfasts.* Command sponsored prayer breakfasts conducted by military chaplains are not prohibited by paragraph 3–47j and are authorized when conducted in accordance with the procedures in DA Pam 30–22.
  - l. Organization day activities.*
    - (1) Army units are authorized only 1 organization day per year. This authorization may be handed down to company-sized units or higher when authorized by the installation commander. Subordinate units will not have a separate organization day activity if the parent unit conducts the organization day at its level.
    - (2) The use of Government subsistence, appropriated funds, facilities, and staff to support official unit organization day activities through serving a meal or picnic will be authorized only when—
      - (a) The installation commander grants approval.
      - (b) The meal or picnic replaces the normal lunch or dinner (the menu will equal the BDFA value of the meal for which it is being served).
      - (c) Subsistence is procured from an authorized source.
      - (d) The dining facility is provided all essential data such as date, time, location, subsistence support required, and a breakout by category to be supported (to include officers, enlisted personnel receiving BAS, family members, and guests).
    - (3) Established signature headcount procedures will be used. Commingling of purchased items will not preclude collection for Government meals.
    - (4) Unauthorized diversion or misuse of Government subsistence, supplies, and facilities through failure to maintain

essential data and accurately document the headcount and cash collected is considered mismanagement and could be a violation of the UCMJ. Any alleged mismanagement will be investigated under the provisions of AR 15–6 or other type investigation directed by the commander to determine if any misconduct has occurred and the appropriate action to be taken.

(5) USAR FC, OC, or DRC may approve the celebration of the Army’s Birthday in conjunction with unit-sponsored organization day activities.

*m. Holiday meals.* Holiday meals will be served on the actual holiday or on the actual day of the Army’s Birthday. The installation commander may authorize an exception to the actual day of service when circumstances warrant. Reserve components will serve only 1 holiday meal (Thanksgiving or Christmas) within the FY.

### **3–48. Equipment replacement**

*a.* The DA Form 3988 (Equipment Replacement Record), manual form, or electronic record is used to identify all kitchen and SSMO equipment items that require engineer support. It is used to develop the equipment replacement budget estimates for inclusion in the annual Army, ARNG, ARNGUS, or USAR budgets, as appropriate. Instructions for preparing and managing the form are contained in DA Pam 30–22.

*b.* For the ARNG and ARNGUS, when Federal funds are used to procure items other than those indicated in the CNGB-approved equipment schedules (CTA 50–909, prior approval from the CNGB is required). Request for approval will be addressed to CNGB (NGB–ARL) Arlington, VA 22204–1382.

*c.* Army Reserve centers (and garrison facilities) will use installed equipment according to local Government safety and environmental regulations and ordinances. USAR centers are authorized only those items of dining facility equipment listed in CTA 50–909.

*d.* The FOS, with assistance from the food advisor and facilities engineer, will prepare and submit a Standard Form (SF) 368 (Product Quality Deficiency Report) for equipment that does not conform to specifications. All quality deficiency reports will be submitted to the DLA–TS (DISC–VAB) with a copy to JCCoE (Facilities and Equipment Division).

*e.* Further guidance on equipment requisitioning and authorizations is contained in DA Pam 30–22.

## **Section IV Special Programs**

### **3–49. The Philip A. Connelly Program**

*a.* The Philip A. Connelly Program is cosponsored by the International Food Service Executive Association (IFSEA) and the DCS, G–4. The JCCoE administers the program. The IFSEA participates in the evaluation of finalists, the presentation of awards, and other forms of recognition that support the program’s objectives.

*b.* The objectives of the program are to—

(1) Improve the professionalism of food service personnel, thus providing the best quality food service to supported diners.

(2) Provide recognition for excellence in the preparation and serving of food in Army dining facilities and field kitchen operations.

(3) Provide incentive to competitive programs of IMCOM regions and ACOMs by adding a higher level of competition and recognition.

*c.* The requirements of the program are as follows:

(1) Active Army commanders at each echelon will administer this program within the guidelines established by this paragraph, the annual JCCoE memorandum of instruction (MOI), and those published by their respective IMCOM region or ACOM. The IMCOM regions or ACOMs are responsible for conducting competition within their respective geographic areas or commands. For the garrison competition, tenant units on an installation will be included in the supporting installation’s IMCOM region competition. For the field competition, tenant units will be included in their respective ACOM, competition, except when specifically exempted by agreement between affected organizations.

(2) Each IMCOM region or ACOM having an eligible appropriated fund dining facility will separately nominate a finalist in each category of the Department of the Army-level garrison competition and, if applicable, a finalist in the field kitchen competition (as listed in DA Pam 30–22). For installations not able to compete, the garrison commander is required to forward a letter of nonparticipation to the Director, JCCoE.

(3) Each ACOM having an eligible field kitchen will separately nominate a finalist for the Department of the Army-level field kitchen competition, as listed in DA Pam 30–22.

(4) RC training center dining facilities (operating full-time under ARCS) will be included in the Active Army garrison competition in the small or large dining facility category, as appropriate.

(5) Factors used for evaluation of garrison and field kitchen categories are contained in DA Pam 30–22 (see DA Form 5415 (Garrison Category Competition Checklist), and DA Form 5416 (Field Category Competition Checklist)).

(6) The RC commanders at each echelon will administer this program within the guidelines in the JCCoE MOI and

those published by NGB, OCAR, or USARC, which are responsible for the conduct of the RC competition within their respective commands.

(7) The Director, JCCoE will provide final evaluation teams, coordinate the Department of the Army-level evaluation periods with appropriate commands, and conduct the final awards ceremony.

*d.* Participation for each category of competition is as follows:

*(1) Active Army garrison competition.*

*(a)* Participation in the garrison categories of the award program is mandatory for all IMCOM regions. Any Army garrison dining facility (military or contractor operated) not excluded by paragraph 3–49*d*(4) is eligible to participate.

*(b)* IMCOM region directors will conduct necessary competitions so that only 1 dining facility in each competitive category will be nominated as a finalist.

*(c)* The mandatory participation requirement for garrison categories at the Department of the Army-level does not apply to IMCOM regions with 10 or fewer operational dining facilities. Participation requirements may be waived for these IMCOM regions based on the results of the IMCOM region evaluation process. Notification by IMCOM region of nonparticipation will be forwarded to the Director, JCCoE no later than 1 August each year.

*(2) Active Army field kitchen competition.*

*(a)* Participation in the field kitchen category is mandatory for all ACOMs and ASCCs having company-size and/or battalion-size TOE or MTOE units with organic field food service capability and a field feeding mission.

*(b)* The evaluation will be conducted during a breakfast and a lunch meal period.

*(c)* One meal will be a unitized group ration-heat and serve (UGR–H&S) and the other will be a UGR–A, mission, enemy, terrain, troops, time (METT–T) dependent. Required supplements will be used for both meals.

*(d)* Authorized enhancements are recommended (see chap 4).

*(e)* Unprepared subsistence leftover from previous meals may be used in the meal being prepared.

*(f)* Preparation and serving of food to supported personnel will be accomplished using authorized TOE only.

*(g)* All food preparation and cleanup must be performed in a field location.

*(h)* Competition will be accomplished by participating ACOMs and/or ASCCs. FORSCOM will nominate 3 finalists and all other ACOMs and/or ASCCs will nominate 1 finalist.

*(3) Reserve Component field kitchen competition.*

*(a)* Participation in the RC field kitchen competition is mandatory at the FC, OC, or DRC or State level. Each FC, OC, DRC, or State will nominate 1 unit to participate in its respective NGB or OCAR or USARC phase of competition. Exceptions must be approved by NGB or OCAR and/or USAR, as appropriate.

*(b)* The meal to be prepared (lunch or dinner menu) will consist of line item A rations.

*(c)* Preparation and serving of food to supported personnel will be accomplished using authorized TOE or MTOE equipment only.

*(d)* All food preparation and cleanup must be performed in a field location.

*(e)* Competition will be accomplished so that only 1 finalist ARNG and ARNGUS from each ARNG and ARNGUS region are nominated to the Department of the Army for final evaluation.

*(f)* Competition will be accomplished so that only 1 finalist from each OCAR and/or USAR region is nominated to the Department of the Army for final evaluation.

*(4) Exclusions.* The following categories of dining facilities are excluded from the Philip A. Connelly Program competition:

*(a)* Nonappropriated fund dining facilities.

*(b)* U.S. Military Academy cadet dining facilities.

*(c)* U.S. Army fixed medical treatment facilities.

*e.* Nominations of garrison and field kitchen finalists will be provided by the IMCOM region or ACOM and/or ASCC to JCCoE no later than 1 August each year. Nomination packets will be completed per the procedures in DA Pam 30–22 and the annual JCCoE MOI.

*f.* Appropriate publicity will be given to this program at all levels through local public affairs offices and other suitable methods. Commanders will submit copies of press releases and publicity photographs for historical purposes to JCCoE.

### **3–50. The U.S. Army Culinary Arts Competition**

*a. General.*

(1) The American Culinary Federation sanctions the competition. Medals received from federation entries can be used towards chef certification.

(2) The competition is open to Active duty members of all Services, DOD civilians, USAR, ARNG, and/or ARNGUS personnel.

(3) Active duty teams will be formed by installation. The USAR teams by FC, OC, and DRC or a consolidation of the former ARNG and ARNGUS teams will be formed by State.

(4) The number of competitors allowed per team will be reviewed each year and may be adjusted on facility and equipment availability. The number will be addressed in the annual competition rules.

*b. Objectives.*

(1) To promote growth in the culinary profession with special attention to the tenets of modern culinary development—ability, practicality, nutrition, workmanship, economy, presentation, creativity, and concept.

(2) To continually raise the standards of culinary excellence and professionalism in Army food service training to the Soldier.

(3) To provide recognition for excellence in culinary skills.

(4) To provide an incentive for competitive programs of IMCOM regions and ACOMs in food service. Recognition is in the form of certificates, medallions, engraved plaques, and trophies.

*c. Responsibilities.*

(1) The Director, JCCoE will—

(a) Submit annual competition budget requirements to the DCS, G-4 (DALO-SUF).

(b) Prepare a MOI.

(c) Announce, by message, dates for the competition.

(d) Assign responsibility for administration and conduct of the competition.

(e) Fund requirements for awards in accordance with AR 600-8-22.

(f) Provide subsistence, supplies, audiovisual support, and cleaning supplies while competitive teams are at Fort Lee, VA.

(g) Coordinate the participation of the judges.

(h) Procure and present awards.

(2) Installation commanders will fund all temporary duty for their representatives who participate and for all nonfood items used for competition below Army-level.

(3) Installation veterinary offices will be responsible for disposition of subsistence displayed for judging in competition. Disposal will be in accordance with AR 40-657.

### **3-51. U.S. Army Culinary Arts Team**

*a.* The U.S. Army Culinary Arts Team will compete at local, national, and international culinary competitions. The CG, U.S. Army Quartermaster School appoints the team manager and members. Appointments are accomplished by memorandum to the respective commands. Team members will be appointed for a specific time period that will be noted in the appointment memorandum.

*b.* Director, JCCoE will prepare and submit—

(1) The U.S. Army Culinary Arts Team selection criteria.

(2) Budget requirements to the DCS, G-4 (DALO-SUF).

*c.* To be considered for U.S. Army Culinary Arts Team membership, the individual must—

(1) Be recommended by the unit commander.

(2) Have no disciplinary or unfavorable actions pending.

(3) Enter a complete American Culinary Federation Cold Food Category.

(4) Participate in a live cooking tryout designed specifically for the competitor's specialty.

### **3-52. Food management assistance teams, transition assistance teams, and pre-acceptance teams**

*a. Food management assistance teams.*

(1) Food management assistance teams (FMATs) will visit all Active Army installations on a scheduled or requested basis. Visits to RC facilities will be only on an as requested basis. On scheduled visits, FMATs will review installation food service programs and provide assistance in all areas of food service operations. Requested visits will respond to particular problems identified by the command or provide assistance on operational procedures for a new facility.

(2) The objectives of the FMAT visits are to assist in raising the quality of the installation food service program and to increase the effectiveness by identifying programs that are functioning well or that may require improvement. FMATs will use the following format when visiting an installation:

(a) Review installation food service program documents.

(b) Ensure regulatory policies and procedures are uniformly applied to the installation food service program.

(c) Instill food service management discipline through emphasis on administration, food preparation, adherence to menu standards, nutrition awareness, productivity, safety, energy conservation, sanitation, food safety, materiel management, maintenance, budgeting, and subsistence entitlement.

(d) Record observations to assist in improving the program and provide a basis for followup actions.

(e) Review specific areas of interest that have been directed by HQDA.

(3) The FMAT can be tailored to meet the requirements or concerns of the installation or activity in the following areas:

- (a) Facilities layout and equipment.
  - (b) Accountability.
  - (c) Sanitation.
  - (d) Administration.
  - (e) Materiel management.
  - (f) Food preparation.
  - (g) Personnel management.
  - (h) Prime vendor issues.
  - (i) Contracting.
  - (j) Menus and nutrition.
- (4) FMAT visits will be as follow:
- (a) The FMATs will visit each IMCOM region or installation (including OCONUS) at least once every 18 months.
  - (b) Requested visits will be on an as required basis to respond to a particular problem area. Requests will be forwarded through command channels to the JCCoE.
  - (c) Request for cancellation of scheduled FMAT visit must be submitted from the office of the Garrison commander, addressed to the CDR, U.S. Army Quartermaster Center and School through the Director, JCCoE. Request for cancellation must include valid justification for cancellation.
- (5) Each FMAT visit will be documented by a memorandum.
- (a) Upon completion of each scheduled visit, a memorandum outlining observations and recommended corrective actions will be prepared. Observations and recommended actions will normally be briefed to the installation commander or designated representative before the team's departure. Memorandum of the scheduled visit will be routed to the visited activity, as prescribed by the applicable IMCOM region.
  - (b) On completion of each requested visit, a memorandum will be furnished directly to the requesting commander.
- (6) A review of systemic program shortfalls identified during FMAT visits, along with recommended solutions, will be provided in writing to HQDA quarterly. A trend analysis will be maintained and presented as part of the quarterly review.
- b. Transition assistance team.*
- (1) The purpose of a transition assistance team visit is to assist installation commanders in opening and operating newly constructed or modernized dining facilities. This team will train food service personnel in the concept of operation for a newly designed or modernized facility and on the proper operation and maintenance of all food service equipment in the facility.
  - (2) Visits will be scheduled by JCCoE on the basis of projected completion dates of new or modernized facilities in CONUS. The responsible commander may request OCONUS visits.
  - (3) Memorandum will be prepared in the same manner as prescribed for FMATs.
- c. Pre-acceptance teams.*
- (1) The objective of the pre-acceptance team visit is to assist the installation commander in MCA projects. This is done by finding facility and equipment discrepancies, identifying problems, and providing solutions before the installation, the DPW, and the user accept responsibility for new or modernized dining facilities. The pre-acceptance team will review the facility to determine if design layout and equipment meet Army construction standards and military specifications.
  - (2) The FPM must coordinate with the DPW and USACE in identifying completion dates for contractor-furnished and contractor-installed equipment. JCCoE (Facilities and Equipment Division) will be notified as early as possible when the equipment is completely installed to schedule attendance at the pre-acceptance inspection. Requests for pre-acceptance assistance team visits will be forwarded through the appropriate IMCOM region to JCCoE.
  - (3) Memorandum will be prepared and submitted in the same format as FMAT visits.

### **3-53. Energy Conservation Program**

- a.* Commanders at all levels are responsible for initiating energy conservation programs throughout their commands, per AR 420-1. The installation DPW oversees and monitors energy conservation at the installation level. Each FPM is responsible for implementing the food service portion of the Installation Energy Conservation Program.
- b.* Each FPM will ensure that each dining facility and food service related activity monitors the use of energy in accordance with the program directed by the installation commander.

### **3-54. Safety Program**

- a.* Commanders at all levels are responsible for the protection of personnel and equipment under their commands and for the effective implementation of safety and occupational health policies.
- b.* In support of safety programs, FPMs will—
  - (1) Be responsible for accident prevention to the same extent.
  - (2) Are responsible for production and services.



- (3) Maintain a safe and healthful workplace.
- (4) Ensure that employees associated with food service operations observe appropriate safety and occupational health rules and regulations, including the use of protective clothing and equipment whenever circumstances warrant its use.
- (5) Ensure that physical standards for facilities and equipment meet or exceed safety and health standards established in applicable host Government, Federal, State, and local statutes and regulations. Specific guidance for applying these standards is outlined in AR 385-10.
  - c. Protective Clothing and Equipment (PCE) Program.
    - (1) The DODI 6055.1 authorizes the purchase and maintenance of special safety clothing and equipment for the protection of personnel performing certain assigned tasks.
    - (2) When required, PCE will be furnished by the unit or activity at no cost to personnel. The installation commander will fund purchases of PCE.
    - (3) All visitors will be required to comply with PCE requirements of the workplace. The host, guide, or supervisor will be responsible for informing them of the requirements and providing the proper PCE for the hazard.
    - (4) The issuing and accountability of PCE are discussed in AR 385-10 and AR 710-2.

### **3-55. The Food Recovery Program**

- a. Donors will notify the FPM when excess subsistence is available. The FPM will make every attempt to redistribute the subsistence to another appropriated fund food service activity. When internal redistribution cannot be achieved within the time that the subsistence is still fit for consumption, the FPM will authorize release of the subsistence to an eligible food recovery organization.
- b. The installation medical authority will determine fitness for donation. Under no circumstances will unfit or deteriorated food be considered for donation.
- c. The U.S. Department of Agriculture's "A Citizen's Guide to Food Recovery" will be used when determining eligible local food recovery organizations.
- d. Procedures for donating subsistence are contained in DA Pam 30-22.
- e. All subsistence donated under the Food Recovery Program will be reported through the IMCOM regions to JCCoE.

## **Section V Food Service Management Boards**

### **3-56. Food service management boards**

The purpose of an FSMB is to provide an interchange of information between food service personnel, the food service management staff, and the prime vendor suppliers regarding expected subsistence requirements.

- a. *Functions of the board.* The primary function of the board is to review the garrison menu standards to maximize implementation at each dining facility. Changes will be made as required to meet the needs of the command or installation and the desires of the diners. All revisions to the menu must be made within the BDFa. Additional duties of the board include:
  - (1) Ensuring appropriate reporting action is initiated when the quality of an item is unsatisfactory or considered unsuitable for the intended use.
  - (2) Revising the master item file for unique circumstances or to accommodate new and substitute items.
  - (3) Reviewing the developed field-feeding plan to determine if it still meets the needs of the command and the desires of the Soldiers. The field-feeding plan will be developed with the guidance contained in chapter 4 of this regulation.
  - (4) Determining the operational and nutritional impact of proposed menu and product changes.
- b. *Schedule.*
  - (1) Active Army FSMBs will be conducted at least quarterly. Special meetings may be called by the chairperson when matters require board action.
  - (2) For the RC, FSMBs will meet annually or more frequently at the call of the chairperson. The ARNG and ARNGUS and FC, OC, or DRC full-time dining facilities will schedule FSMBs the same as Active Army installations.
- c. *Overseas command food service member board membership.*
  - (1) Voting members include the following:
    - (a) Chairperson, Command Food Advisor.
    - (b) Command surgeon or designated representative (dietitian).
    - (c) The command subsistence supply representative.
    - (d) The appropriate DLA-TS account manager.
  - (2) Mandatory nonvoting members include the following:
    - (a) Food advisors or food service representatives from all commands.

- (b) Representatives from other Active military services being supported.
- (c) A veterinary services representative.
- (3) Other members include optional nonvoting members and attendees will be designated by the IMCOM region and ACOM.

*d. Installation and local food service management board membership.*

- (1) Mandatory voting members include the following:
  - (a) Chairperson, FPM, or individual designated by the commander.
  - (b) Surgeon's representative (dietitian).
  - (c) SSM or designated Class I supply representative.
  - (d) Representatives from all supported major subordinate commands to include other service representatives receiving support from the installation.
- (2) Mandatory nonvoting members include the following:
  - (a) Designated representative from the preventive medicine activity.
  - (b) Representative from the veterinarian's office.
- (3) Optional nonvoting members include the following:
  - (a) The appropriate prime vendor representative.
  - (b) Supported ARNG, ARNGUS, and USAR FSMB representatives are encouraged to participate unless RC FSMBs are formed.
  - (c) Representatives from dining facility advisory councils and individual diners.
  - (d) Other personnel directed by the installation commander.

*e. Special installation food service management boards.* A special installation FSMB will be established for the purpose of supporting specific RC requirements. Mandatory voting and nonvoting members will be the same as those described above, except that representatives of the ARNG and ARNGUS, and FC, OC, and/or DRC will be voting members. The meetings will be scheduled to allow for maximum attendance by RC food service personnel. Meetings will be held at least annually and scheduled subsequent to the annual ARNG and ARNGUS and FC, OC, and/or DRC FSMB meetings.

*f. Army National Guard, Army National Guard of the United States, and functional command, operational command, and/or direct reporting command food service management boards.*

- (1) Each State Adjutant General and each FC, OC, and/or DRC commander will establish an FSMB. Board members will be appointed in writing.
- (2) Boards will be held at least annually.
- (3) Changes to menus and other recommendations will be coordinated with the supporting installation(s).
- (4) The entire menu, taken together, must not exceed the cumulative BDFAs for the menu cycle.
- (5) Members are as follows:
  - (a) Mandatory voting members include the food advisor (chairperson), logistics representative, and the surgeon's representative (dietitian).
  - (b) Mandatory nonvoting members are the command FSAs, FOSs, and enlisted representatives designated by the commander.
  - (c) Optional nonvoting members. The commander, upon recommendations of the food advisor, may appoint optional nonvoting members.

*g. Duties of the members.* Duties are discussed in the DA Pam 30-22.

*h. Minutes of the food service management board.* Procedures for preparation, submission, and approval of FSMB minutes are contained in DA Pam 30-22.

### **3-57. Food safety and nutrition training**

The FPM will ensure that a food safety and nutrition education program is developed, monitored, and executed for FOS and/or contract managers and staff. The management and staff training program will focus on personal hygiene, food handling, food risk management, facility and equipment utilization, sanitation procedures, and the application of nutrition principles in menu development and food service practices.

- a.* Healthy food choices provide a diet that is nutrient dense with recommended intakes of vitamins and mineral, high fiber, moderate protein, and much lower levels of saturated fat, sodium, sugar, cholesterol, and preservatives than is typical of the most current eating patterns.
- b.* Healthy foods typically have minimal food-processing technologies applied to them.
- c.* A healthy, balanced diet combined with other lifestyle choices leads to increased resistance to disease, better daily performance, and a better sense of well-being.
- d.* Safe food handling and/or storage techniques will reduce the risk of food-borne disease.

### **3–58. Nutrition programs**

*a.* The FPM will ensure that the following actions are taken to apply nutrition principles to the installation food service program:

(1) Dining facilities will provide both healthy choices and highly acceptable food items for diner selection through the entire serving period for each meal.

(2) Food item catalogs and master item files will be reviewed and updated at least monthly to include a wide variety of food items that are available for the production of healthy menu choices.

(3) Training is provided to all food service personnel on food items and preparation techniques that support health and nutrition goals.

(4) Training and promotional materials that educate customers and reinforce the benefits of choosing a nutritionally sound and balanced meal are available and promoted at each dining facility.

*b.* The FPM will develop a briefing for the command and staff to provide an overview of nutrition and menu development in the installation food service program for both dining facility staff and Soldier customers.

*c.* The dining facilities will support a nutritionally sound and balanced meal pattern. The FOS will—

(1) Ensure healthy choice menu selections are available through the entire meal period.

(2) Promote healthy selections by using displays directing diners to look for the healthy selections of the day and by prominently and attractively displaying the selections on the serving line.

(3) Maintain informative and attractive posters, brochures, and other media educating diners on the relationships of healthy food choices, well-being and performance, and long-term health.

(4) Apply multiple food preparation techniques to safeguard the nutritional quality of the food and address customer preferences.

*d.* Soldier Fueling Initiative Program.

(1) The SFI Program establishes a feeding (“fueling”) standard for Soldiers in initial military training. It encompasses DOD nutrition standards, nutritional education, menu development, product selection, and preparation and serving standards. The SFI Program is designed to improve readiness and increase initial military training Soldier fitness and performance while addressing the problems of poor nutrition awareness and practices and their long-term effects.

(2) Procedures for the SFIs are contained in DA Pam 30–22.

## **Chapter 4 The Army Field Feeding System**

### **Section I General**

#### **4–1. Introduction**

*a.* The Army Food Program and the AFFS objectives must support the modern battlefield requirements for field feeding and Class I supply and distribution systems. This is best achieved by providing the commander with flexible Class I support and field feeding systems that can be tailored to tactical situations and unit mission in both training and operational environments.

*b.* This chapter establishes policies and responsibilities for the AFFS. Procedures for requisitioning, issuing, receiving, and reporting rations used during FD and TFA are found in DA Pam 30–22. Used together, these 2 publications establish an acceptable audit trail with minimal administration for meal and/or ration accountability. The AFFS meets the following objectives:

(1) Establishes a proactive training environment and the continued development of doctrine and concepts for field feeding and Class I support.

(2) Provides basic planning guidance for field training for both medical and nonmedical units.

(3) Provides a basis for the projection of annual operational ration requisitioning levels to sustain the industrial base to meet any potential contingency requirement.

#### **4–2. Army policy for field feeding**

*a.* The approved feeding standard for the AFFS is 3 quality meals per day achieved by using a combination of UGRs and individual operational rations (primarily MREs). The daily ration cycle under AFFS is an UGR individual meal and an UGR METT–T dependent. Force structure (cook personnel) and equipment are sufficient to prepare and serve meals to meet this standard.

(1) The UGR–A replaces the multiline item “A” ration for all field feeding scenarios when a commander chooses the “A” ration option. The UGR–H&S is the other group ration commanders may choose when METT–T does not permit use of the UGR–A.

(2) The UGR must be supplemented with milk, which is a mandatory to comply with TSG's nutrition requirements. The UGR may also be enhanced to improve nutrition and meal palatability with items contained in DA Pam 30-22. These are the only authorized enhancements.

*b.* Commanders are authorized to determine the best method for feeding Soldiers when a TFA is scheduled for 5 days or less. When at home station, the commander may either establish a field account or receive support from a garrison dining facility.

*c.* When the training is scheduled for more than 5 days, the commander must establish a field account with the supporting SSMO and follow the standard AFFS ration cycle, METT-T dependent. When using group rations, at least 1 meal per day must be the UGR-H&S.

*d.* Commanders will initiate action with DFAS for payroll deduction to ensure reimbursement for all meals available during the TFA or FD for officers and enlisted receiving BAS.

*e.* Unauthorized diversion or misuse of Government subsistence, supplies, and facilities through failure to maintain essential data and accurately document the headcount and cash collected is considered mismanagement and could be a violation of the UCMJ. Any alleged mismanagement will be investigated under the provisions of AR 15-6 or other type investigation directed by the commander to determine if any misconduct has occurred and the appropriate action to be taken.

#### **4-3. Roles**

*a.* ACOMs will—

(1) Coordinate with the appropriate IMCOM region for support from an established SSMO and appoint an accountable Class I officer in writing at least 90 days in advance whenever the training occurs away from any supporting installation.

(2) Develop operational ration requirements in accordance with POM guidance, update annually by the first of July each year, and submit to the DCS, G-4 (DALO-SUF).

*b.* Theater commanders will provide effective Class I support to all designated military forces.

*c.* Commanders will ensure that—

(1) The planning group, when applicable, with input from the logistics planners (to include the food advisor), completes the requirements of the organization and operations plan for subsistence requirements outline found in DA Pam 30-22.

(2) All participants in training who are required to reimburse for meals do so through DFAS action in accordance with DOD 7000.14-R. Nonparticipants (visitors and evaluators) will reimburse in cash at the standard meal rate at the time of meal consumption.

(3) The SSM and Class I officer are included in the planning as early as possible and updated as required.

(4) Personnel (food service, administrative, and supply) are trained in AFFS accounting procedures prior to implementation.

(5) A SSMO and, when appropriate, a Class I officer (for supply levels below SSMO) are designated to provide support and report required data to JCCoE.

(6) Each supported unit reports present for duty strength using DA Form 5913. This report will be completed per the instructions in DA Pam 30-22.

(7) Food advisory support will be provided to FOSs throughout the duration of the TFA. Food advisory support will provide guidance on field kitchen records and disposition of all subsistence items.

(8) Transportation support capabilities are available to distribute subsistence.

(9) Sufficient food handling equipment and personnel are on hand to receive, store, and issue subsistence.

(10) Additional personnel are available to assist the FOS for such duties as kitchen police operations.

*d.* The SSM and accountable Class I officer will ensure that—

(1) Rations are on hand to support the training based on prior and updated planning and the approved feeding plan.

(2) A subsistence issue schedule is published in coordination with the training planners for requesting, issue, and turn-in of rations and required reports.

(3) The DA Form 3294 (Ration Request/Issue/Turn-in Slip) is preprinted in coordination with the field planners and enough copies are available for use throughout the training.

(4) Medical units have sufficient rations for nonpatient and inpatient (both simulated and actual) feeding, to include the medical supplement to the UGR.

(5) Postings to the abstract of issues or sales and DA Form 3295 (Voucher Register and General Control) are completed.

*e.* Commanders of CONUS and OCONUS major training areas will ensure that procedures for excess ration disposition are addressed. These procedures must be part of the operations planning documents and be in accordance with DA Pam 30-22.

*f.* Commanders of medical units organized under a TOE or MTOE will—

(1) Provide appropriate nutrition care to patients.

(2) Ensure adequate nutrition care staffing and unit level support is available for successful completion of the dual mission of patient and staff feeding.

g. Dietitians are responsible to commanders for the efficient operation of medical field feeding activities. In the absence of a dietitian, a nutrition care specialist (MOS 68M) will be responsible for medical field feeding.

#### **4-4. Unit request for garrison Class I support**

a. When authorized by paragraph 4-2b (training of 5 days or fewer), commanders may request support for meals from garrison. When this occurs, the commander of the unit requiring support will request all subsistence required to support the TFA on a memorandum. The memorandum will be forwarded to the FSO (or COR for contractor-operated facilities) for review. Procedures for completing the memorandum requesting support are contained in DA Pam 30-22.

b. Garrison support policy for local training area training (that is, range training and chemical, biological, radiological, and nuclear training) is found in chapter 3 of this regulation.

#### **4-5. Cold weather training and operations**

a. Commanders planning for extreme cold weather (below 0 degrees Fahrenheit) training must consider the equipment limitations, personnel requirements, and the increased ration and water requirements that extreme cold weather conditions dictate.

b. Specific handling procedures for MREs are required in temperatures below 32 Fahrenheit. When used under these conditions, MREs must be stored and handled in accordance with the procedures in DA Pam 30-22.

c. Additional cold weather considerations are in DA Pam 30-22.

#### **4-6. Unit basic load**

a. ACOMs will designate the units that must keep basic loads of MREs. The location of basic loads will be as follows:

(1) For Active Army units, the basic load will be maintained either at the unit or at the SSMO.

(2) For RC units that are authorized basic load, the basic load will be maintained either at home station or at the mobilization station.

b. Basic loads will be purchased with appropriate unit mission funds (operation and maintenance).

c. When mission dictates that units maintain their own UBL, the rations must be rotated and consumed by the unit; they cannot be returned to the SSMO. When the basic load cannot be consumed or rotated within the shelf-life timeframe, the unit will contact the FPM or the ACOM or ASCC food advisor for assistance.

#### **4-7. Special food allowance**

a. Special food allowances will be used to provide warming or cooling beverages during training. The items authorized for use as warming or cooling beverages are in DA Pam 30-22. Because of cost prohibitions, the purchase of individual bottles (or other individual containers) of water or any other beverage is not authorized outside of the provisions of paragraph 4-14. Additional guidance for warming or cooling beverages is located in DA Pam 30-22.

b. Installations will annually develop their requirements for special food allowances and submit them to their ACOM.

c. ACOMs will submit total dollar requirements for special food allowances to HQDA annually by 31 October.

d. Requests for ARNG and ARNGUS units for special food allowances during AT that exceed \$2,500 dollars will be submitted through their respective adjutant general to the CNGB.

e. Requests for USAR units for special food allowances during AT that exceed \$2,500 dollars will be submitted through the respective FC, OC, and/or DRC to the USARC (AFRC-LGT-S).

#### **4-8. Travel rations**

Travel rations are meals provided to Soldiers that miss a meal period while in transit between home station and field site.

a. Active Army units will submit requests through the supporting dining facility to the SSMO. Detailed procedures for submitting requests are in DA Pam 30-22.

b. For RC units, when unit movement requires multiple meals, 1 of those meals must be an MRE. Rations used to support travel to, from, and during AT will be included as part of the AT account.

c. Meal rates for all rations regardless of type are prescribed in DOD 7000.14-R.

#### **4-9. Religious operational rations**

Commanders will include religious operational rations in their Class I requirements for field training exercises and deployments. Chaplains will provide assistance in validating requirements but will not be the means for ration distribution. Installations will not normally stock religious operational rations; therefore, requests must be made in sufficient time to allow for timely delivery.

## **Section II**

### **Operational policy**

#### **4-10. Field kitchen operations**

- a.* Units will submit a request for subsistence support to the SSMO or Class I point using the format and procedures prescribed by the SSMO or Class I point.
- b.* The FOS of any field kitchen supported directly by a SSMO is responsible for submitting required personnel data to the SSMO prior to obtaining rations (see DA Form 5913). The FOS of any field kitchen supported by a Class I is responsible for submitting a DA Form 5913 to the Class I officer within 3 days of arriving at the field site.
- c.* The objective at the end of the training for all field kitchens is a zero balance between meals drawn and documentation of meals issued for consumption, turn-in, transfer, or destruction.
- d.* The unit commander will ensure that all subsistence is controlled, properly used, and accounted for.
- e.* Field kitchens will take the following actions at the end of the TFA:
  - (1) Turn-in all excess unopened UGR modules, unopened MRE boxes, and other types of operational rations in unopened condition to the supporting Class I point or SSMO for veterinary inspection. The UHT milk may be returned in clean, unbroken case lots. DA Pam 30-22 lists the procedures to turn-in excess rations.
  - (2) Transfer other subsistence (opened boxes of MREs, broken case lots of UHT milk, and other semiperishable operational ration components) to the garrison dining facility or return them to home station. The DA Pam 30-22 contains procedures for transferring subsistence to the dining facility.
  - (3) When utilization cannot be accomplished using the methods prescribed in paragraphs 4-10e(1) and 4-10e(2), the Class I officer will coordinate with the SSM for further disposition.
  - (4) Food supervisory personnel will review field kitchen records upon return from the TFA. Any difference identified on DA Form 5914 at the end of training between total issues and disposition will be investigated in accordance with AR 735-5.

#### **4-11. Class I support activity**

- a.* When organizations that participate in training exceed battalion size, several levels of supply activities may be established to support unit field kitchens with Class I supply. The designated Class I officer at the highest level of supply is responsible for submitting the required personnel data to the supporting SSMO.
- b.* The designated or accountable Class I officer for the training operation is responsible for ensuring that all reports, accountable documents, and ending accountability procedures are completed.
- c.* When supported by an ACOM-designated SSMO that does not provide direct support to the operation, the designated Class I officer accountable for field training operations (Theater Support Command, Expeditionary Support Command, Materiel Management Center, and general support activity) will provide the SSMO with—
  - (1) Subsistence requirements.
  - (2) The training menu, required delivery dates, and “ship to” address, if other than the SSMO.
  - (3) Signed and dated copy of all receiving documents when the depot ships to other than the SSMO.
- d.* Inventories, reports, turn-ins, and disposition of excess subsistence will be completed using the procedures in DA Pam 30-22.
- e.* The Class I point objective is a zero balance between rations received and documentation of issue, turn-in, transfer, destruction, salvage, or condemnation. DD Form 200 will be prepared per AR 735-5 when there is a difference between total receipts and total distribution.
- f.* Inspection by VSP is required for all subsistence being turned in to the Class I point. When subsistence is found damaged or deteriorated, VSP will provide the Class I point with written documentation. This documentation will be maintained with the Class I files and the subsistence will be destroyed.

#### **4-12. Subsistence supply management office**

- a.* All operational rations used at an Active Army installation will be ordered by the SSMO from DLA-TS, which has established timelines for both CONUS and OCONUS delivery for routine operations and unplanned contingencies. To ensure availability of desired rations, the SSMO must determine the proper priority for time sensitive subsistence delivery.
- b.* When no Class I support is in place during TFA and/or FD, the SSMO will provide support directly to the participating units. When this occurs, the SSMO will be required to follow the provisions of paragraph 4-10 in this regulation.
- c.* The SSMO must ensure that preprinted copies of DA Form 3294 are available to all Class I support activities and personnel participating in TFA. As a minimum, preprinting will consist of item nomenclature and the complete national stock number for each item approved or authorized.
- d.* The SSM will follow the requisitioning, receiving, issuing, accounting, turn-in, and reporting procedures given in DA Pam 30-22.

e. Inspection by VSP is required for all subsistence being turned in to the SSMO. When subsistence is found damaged or deteriorated, VSP will provide the written documentation. This documentation will be maintained by the SSM and the subsistence will be destroyed.

#### **4-13. Medical field feeding**

a. All hospital personnel participating in training will comply with the policies contained in this regulation, the procedures in DA Pam 30-22, and reimbursement actions for rations provided in DOD 7000.14-R.

b. The medical Army field feeding standard for hospitalized patients is 3 hot meals daily. In order to meet this standard, the following apply:

(1) The meals will consist of a combination of UGR-H&S and UGR-A rations supplemented by the medical diet supplement.

(2) The medical diet supplement is not a standalone ration as it must be used in combination with the UGR. It provides medically unique components required to prepare therapeutic diets for patients in medical treatment facilities.

(3) MREs are not authorized for patient feeding except in emergencies when no other rations are available.

c. The medical field feeding operation has a dual mission during training: feeding inpatients (simulated or actual) and feeding staff. The policies stated below will be followed during training.

(1) When medical units are engaged in training without the requirement for actual inpatient feeding, they will request UGRs and medical diet supplements for simulated patient feeding to maintain MOS 68M proficiency.

(2) When medical units are engaged in training with the requirement for inpatient feeding, they will request UGRs and medical diet supplements for actual inpatient requirements.

(3) When personnel and supply resources permit, hospital staff will be fed using the patient standard of 3 hot meals per day.

#### **4-14. Contingency operations**

a. During initial deployment (to an undeveloped area), ration support will be on a push system. The MRE will be used for all meals. In accordance with paragraph 4-2 and the Surgeon General's policy, MREs will not be used as the sole ration for more than 21 days. After 21 days, they must be enhanced with authorized enhancements or alternate rations will be served (see DA Pam 30-22).

b. When sufficient food service personnel and equipment are in theater, use of the UGR family of rations (UGR-H&S and UGR-A with a short order enhancement) will be implemented upon the approval of the theater commander.

c. Units seeking to transition to the Logistics Civil Augmentation Program (LOGCAP) will ensure that all supporting requirements such as personnel, equipment, refrigeration, storage, and transportation are in place or contracted for as part of the LOGCAP. In addition, the following requirements apply:

(1) Coordination with the LOGCAP planners and DLA and adherence to AR 700-137 and AR 715-9 will be accomplished.

(2) Provisions for standard levels of food service to include remote site feeding, water, and ice support will be specified in either the task order or the performance work statement, as appropriate.

(3) Use of the Department of the Army Contingency Operations menu is mandatory. All deviations from this menu must be coordinated with the theater food advisor.

(4) Subsistence items used for the Department of the Army Contingency Operations menu will be furnished through a SPV contract. This subsistence is considered Government-furnished property until consumed and is therefore accountable in accordance with the terms of the contract. The Government will provide LOGCAP contractors a SPV delivery schedule.

(5) Under other special situations, a request for funding authority will be submitted by the ACOM to the DCS, G-4 (DALO-SUF) for approval.

(6) Requests to purchase catered meals (including host nation support meals) will be approved in writing by the DCS, G-4 (DALO-SUF) prior to obligating funds. Subsistence purchased from commercial sources must originate from sanitarily-approved food establishments in accordance with AR 40-657.

d. Units in support of contingency operations, with the exception of those supported under the Defense Cooperation Agreement are entitled to purchase subsistence with MPA subsistence account funds for operational rations. Units that are supported under the Defense Cooperation Agreement will abide by the procedures established by the theater or exercise commander for reimbursement of the MPA account for rations provided to the U.S. by a foreign government in the form of burden-sharing reimbursement supplemental and operational rations.

e. Units deploying away from home station or mobilization for contingency operations are entitled to purchase bottled water as part of their UBL using the designated contingency operation project code. Commanders will not use subsistence dollars to buy bottled water for local training areas at home station or mobilization station.

f. Units deployed in support of contingency operations may use dining facility assets to support certain special events and morale sustaining activities where no other appropriate facilities exist and when in accordance with the

following guidance and the procedures contained in DA Pam 30–22. In all other cases, the provisions of paragraph 3–47j apply.

- (1) Very important person and/or distinguished visitor events (conference, working lunch, meeting, or diplomatic visit and/or function) at the Flag (General) officer or civilian equivalent.
- (2) Semiannual unit morale sustaining events at the brigade-level to include all attached separate companies only.
- (3) Monthly promotion and birthday events at the brigade-level.
- (4) Transfer of authority events at the division or ACOM-level or higher.

## **Chapter 5**

### **Subsistence Supply Management Offices and Branches**

#### **Section I**

#### **General**

##### **5–1. Introduction**

*a.* This chapter establishes policies and responsibilities for the operation of Army SSMOs. Review of SSMO operations will be conducted in accordance with procedures in DA Pam 30–22.

*b.* Procedures for requisitioning, receiving, accounting, issuing, transfers, salvage, disposal, turn-in, and reporting of subsistence are contained in—

- (1) DA Pam 30–22 for manual procedures.
- (2) The appropriate automated system operating procedures for automated operations.

##### **5–2. Responsibilities**

*a.* The IMCOM region directors will—

(1) Validate in writing the need for establishing or disestablishing SSMOs or expanding existing facilities. The IMCOM regions must notify JCCoE of the establishment or disestablishment of SSMOs or branches.

(2) Furnish adequate resources to accomplish the SSMO mission.

(3) Designate a staff officer to supervise the operation of the SSMOs under their jurisdiction.

(4) Incorporate SSMO operational mission changes in the command mobilization or contingency plans. Mobilization planning factors and a checklist are found in DA Pam 30–22.

(5) Conduct management assistance visits to SSMOs under their jurisdictions.

*b.* Installation commanders are responsible for the following:

(1) The subsistence supply mission of the installation.

(2) Developing contingency plans to ensure the uninterrupted feeding of Soldiers in the event of a vendor failure, natural disaster, or emergency mobilization and developing plans to support field feeding and RC units performing AT at Active Army installations.

(3) Providing adequate personnel, facilities, equipment, and supplies within resources furnished by the IMCOM region.

(4) Appointing an accountable officer in accordance with paragraph 5–5. Normally, the SSM is the accountable officer. In the event that the SSMO operations are contracted, the accountable officer must remain a Government employee.

(5) Designate subordinate installation or overseas commands to perform functions of the installation commander for SSMO operations.

(6) Submitting to their IMCOM region requests to establish or disestablish SSMOs.

*c.* The SSM is the person responsible for the operation of the SSMO and is normally the accountable officer for subsistence on the installation. If the position of SSM is contracted, the accountable officer must be a Government employee (military or civilian). When applicable to the specific operation of the local SSMO, the SSM will—

(1) Supervise and manage all functions of the SSMO to include accounting for subsistence from receipt to disposition.

(2) Consolidate customer requirements and initiate requisitions for all subsistence.

(3) Receive, inspect, store, safeguard, inventory, and issue operational rations and special orders to customers not receiving prime vendor deliveries, such as RC units performing AT or Active duty units operating in a field environment.

(4) Publish, update, and maintain SOPs for storage operations. Maintain required subsistence operating levels.

(5) Develop a contingency and mobilization plan. DA Pam 30–22 contains planning factors and a checklist for SSMO mobilization plans.

(6) Prepare and maintain required accounting records and process all subsistence receipts.



- (7) Coordinate veterinary food inspections.
- (8) Prepare and submit receiving documentation to DLA-TS for subsistence items procured by DLA-TS and delivered directly to the SSMO.
- (9) Maintain sanitary standards prescribed in TB MED 530 and MIL-STD-3006.
- (10) Prepare activity schedules to budget for operating supplies, equipment, and other expenses.
- (11) Provide input to the FPM on annual operational ration forecast.
- (12) Coordinate actions to ensure the supply of subsistence to authorized customers is uninterrupted.
- (13) Serve as a voting member of the installation or applicable RC food service management board, in accordance with paragraph 3-56 of this regulation.
- (14) Develop and maintain an equipment and facility replacement and upgrade program.
- (15) Coordinate crime prevention, physical security, safety, and fire prevention measures, programs, and inspections.
- (16) Designate a person to be responsible for subsistence issue functions at a branch SSMO when established. The duties and responsibilities of branch SSMO personnel must be clearly defined in writing.
- (17) Participate in command supply discipline programs for the economy, safeguarding, and care of SSMO resources.
- (18) Procure and issue—
  - (a) Operational rations.
  - (b) Nonprime vendor special orders.
  - (c) Dairy and bakery items.
  - (d) Carbonated beverages and carbon dioxide.
  - (e) Ice.
- (19) Establish lead times for special order subsistence.

### **5-3. Approving authority**

The IMCOM regions are the approving authority for the establishment and disestablishment of SSMOs and branches. Requests to establish or disestablish a SSMO will be sent to the IMCOM region for approval and will contain the required information given in DA Pam 30-22. An activity located on a sub-installation may be established as a branch under a SSMO located at a parent installation or as a separate stand alone SSMO. The IMCOM region must notify JCCoE of the establishment or disestablishment of a SSMO.

### **5-4. Troop issue subsistence management report**

*a.* Each operating SSMO will submit a quarterly DA Form 7169 (Troop Issue Subsistence Management Report) to its supporting IMCOM region when automated systems are not available. Instructions for completing the report are contained in DA Pam 30-22.

*b.* IMCOM regions will consolidate data received and submit an annual report to JCCoE. Annual reports will be prepared on a FY basis and will cover data received from 1 October to 30 September of each year. IMCOM region consolidated reports will be forwarded to JCCoE not later than 15 November each year.

### **5-5. Appointment and duties of the subsistence supply manager**

- a.* The installation commander will appoint, in writing, the SSM from 1 of the following:
  - (1) Any commissioned officer.
  - (2) Any qualified U.S. DOD civilian employee, GS-07 or equivalent grade or higher.
  - (3) A qualified enlisted person, grade E-7 or higher, in overseas areas when no officer or U.S. DOD civilians are assigned and when approved by the IMCOM region.
  - (4) Foreign national employees of the Army, GS-07 equivalent grade or higher, when no military or DOD civilians are assigned and when approved by the IMCOM region director.
- b.* The SSM is normally the accountable sales officer for all troop issue subsistence (see para 5-2).
- c.* After 30 days absence of the SSM, the installation commander may appoint a new SSM.
- d.* The SSM or SSMO personnel will not—
  - (1) Maintain subsistence inventory for the operation of mini-marts or maxi-marts.
  - (2) Provide charge sales to commissaries or nonappropriated fund activities served by a nonappropriated fund prime vendor contract.
  - (3) Serve as witness for destruction of SSMO-owned stocks.
  - (4) Serve in any capacity involved in receipt or use of subsistence outside the SSMO (for example, club officer).
  - (5) Perform the functions of property book officer, stock control officer, or transportation officer.
  - (6) Acquire, purchase, stock, provide, or issue the following using subsistence funds:
    - (a) Federal Supply Class 8810 (live animals) or Federal Supply Class 8965 (alcoholic beverages).
    - (b) Religious dietary items (except prepackaged operational rations).

(c) Paper bags, boxes, or eating utensils for take out, motor convoy, and flight feeding, other than those contained in unitized operational rations.

(d) Other nonsubsistence items such as sentry dog food, sacramental wines, charcoal, and charcoal activators.

(e) Bottled water (see para 5-19).

### **5-6. Subsistence supply management office equipment and designs**

a. *Equipment.* The SSM will use DA Form 3988 (Equipment Replacement Record) or the automated system equivalent to identify SSMO equipment items that require engineer support. This form also serves as the basis for developing the annual equipment replacement budget. Procedures for completing and processing the form are in DA Pam 30-22.

b. *Definitive designs.* The Army has developed 3 SSMO definitive functional layouts and equipment lists. These documents will be used by design and construction agencies when developing SSMO facilities. Copies of the designs may be requested through command channels from JCCoE.

## **Section II Operations**

### **5-7. Subsistence supply management office accounting**

a. The SSMOs are sales accounts, per AR 735-5, and are not stock record accounts. Prepared on a monetary value basis, the SSMO sales account is a formal record of accountability and is subject to audit.

b. Army subsistence will be charged directly to MPA, using the single stock fund bypass procedures contained in the SSMO automated system end users manual.

c. The SSM is the accountable sales officer and will maintain records of monetary values showing authorized debits, credits, and inventory balance on hand in the account. The manual procedures are in DA Pam 30-22.

d. The SSMO accounting period begins on the first day of each calendar month and ends on the last calendar day of the same month. The account will not be closed on any day other than the last day of the month.

e. The authorized unidentifiable gain or loss tolerance is 1/2 of 1 percent.

f. The SSM will adjust gains or authorized losses by completing DA Form 4170 (Statement of Gains and Losses). Procedures for processing gains and losses are in DA Pam 30-22.

g. The SSMO account must be finalized within the first 5 workdays of the next accounting period.

h. Branch SSMO documents will be maintained in the same manner as the parent SSMO.

### **5-8. Sources of supply**

a. The primary source of supply for subsistence will be prime vendor or prime assembler contractors. Established automated procedures will dictate the processes associated with requisitioning and receiving subsistence. Exceptions will be in accordance with the procedures established by DLA-TS.

b. Items available for supply will be listed on the prime vendor's catalog for garrison subsistence and in DLA catalogs for operational rations. Guidance for requesting new items to be added to the prime vendor's catalog is contained in DA Pam 30-22.

c. Local purchase authority (Government purchase card) may be used to buy commercially available items from sanitarily-approved sources in accordance with AR 40-657. When using local purchase authority, the following apply:

(1) The SSM will not use local purchase authority to meet normal demands. Local purchase authority will be retained for use during emergencies, contingencies, special requirements, and vendor failure or when such purchases are determined by the designated approving authority to be in the best interest of the Government.

(2) When the cost of subsistence exceeds the current purchase limit established by the local contracting office, a contracting instrument must be established to use the Government purchase card as a payment vehicle. A contracting agency will complete this requirement by using either a requirements contract or a blanket purchase agreement.

(3) The SSM will assign a management control number to any item that is purchased locally and not part of the prime vendor program.

d. The SSM will maintain accurate supply transaction data for each item stocked.

### **5-9. Ordering subsistence**

The SSM will approve and forward prime vendor orders using the appropriate automated systems or manual procedures to order subsistence.

a. When supporting RC units for either IDT or AT, the SSM must establish operational procedures for those units to order subsistence through the SSMO.

b. Special orders are items that are in the prime vendor's catalog but not normally used at the installation. The SSM will establish required lead times for special orders.

c. Emergency orders will be submitted in accordance with the provisions of the prime vendor contract.

d. Whenever available, the approved automated system will be used to order all food items and operational rations.

#### **5-10. Receiving subsistence**

a. Subsistence received at any location will be officially receipted with documents that clearly state the quantity accepted and the price that is obligated to the Government. Receipt procedures are contained in DA Pam 30-22.

b. An approved signature card will authorize personnel receipting for subsistence.

c. Procedures for the control of receipt documents are in DA Pam 30-22. The SSM will retain these documents for a period of 2 years after contract expiration.

#### **5-11. Turn-in of subsistence**

a. The SSM will not accept a turn-in of any item purchased for garrison dining facilities.

b. Returned subsistence from field training or operations (TFA or FD) will be handled in accordance with chapter 4 of this regulation and DA Pam 30-22.

c. When a dining facility is closed or operational changes necessitate, the responsible food advisor will determine which units are to receive a transfer of excess stocks. Transfer of subsistence between dining facility accounts will be recorded and accounted for in accordance with this regulation and DA Pam 30-22. All subsistence being turned in to the SSMO will be inspected by VSP, prior to being accepted into inventory (see DA Pam 30-22).

#### **5-12. Pricing and price lists**

a. Prices will be established through the prime vendor catalog updates or the price established by a requirements contract for subsistence not provided by the prime vendor (see DA Pam 30-22).

b. Operational rations will be priced in DLA catalogs.

c. Local purchase items will be priced as indicated on the vendor's invoice at time of receipt.

#### **5-13. Basic daily food allowance and other allowances**

a. The BDFA is computed by JCCoE monthly for each CONUS and OCONUS regional contract.

(1) JCCoE will determine the BDFA for each region.

(2) Price changes experienced during a given month will not affect the BDFA until the next end of month computation.

(3) RC BDFA for IDT will be computed semiannually in October and March.

b. The meal conversion percentages for the BDFA and meal value computations are given in DA Pam 30-22.

c. The value of the BDFA will be increased by 25 percent for the traditional Thanksgiving, Christmas, and Army Birthday meals. Computation will be in accordance with DA Pam 30-22.

d. USAR units are only authorized the traditional Thanksgiving or Christmas meal and the Army Birthday celebration meal.

#### **5-14. Storage of subsistence**

a. The SSM publishes, updates, and maintains SOPs for storage operations. These SOPs will be based on the procedures in DA Pam 30-22 and ATTP 4-41.

b. All shipments (receipts) will be segregated and marked to ensure that the oldest dates of pack are issued first (first-in, first-out rule). Exceptions may be made when it is necessary to issue items quickly to avoid loss when an identical item is in better condition for continued storage.

c. When suspected latent or hidden defects are discovered in stored subsistence, the SSM will—

(1) Request inspection by VSP.

(2) Follow the procedures in DA Pam 30-22 to ensure proper reporting, replacement, or crediting for the item if it is determined by VSP to be a defective product.

#### **5-15. Inventories**

a. The SSM will ensure that all required inventories are conducted. Required inventories are as follows:

b. This inventory is conducted on the last working day of the September accounting period. The SSM must request appointment of a disinterested inventory officer to conduct this inventory per procedures in DA Pam 30-22.

(1) This quarterly accountability inventory is conducted on the last working day of December, March, and June.

(2) A book inventory value is computed after all vouchers have been posted as of the last day of each accounting month.

(3) This transfer of accountability inventory is conducted when there is a change of accountable officers.

c. Scheduled inventory may be deferred up to 31 days by the SSM when—

(1) A transfer of accountable officer inventory has been accomplished within 31 days before the scheduled inventory. The next inventory period will cover 4 months.

(2) A transfer of accountable officer inventory will be accomplished within 31 days after the scheduled inventory. The next inventory period would cover 2 months.

*d.* Inventories will be conducted in accordance with DA Pam 30–22.

#### **5–16. Subsistence supply management office support**

*a.* The SSMO support may be provided through 1 or more methods depending on the installation mission, type of SSMO operation, and support to field operations.

*b.* Only persons with the proper authority and identification will be permitted to request and receipt for subsistence from the SSMO. Procedures for the use of authority granting documents are contained in AR 710–2.

*c.* DA Form 3294 or DA Form 3161 (Request for Issue or Turn-in) will be used as the issue document. Issue and transfer procedures are in DA Pam 30–22.

*d.* When approved by the installation commander, the SSM may make special issues to activities and organizations other than appropriated fund dining facilities. The procedures for special issues are in DA Pam 30–22.

*e.* A mandatory issue can be made to dining facilities when directed by the DCS, G–4, the IMCOM region, or FPM to reduce excess stocks or expedite the use of short shelf-life items.

#### **5–17. Issues to Active Army, reserve components, and other organizations, activities, and services**

*a.* Requests from services and organizations other than Active Army must be accompanied by a MIPR to reimburse MPA for the rations. The MIPR will be processed by the installation finance office to credit the MPA account for the cost of the rations issued to other than Active Army.

*b.* Army policy for SSMO support for the AFFS is contained in chapter 4 of this regulation.

*c.* Bulk subsistence issues to RC units are on a reimbursable basis.

*d.* During operations or training on an Active Army installation, mobilized RC units (Title 10) will not be required to reimburse the MPA for rations. The SSM will establish local SOPs and operational requirements.

*e.* The SSMO may issue operational rations and components in support of cadets enrolled in the ROTC program for consumption during participation in field training operations as authorized by AR 145–1. The cost of these rations is charged to the Active Army appropriation and reported to the DCS, G–4 (DALO–SUF).

*f.* Fixed medical treatment facilities are generally not supported by SSMOs. If support is required, local SOP will govern the support. SSMO support for medical field feeding is covered in chapter 4 of this regulation and DA Pam 30–22.

#### **5–18. Excesses, transfers, disposals, and losses**

*a.* When it is determined that excess subsistence cannot be used locally, the SSM will—

(1) Report excess operational rations that cannot be used within the prescribed limits and time frames to their ACOM or IMCOM region.

(2) Attempt to redistribute to other DOD subsistence activities. Transfers between SSMOs will be on a nonreimbursable basis. Prior ACOM or IMCOM region approval will be obtained. The shipping SSMO will drop the supplies from accountability at standard prices in effect at the time of the shipment. The receiving SSMO will pick up accountability at the standard price in effect at the time of receipt. Transportation costs will be borne by the shipping installation.

(3) Have excess items inspected by VSP. The following procedures will be used to dispose of damaged or deteriorated products:

*(a)* Subsistence having resale value will be turned in and signed for by the servicing Defense Reutilization and Marketing Office.

*(b)* Subsistence having no potential sale value will be disposed of in a manner that will safeguard public health and safety. Disposal will be consistent with the Environmental Protection Agency requirements and those of the host nation, where applicable.

*(c)* Salvage items will be destroyed as often as necessary to prevent attraction of insects, rodents, and other pests.

(4) Dispose of items no longer suitable for intended use because of age, deterioration, or other reasons (see DA Pam 30–22).

*b.* Transfers of subsistence between dining facilities will be done in accordance with the procedures in DA Pam 30–22.

*c.* A DA Form 7538 (Subsistence Serviceability Certificate) furnished by VSP listing salvage items will be priced and extended. The SSMO will prepare an issue document as a cover sheet to forms provided by VSP. The dollar amount of the salvaged items is a credit and processed through the financial accounting system as an inventory loss due to contamination or deterioration.

*d.* Excesses that qualify may be considered for disposition as part of the Food Recovery Program. Procedures contained in chapter 3 of this regulation and DA Pam 30–22 will be followed.

## **Section III**

### **Other situations**

#### **5–19. Ice and bottled water**

*a.* Locally purchased ice will be priced at contract or purchase order price. Subsistence funds will not be used to purchase ice. Ice will not be managed using the Department of the Army-approved automated food management systems. Ice will normally be ordered by the SSMO using a fund cite provided by the requesting unit. Procedures for ordering and issuing ice are contained in DA Pam 30–22.

*b.* Ice produced from ice making machines in a SSMO will be issued free of charge.

*c.* Potable ice required for installation needs, regardless of source, will be made, stored, and conveyed under TB MED 530.

*d.* Dry ice is not an item of subsistence supply and will not be purchased with subsistence funds.

*e.* Bottled water will not normally be purchased with subsistence funds. Units deploying away from home station and mobilization for contingency operations are entitled to purchase bottled water as part of their UBL using the designated contingency operation project code (see para 4–14).

#### **5–20. Operational rations**

*a.* SSMOs will maintain a record of operational rations issued to and turned in by supported units. Stockage will be maintained by date of pack, date of receipt, and lot number.

*b.* SSMOs stock and issue operational rations for—

- (1) UBL rotation and replacement.
- (2) Operational projects.
- (3) Travel.

*c.* Stockage level and storage of operational rations will be based on operational objectives.

*d.* The SSM, in coordination with the FPM, will establish local procedures for the rotation of operational rations.

*e.* Operational rations excess to unit needs may be turned in to the SSMO in full case MRE or complete modules (UGR) only. Unit excess partial modules or boxes will be transferred to another unit or garrison facility.

#### **5–21. Religious operational rations**

Food advisors will include religious operational rations in their Class I requirements for field training exercises and deployments. Chaplains will provide assistance in validating requirements but will not be the means for ration distribution. Installations will not normally stock religious operational rations; therefore, requests must be made in sufficient time to allow for timely delivery.

#### **5–22. Health and comfort items**

*a.* ATTP 4–41 lists health and comfort items that are available in health and comfort packs. Requisitioning policy will be in accordance with AR 710–2.

*b.* The IMCOM Korean Region Office SSMOs are authorized to stock and issue Korean Augmentation to U.S. Army kits.

(1) The IMCOM–Korean Region Office will specify contents.

(2) Any additional Korean Augmentation to U.S. Army support will be governed by ACOM or IMCOM–Korean Region Office policy.

#### **5–23. Veterinary Service personnel withdrawals**

*a.* The VSP are authorized to withdraw food samples from SSMO and dining facility stocks for inspection. The sampling may take place during receipt, while in storage, before issue or sales, during transfer, or as otherwise required.

*b.* The VSP inspectors will provide the SSMO with a listing of withdrawal items and will return all usable subsistence and nonfood components to the SSMO.

*c.* The SSMO will—

- (1) Compute the extended price of withdrawn items.
- (2) Post the dollar value to the account.

(3) Post a credit to dining facility accounts for the value of the sample when the sample is drawn from a dining facility.

*d.* Partial modules of operational rations in inventory after sampling will be issued to an Active duty dining facility at no cost. Remaining cost of the module will be charged to the subsistence open allotment.

**5-24. U.S. Military, U.S. Coast Guard, and Army and Air Force Exchange Service All Food Activities messages**

Sequentially numbered ALFOODACT messages are dispatched from DLA-TS to alert food activities worldwide of possible hazardous foods. Immediately upon receipt of an ALFOODACT message or notification by VSP of suspect items—

- a.* Identify stocks on hand and segregate items from all other stock, place in hold status, and suspend from issue.
- b.* Notify all customers and require return of items.
- c.* Retain suspect items in hold status until final disposition instructions have been received from DLA-TS.
- d.* The ALFOODACT messages will be filed for a minimum of 1 year or until final disposition, whichever is later.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 5-9**

Area Support Responsibilities (Cited in para 3-45.)

#### **AR 15-6**

Procedures for Investigating Officers and Boards of Officers (Cited in paras 3-29b(2), 3-47l(4), and 4-2e.)

#### **AR 25-400-2**

The Army Records Information Management System (ARIMS) (Cited in paras 1-7, B-4.)

#### **AR 37-104-4**

Military Pay and Allowances Policy (Cited in para 3-29g.)

#### **AR 40-25**

Nutrition Standards and Education (Cited in paras 3-1u, 3-22c.)

#### **AR 40-657**

Veterinary/Medical Food Safety, Quality Assurance, and Laboratory Service (Cited in paras 3-50c(3), 4-14c(6), and 5-8c.)

#### **AR 190-13**

The Army Physical Security Program (Cited in para 3-25.)

#### **AR 190-16**

Physical Security (Cited in para 3-25.)

#### **AR 190-51**

Security of Unclassified Army Property (Sensitive and Nonsensitive) (Cited in para 3-25.)

#### **AR 210-14**

The Army Installation Status Report Program (Cited in para 3-1x.)

#### **AR 385-10**

The Army Safety Program (Cited in paras 3-1i, 3-54b(5), and 3-54c(4).)

#### **AR 420-1**

Army Facilities Management (Cited in paras 2-7a, 3-11, 3-9b(1), and 3-53a.)

#### **AR 710-2**

Inventory Management Supply Policy Below the National Level (Cited in paras 3-6b, 3-54c(4), 5-16b, and 5-22a.)

#### **AR 735-5**

Policies and Procedures for Property Accountability (Cited in paras 3-7a(3), 3-16d, 3-17a, 3-29b(2), 3-40c, 4-10e(4), 4-11e, and 5-7a.)

#### **CTA 50-909**

Field and Garrison Furnishings and Equipment (Cited in paras 2-21o, 3-48c.) (Available at <https://webtaads.belvoir.army.mil/usafmsa>.)

**DA Pam 30-22**

Operating Procedures for the Army Food Program (Cited in paras 1-7, 2-13a(1), 3-1d, 3-1j, 3-1m, 3-1m, 3-3, 3-4b, 3-5c, 3-6d, 3-7a(2), 3-7b, 3-8 , 3-10e, 3-12a(8), 3-13b, 3-14a, 3-14b, 3-15a, 3-16b, 3-16d, 3-17a, 3-18a, 3-18a, 3-19a(5)(b), 3-19a(8), 3-20b, 3-20c, 3-23a, 3-23b, 3-23c, 3-24a, 3-24b, 3-26b, 3-26c, 3-26d, 3-27d, 3-28a(1), 3-28a(4), 3-28a(4)(a), 3-29b(3), 3-29d(2), 3-29e(1), 3-29g, 3-30, 3-31b, 3-31d, 3-32a(6), 3-32b, 3-32d, 3-33a, 3-33c, 3-34, 3-35a, 3-35b, 3-36, 3-37b(4), 3-39e, 3-40a, 3-41c, 3-42d(1), 3-43, 3-46d, 3-47c(2), 3-47e(2) , 3-47i, 3-47k, 3-48a, 3-48e, 3-49c(2) , 3-49c(3) , 3-49c(5) , 3-49e, 3-55e, 3-56g, 3-56h, 3-58d(2) , 4-1b, 4-2a(2) , 4-3c(1) , 4-3c(6) , 4-3e, 4-4a, 4-5b, 4-5c, 4-7a, 4-8a, 4-10e(2) , 4-10e(2) , 4-11d, 4-12d, 4-13a, 4-14a, 4-14f, 5-1a, 5-1b(1), 5-2a(4), 5-2c(5) , 5-3 , 5-4a, 5-6a, 5-7c, 5-7f, 5-8b, 5-10a, 5-10c, 5-11b, 5-11c, 5-12a, 5-13b, 5-13c, 5-14a, 5-14c(2) , 5-15b, 5-15d, 5-16c, 5-17f, 5-18a(4) , 5-18b, 5-18d, 5-19a, B-4g(4) , and terms.)

**TB MED 530**

Occupational and Environmental Health Food Service Sanitation (Cited in paras 3-1i, 5-2c(9).)

**DOD 7000.14-R**

Department of Defense Financial Management Regulation (Cited in paras 3-1i, 3-28b, 3-29b(2), 3-32a(2), 3-37a(1)(a), 4-3c(2), 4-8c, and B-4g(1).) (Available at <http://www.dtic.mil/whs/directives/index.html>.)

**DODI 4000.19**

Interservice and Intragovernmental Support (Cited in para 3-45.) (Available at <http://www.dtic.mil/whs/directives/index.html>.)

**MIL-STD 3006**

DOD Standard Practice: Sanitation Requirements for food Establishments (Cited in para 5-2c(9).) (Available at <http://dodssp.daps.dla.mil/>.)

**Section II****Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication.

**AR 37-104-4**

Military Pay and Allowances Policy

**AR 40-656**

Veterinary Surveillance Inspection of Subsistence

**AR 71-32**

Force Development and Documentation-Consolidated Policies

**AR 145-1**

Senior Reserve Officers' Training Corps Program: Organization, Administration and Training

**AR 190-8**

Enemy Prisoners of War, Retained Personnel, Civilian Internees and Other Detainees

**AR 210-35**

Civilian Inmate Labor Program

**AR 215-1**

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

**AR 350-1**

Army Training and Leader Development

**AR 600-8-22**

Military Awards

**AR 600-9**

The Army Weight Control Program



**AR 600-38**

Meal Card Management System

**AR 601-210**

Active and Reserve Components Enlistment Program

**AR 700-137**

Logistics Civil Augmentation Program (LOGCAP)

**AR 715-9**

Operational Contract Support Planning and Management

**AR 725-50**

Requisition, Receipt, and Issue System

**AR 735-11-2**

Reporting of Supply Discrepancies

**ATTP 4-41**

Army Field Feeding and Class I Operations

**DA Pam 25-30**

The Army Publishing Program

**DA Pam 750-8**

The Army Maintenance Management System (TAMMS) Users Manual

**DFAS-IN Regulation 37-1**

Finance and Accounting Policy Implementation (Available at <http://www.asafm.army.mil/>.)

**DFAS-IN Manual 37-100**

Account Code Structure (Available at <http://www.asafm.army.mil/>.)

**DOD 1338.10-M**

Manual for the Department of Defense Food Service Program (Available at <http://www.dtic.mil/whs/directives/index.html>.)

**DODI 1338.10**

Department of Defense Food Service Program (Available at <http://www.dtic.mil/whs/directives/index.html>.)

**DODI 6055.1**

DOD Safety and Occupational Health (SOH) Program (Available at <http://www.dtic.mil/whs/directives/index.html>.)

**FAR 52.208-9**

Contractor Use of Mandatory Sources of Supply or Services (Available at <https://www.acquisition.gov/far/html>.)

**FM 10-23-1**

Commander's Guide to Food Service Operations

**JFTR**

Uniformed Service Members (Available at [http://www.defensetravel.dod.mil/Docs/perdiem/JFTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JFTR(Ch1-10).pdf).)

**TM 4-41.11**

Dining Facility Operations

**TM 4-41.12**

Food Program Operations

**UCMJ**

Uniform Code of Military Justice (Available at <http://www.au.af.mil/au/awc/awcgate/ucmj.htm>.)

## **10 USC**

Armed Forces (Available at <http://www.gpoaccess.gov/uscode/>.)

### **Section III**

#### **Prescribed Forms**

This section contains no entries.

### **Section IV**

#### **Referenced Forms**

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>); DD Forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>); and SF are available on the U.S. General Services Administration Web site (<http://www.gsa.gov>).

#### **DA Form 11-2**

Internal Control Evaluation Certification

#### **DA Form 1379**

U.S. Army Reserve Components Unit Record of Reserve Training (Available through normal forms supply channels.)

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

#### **DA Form 3032**

Signature Headcount Sheet

#### **DA Form 3034**

Production Schedule

#### **DA Form 3161**

Request for Issue or Turn-in

#### **DA Form 3234**

Inventory Record

#### **DA Form 3294**

Ration Request/Issue/Turn-in Slip

#### **DA Form 3295**

Voucher Register and General Control

#### **DA Form 3988**

Equipment Replacement Record

#### **DA Form 4170**

Statement of Gains and Losses

#### **DA Form 5415**

Garrison Category Competition Checklist

#### **DA Form 5416**

Field Category Competition Checklist

#### **DA Form 5913**

Strength and Feeder Report

#### **DA Form 5914**

Ration Control Sheet

**DA Form 7169**

Troop Issue Subsistence Management Report

**DA Form 7454**

Monthly Earnings and Expenditures Record

**DA Form 7455**

Financial Summary

**DA Form 7538**

Subsistence Serviceability Certificate

**DA Form 7589**

Subsistence Vendor Contract Discrepancy Report

**DA Form 7590**

Operational Ration Quality Feedback

**DD Form 200**

Financial Liability Investigation of Property Loss

**DD Form 714**

Meal Card (Available through normal forms supply channels.)

**DD Form 1391**

FY\_\_\_Military Construction Project Data

**DD Form 1544**

Cash Meal Payment Book (Available through normal forms supply channels.)

**SF 368**

Product Quality Deficiency Report

## Appendix B Internal Control Evaluation

### B-1. Function

The function covered by this checklist is in compliance with the Army Food Program.

### B-2. Purpose

The purpose of this checklist is to assist managers in evaluating, assessing, and inspecting key internal controls within the Army Food Program and outlined in paragraph B-3. Not every possible internal control is listed; however those that are considered vital to the successful operation of the Army Food Program are provided.

### B-3. Instructions

*a.* Monthly, quarterly, semiannually, and annually, as required, managers must conduct formal evaluations of key internal controls and certify results on DA Form 11-2 (Internal Control Evaluation Certification). All answers must be based upon the actual testing of controls (for example document analysis, automated system analysis, direct observation, sampling, and/or measurement).

*b.* Address all deficiencies and annotate corrective action in supporting documentation (see DA Form 11-2).

### B-4. Test questions

*a.* Are files and the disposition of all documents related to the Army Garrison Food Service, the AFFS, and SSMO operations being maintained in accordance with AR 25-400-2?

*b.* Are the appropriate automated system records available for review and audit in accordance with required timelines?

*c.* Has the installation commander appointed these individuals in writing?

(1) FPM.

(2) Installation control officer.

(3) Disinterested personnel to conduct required semiannual (March and September) closeout inventories in each operational dining facility?

*d.* Has the installation commander verified the annual usage and consolidation reviews of the installation dining facilities?

*e.* Has the installation commander expressly granted approval for civilian personnel to be subsisted in the dining facility in writing?

*f.* Is the prohibition against use of Government subsistence, dining facility equipment, and dining facility staff used to support social functions being enforced?

*g.* Are cash meal control procedures in place?

(1) Are change funds for dining facilities in accordance with DOD 7000.14-R?

(2) Are cash meal payment sheets used to record the cash payment for Government-furnished meals sold to authorized personnel?

(3) Are cash meal payment sheets accounted for at all times and properly stored in a safe or a field safe that is properly secured to an immovable object? (See DD Form 1544.)

(4) Is cash collected properly handled and turned in according to the appropriate method contained in DA Pam 30-22?

(5) Are Active Army units revalidating all DD Form 1544 books issued during the FY that has not been turned in no later than 5 duty days after the end of the FY?

*h.* Dining facility accounting.

(1) Has a disinterested person conducted a physical inventory of all subsistence remaining to determine the value of the closing inventory for the account status?

(2) Are FLIPL being initiated and reported in AFMIS?

(3) Did all dining facility accounts on the installation at the end of the FY end at zero or in an under spent status?

(4) Are all transactions affecting the dining facility account (allowances earned or expenses) recorded on DA Form 7454 (Monthly Earnings and Expenditures Record) or automated system?

*i.* FPM responsibilities.

(1) Is the FPM ensuring that all data in the approved automated system are maintained and updated as necessary or at a minimum weekly?

(2) Has the FPM reviewed the financial status of the installation food program at the conclusion of the FY?

(3) Are food advisors submitting food service action plans quarterly for Active Army and annually for the RCs?

(4) Are operational reviews being conducted?

(5) Are unannounced verification and cash count conducted once each quarter, not in conjunction with the quarterly action plan, in all Active Army and full-time RC dining facilities operating under ARCS?

(6) Are requests for supplemental allowances forwarded by the FPM through their respective regional FPM to JCCoE for review?

(7) Are audits for contractor-operated dining facilities performed as part of the performance assessment plan or as specified in the contract?

*j.* Have CORs for food service contracts been certified by completing the JCCoE, food service contracting management course within the past 5 years?

*k.* Dining facility manger responsibilities.

(1) Has the FOS and/or contract manager ensured that all members of the dining facility 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?

(2) Does food operations management personnel ensure that appealing, nutritious, and wholesome food choices are provided in all Army dining facilities for both weekday and weekend dining facility operations?

(3) Is the kitchen requisition used to intensively manage high-dollar and sensitive subsistence items and the disposition of self-service items and condiments?

(4) Are food operation management personnel analyzing cost, storage, and labor factors to determine the most effective method of purchasing and preparing food?

(5) Are policies being enforced to safeguard subsistence during receipt, storage, issue, preparation, and serving?

(6) Are individuals authorized to receive subsistence delivered by the prime vendor?

*l.* Are diners receiving balanced and sufficient menu in accordance with published nutrition standards?

#### **B-5. Supersession**

Not applicable.

#### **B-6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to Headquarters, Department of the Army, DCS, G-4 (DALO-SUF), 500 Army Pentagon, Washington, DC 20310-0500.

## **Glossary**

### **Section I Abbreviations**

**ACES**

Army Center of Excellence, Subsistence

**ACOM**

Army command

**ACSIM**

Assistant Chief of Staff for Installation Management

**AFFS**

Army Field Feeding System

**AFMIS**

Army Food Management Information System

**ALFOODACT**

All Food Activities

**AMC**

U.S. Army Materiel Command

**ARCS**

Army Ration Credit System

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ASA (ALT)**

Assistant Secretary of the Army (Acquisition, Logistics and Technology)

**ASCC**

Army service component command

**AT**

annual training

**BAS**

basic allowance for subsistence

**BDFA**

basic daily food allowance

**CAR**

Chief, Army Reserve

**CDR**

commander

**CG**

commanding general

**CO**

contracting officer

**CNGB**

Chief, National Guard Bureau

**CONUS**

continental United States

**COR**

contracting office representative

**CTA**

common table of allowances

**DCS, G-1**

Deputy Chief of Staff, G-1

**DCS, G-3/5/7**

Deputy Chief of Staff, G-3/5/7

**DCS, G-4**

Deputy Chief of Staff, G-4

**DCS, G-8**

Deputy Chief of Staff, G-8

**DFA**

dining facility attendant

**DFAS-IN**

Defense Finance and Accounting Service-Indianapolis

**DLA**

Defense Logistics Agency

**DLA-TS**

Defense Logistics Agency-Troop Support

**DOD**

Department of Defense

**DOL**

Director of Logistics

**DPW**

director of public works

**DRC**

direct reporting command

**DRU**

direct reporting unit

**FAR**

Federal Acquisition Regulation

**FC**

functional command

**FD**

field duty

**FFS**

full food service

**FLIPL**

financial liability investigation of property loss

**FM**

field manual

**FMAT**

Food Management Assistance Team

**FORSCOM**

Forces Command

**FOS**

food operations sergeant

**FPM**

food program manager

**FPMO**

Food Program Management Office

**FSMB**

food service management board

**FSMP**

Food Service Management Plan

**FSO**

food service officer

**FY**

fiscal year

**HQDA**

Headquarters, Department of the Army

**IDT**

inactive duty training

**IMCOM**

Installation Management Command

**JCCoE**

Joint Culinary Center of Excellence

**LOGCAP**

Logistics Civil Augmentation Program

**MEDCOM**

U.S. Army Medical Command

**MCA**

military construction, Army

**METT-T**

mission, enemy, terrain, troops, time



**MIPR**

military interdepartmental purchase request

**MOI**

memorandum of instruction

**MOS**

military occupational specialty

**MPA**

military personnel, Army

**MRE**

meal, ready to eat

**MTOE**

modified table of organization and equipment

**MUTA**

multiple unit training assembly

**NGB**

National Guard Bureau

**OC**

operational command

**OCAR**

Office of the Chief, Army Reserve

**OCONUS**

outside continental United States

**OMA**

operation and maintenance, Army

**PCE**

protective clothing and equipment

**POM**

program objective memorandum

**RC**

Reserve Component

**RCSS**

Reserve Component Subsistence System

**ROTC**

Reserve Officers' Training Corps

**RRSC**

Regional Readiness Sustainment Command

**SF**

standard form

**SFI**

Soldier Fueling Initiative

**SIK**

subsistence in kind

**SOP**

standard operating procedures

**SPV**

subsistence prime vendor

**SSM**

subsistence supply manager

**SSMO**

subsistence supply management office

**TDA**

tables of distribution and allowances

**TFA**

temporary field assignment

**TOE**

table of organization and equipment

**TRADOC**

U.S. Army Training and Doctrine Command

**TSG**

The Surgeon General

**UBL**

unit basic load

**UCMJ**

Uniform Code of Military Justice

**UGR**

unitized group ration

**UGR-A**

unitized group ration-A

**UGR-H&S**

unitized group ration-heat and serve

**USACE**

U.S. Army Corps of Engineers

**USAR**

U.S. Army Reserve

**USARC**

U.S. Army Reserve Command

**USARPAC**

U.S. Army Pacific

**USPFO**

U.S. Property and Fiscal Officer

**VSP**

veterinary service personnel

**Section II****Terms****à la carte**

A system in which food items are purchased separately. Each food item is individually priced based on the cost.

**“A” ration**

Perishable (fresh or frozen) and semiperishable items necessary to comply with garrison menu standards described in DA Pam 30–22.

**Army command**

For the purpose of this regulation, the term ACOM refers to all ACOMs and DRUs having an appropriated fund food service mission.

**Army Ration Credit System**

The ARCS is the Army’s garrison subsistence requisitioning and accounting system. Procedures contained in DA Pam 30–22 for subsistence estimates, requisitioning, receipt, and inspection will apply for subsistence either used in garrison or used for garrison support for field training or operations.

**Basic allowance for subsistence**

A monetary allowance paid to all service personnel who are authorized to subsist themselves or, when used in this regulation to describe enlisted personnel, it applies to those who receive BAS, must reimburse in cash when eating a Government supplied meal, and do not reside in a barracks on an Army installation.

**Box lunch**

A commercially prepared box lunch obtained from a vendor. Each box lunch contains sufficient subsistence for 1 person for 1 meal.

**Brunch**

Combines a combination of an enhanced breakfast and a more substantial lunch served during an extended meal period. It is 45 percent of the BDFFA. When a brunch meal is served, a supper meal must be also served.

**Catered meal**

A meal prepared in a commercial establishment for consumption there or delivered to a specific location for consumption or prepared at the consumption site using caterer’s portable equipment and subsistence supplies.

**Central reimbursement or central billing**

Reimbursement accomplished at the departmental level. Occurs when meals are served to individuals or units and reported to HQDA.

**Common service feeding**

A meal provided by 1 military Active or RC to personnel of another Active or RC, for which individual or Service reimbursement is not required.

**Consolidating headquarters**

A headquarters that consolidates requirements of subordinate elements and provides required subsistence support.

**Cooling beverage**

Water, fruit juices, or beverage base mixes that have been chilled to be more palatable to the Soldier in hot weather.

**Deferred payment**

Generally used in emergency feeding or for other unusual situations. If the diner is unable to pay for meals (as determined by the installation commander or by the local disaster coordinator (or representative) the diner signs DA Form 3032 for each meal served. Reimbursement for all meals served is made by the individual or coordinating agency at a later date. When it is not feasible to obtain individual signatures, 1–line entry accounting may be used.

**Dining facility attendant service contract**

Those activities required to perform janitorial and custodial duties within dining facilities. Included are sweeping,

mopping, scrubbing, trash removal, dishwashing, waxing, stripping, buffing, window washing, pot and pan cleaning, and other sanitation-related functions.

**Discount meal rate**

The rate paid by personnel who are required to reimburse the Government for only the food cost portion of meals consumed in an appropriated fund dining facility.

**Entitlement**

Enlisted Soldiers are authorized a daily ration for each day of Active duty except when entitled to monetary payment (BAS) or the meal portion of per diem in lieu thereof. Officer personnel are authorized a monetary payment to defer subsistence expenses.

**Essential unit messing**

Any group messing declared by appropriate authority as essential for operational readiness, the conduct of military operations, or necessary for the effective conduct of training where members are required to use messing provided by or on behalf of the Government. Members are entitled to travel reimbursement for incidental expenses, but not for subsistence. Designation for essential unit messing shall be applied only to organizational units and to operational elements and detachments, not to individual service members.

**Family member**

A person residing with or under the sponsorship of a military member and entitled to a military identification card; even though the military member may be a prisoner of war, missing in action, or serving in an isolated area.

**Field duty**

Any maneuvers, war games, field exercises, or similar operations in excess of 180 days where a member is subsisted in a mess operated by or on behalf of the Government or with an organization drawing field rations.

**Field operations**

Units training in the field that require billeting in field accommodations for DFAS action for participants.

**Field training (local training area)**

Training in the field that is less than 24 hours in duration and does not require DFAS action (such as weapons nuclear, biological, and chemical and common task training).

**Food cost index**

A representative list of specific quantities of food items used to compute the monetary value of the BDFFA.

**Food handlers**

Civilian workers working in a military dining facility. Examples include cooks, kitchen helpers, bakers, dining facility attendants, or other persons engaged in preparing or serving meals.

**Food operations sergeant**

A food Service sergeant or civilian equivalent managing a dining facility.

**Food program manager**

The senior food analyst (military or civilian) and advisor to the installation commander. When used in this regulation, the term also refers to the State food advisor for the ARNG and/or ARNGUS and the regional readiness command and/or DRC food advisor for the USAR.

**Food service personnel**

Persons engaged in food preparation, food service supervision, or service.

**Full food service contract**

Contracts that cover those activities that comprise the full operation of an Army dining facility. It includes, but is not limited to, requisitioning, receiving, storing, preparing, and serving of food. Also, included is the performance of related administrative, custodial, and sanitation functions.

**Guest**

A person other than a family member who is invited and escorted by a military member, as authorized by the installation commander and according to the provisions of this regulation.

**Holiday meal rates**

The rates to be charged for the Thanksgiving, Christmas, and Army Birthday special meals.

**Installation commander**

A commander of an Army installation, USAR installation, Area Support Group for U.S. Army Europe, area command for Eighth United States Army, State adjutant general for ARNG and/or ARNGUS, and DRC and/or regional readiness command commander for the USAR.

**Issue factor**

The amount of food required for 100 persons as specified in the recipes and menus. This factor is used to calculate the exact quantity required to be issued each dining facility based on the number of meals required to be prepared.

**Local national personnel meal rates**

The rate to be charged to local national dining facility employees for meals consumed while on duty.

**Local reimbursement**

Reimbursement that is accomplished at the local level in 1 of 3 ways: from the individual in cash at time of consumption; by the use of a MIPR provided in advance to the FPM from the unit or organization being supported; or by deferred billing (generally only used in emergency mass feeding situations).

**Meal**

A specific quantity of nutritionally adequate food provided 1 person during 1 scheduled serving period.

**Meal card**

Applies primarily to DD Form 714. These cards are used to identify subsistence in kind entitlement for Active and RC Soldiers.

**Meal ready to eat**

A packaged operational meal designed for issue as individual packets or in multiples of 3 for a complete ration. The components are packaged in flexible envelopes.

**Officer**

A commissioned officer, warrant officer, DOD civilian, or noncommissioned officer when performing the duties normally assigned to a commissioned officer or when specifically authorized.

**Operating charge**

The charge established to recover operating expenses in appropriated fund food service activities.

**Operational ration**

A ration prescribed for individuals performing duty in time of war or other emergencies and composed of semiperishable items. Operational rations are used in peacetime for emergencies, travel, and training to assist in the rotation of war reserves.

**Performance work statement**

A document normally prepared by or under the supervision of the chief or commander of the function involved. It prescribes the work, services, and products, if any, to be furnished; the quality standards to be met; and the time of performance or delivery. When incorporated in a solicitation or contract package, the performance work statement becomes Section C (Description and Specifications) of the uniform contract format.

**Performance assessment**

Standards established by the Government for the purpose of evaluating the quality of contractor performance and assuring compliance with contract requirements. In food service contracting, quality assurance has the same meaning as "inspection".

**Performance assessment evaluator**

An individual assigned duties of inspecting a contractor's performance in accordance with quality assurance provisions of the contract.

**Quality control**

Internal actions and inspections exercised by a contractor over the work force and overall operations to achieve the quality standard and time of performance of the delivery date(s) set forth in the contract.

**Receiving point**

A location where Class I supplies are received, inspected for condition, counted, and weighed, when applicable.

**Reserve Component Subsistence System**

The mandatory accounting system for all USAR, ARNG, and/or ARNGUS feeding for IDT and AT not performed at an Active Army installation.

**Sampling (food)**

The consumption of 2 or 3 bites of food items for the purpose of determining palatability and the application of proper cooking procedures.

**Standard meal rate**

A fixed rate that includes the cost of the food and a charge for related operating costs.

**Standard price**

The price per item charged to the dining facility account by the SSMO. It is calculated by rounding the cost price according to the 5-mile rule.

**Subsistence-in-kind**

Applies to enlisted Soldiers who do not receive any of the full BAS types because they are furnished meals or rations at no charge from an appropriated fund dining facility or are subsisted at no charge on behalf of the Government.

**Subsistence Supply Management Office**

The element of an installation responsible for processing requisitions and receipts for subsistence items. When required, it will also receive, store, and issue subsistence items for organizations and activities authorized to purchase.

**Supper**

A more substantial meal than the typical dinner. It is 55 percent of the BDFA and is served as the second of 2 meals for the day whenever a brunch meal is served.

**Temporary field assignment**

Any maneuvers, war games, field exercises, or similar operations of 180 days or less where a member is required to use messing provided by or on behalf of the Government. The member's travel reimbursement is the same as for field duty.

**Unit**

Any constituted, activated, or organized military element with an assigned unit identification code whose structure is prescribed by competent authority, such as a suitable modified table of organization or table of distribution and allowances. For this regulation, a unit may or may not be part of a parent organization.

**Unitized group rations**

Unitized group rations are composite stocks that are configured to provide a definite number of meals. It is configured for ease of distribution, accounting, and preparation.

**Unitized group rations–A**

Unitized rations made up of the types of items normally found in a garrison environment. Used to provide a higher quality meal in a less austere field environment. Requires more subsistence personnel and equipment than other operational rations. Replaces JCCoE line item A rations for field feeding.

**Unitized group rations–heat and serve**

Unitized tray packed rations that are used to provide meals that are more pleasing than individual meals but require less subsistence personnel and equipment than the UGR–A.

**Warming beverage**

Coffee, tea, hot chocolate, and soups served to Soldiers in cool or cold environments.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

**PIN 080225-000**