

Food Program Management Office (FPMO)  
**External Standard Operating Procedure (SOP)**

for

Field Operational Rations

Subsistence Supply Management Office (SSMO)

004, 02 Dec 2024

Logistics Readiness Center (LRC), Food Program Management Office  
201 6<sup>th</sup> Ave, Suite 128  
Building 1109 Annex B  
Fort Knox, KY 40121-5721

## SUMMARY OF CHANGES

### SUBSISTENCE SUPPLY MANAGEMENT OFFICE (SSMO) EXTERNAL STANDARD OPERATING PROCEDURES

This document supersedes all previous versions of this SOP with effective date(s) prior to that referenced below.

1. 21 Jan 22 – Original Document Created.
2. 10 Jan 24 – Updated responsibilities for Accountable Officer, Veterinarian, Supply Division Manager, and Supply Technician Lead; updated hours for administration, warehouse, and receiving hours.
3. 17 Jun 24 – Added general SSMO email address. Removed references to UGR-Short Order. Changed the “S” in SOP from “Standing” to “Standard.”
4. 25 Nov 24 – Updated hours of operations; updated required ordering time.

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DIRECTOR: MIKE LINEBERGER

GS-14, USA

LOGISTICS READINESS CENTER (LRC)

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## 1. Proponent

1.1. ASCW-LKN-S, Thomas Ball, 502.624.1653

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Division Chief Digital Signature

## 2. Purpose

- 2.1. This Standard Operating Procedure (SOP) provides guidance during Cadet Summer Training (CST) for units and contractors receiving support from the AFSB-KNOX SSMO. This SOP is intended to clarify SSMO business practices, outline the support provided by the SSMO, and to identify the roles and responsibilities of those supported in ensuring quality Class I support while being responsible stewards of government resources.
- 2.2. This SOP also provides uniform policies and procedures for all customers receiving Field Operational Rations Support from the Fort Knox Supply and Subsistence Management (SSMO), Food Program Management Office (FPMO) Fort Knox, Kentucky.
- 2.3. Any exceptions to these guidelines will be handled on a case-by-case basis.
- 2.4. In the event of a conflict, the official Department of Army (AR) Regulation will prevail.
- 2.5. Any procedures not covered in this SOP will be directed to the Food Program Manager / Installation Supply & Services Division (ISSD) Contracting Officer's Representative (COR).

## 3. Applicability

- 3.1. This information is to provide guidance to customers of the SSMO. This SOP applies to all supported activities within the Fort Knox, Kentucky (FKKY) area of

responsibility (AOR) per Army Regulation (AR) 5-9 and all will be held accountable to follow these procedures.

- 3.2. Customers outside the AOR may contact the ISSD Division Chief at 502.624.1653, prior to the arrival at Fort Knox, KY.

#### 4. General Policies

##### 4.1. Safety

- 4.1.1. All customers should be vigilant of signs located in the warehouse and dock area for their safety and the safety of workers.
- 4.1.2. No customer(s) will be allowed to roam the warehouse or dock unescorted.
- 4.1.3. Only the actual authorized person on a 1687 will be allowed to validate an order and accompany the warehouse worker with an issue or turn in, on the dock or in the warehouse for the safety of all parties.

#### 5. Hours of Operation

- 5.1. Administration Office: Monday-Friday 0730-1630. Any administrative action that cannot be completed by 1600 daily will wait until the next business day to enable SSMO personnel to finalize the day's work, clean-up, and secure the area prior to closing at 1630.
- 5.2. Warehouse: Monday-Friday 0730-1630.
- 5.3. Limited staffing during lunch hours. 1100-1300
- 5.4. Receiving hours: Monday-Friday 0730-1500 by appointment / required delivery date (RDD).

#### 6. Key Points of Contact (POC)

- 6.1. Email: [usarmy.knox.407-afsb-lrc.mbx.ssmo@army.mil](mailto:usarmy.knox.407-afsb-lrc.mbx.ssmo@army.mil)
  - 6.1.1. For documentation and appointments
- 6.2. Food Program Manager: 502.624.3549
- 6.3. Accountable Officer: 502.624.8636
- 6.4. Quality Assurance Evaluator: 502.624.3889
- 6.5. Veterinarian Food Inspector: 502.624.2785
- 6.6. Supply Division Manager: 502.624.3870
- 6.7. SSMO Supply Technician: 502.624.3841
- 6.8. SSMO Warehouse: 502.624.5699

## 7. Responsibilities

### 7.1. Food Program Manager

- 7.1.1. Has overall responsibility for preparation, changes, revisions and contents of this SOP, Unit Commanders and Activity Directors are assigned overall responsibility for adherence to and compliance with this SOP.

### 7.2. Accountable Officer

- 7.2.1. Approves changes, memorandums, and oversees the function of the SSMO.

### 7.3. Veterinarian

- 7.3.1. Inspects incoming and on hand stock for consumption.

### 7.4. Supply Division Manager

- 7.4.1. Oversees the functions and processes of the SSMO

### 7.5. Supply Technician Lead

- 7.5.1. Processes requests of issues and receipt and ordering of product.

## 8. Vehicle Inspection Requirements

- 8.1. Units must provide military or government vehicles when transporting subsistence, TB MED 530.

- 8.2. Under no circumstances will the SSMO issue subsistence for transport in privately owned vehicles (POVs).

- 8.3. All vehicles used to transport rations must be covered, with rear flaps lowered and secured and inspected by veterinarian personnel or SSMO personnel in absence of veterinarian personnel.

- 8.4. Rations must be protected from the elements.

- 8.5. Refrigerate vehicles will be used when transporting perishable foods.

- 8.6. Vehicles used shall be provided with standard pallets or duckboards that elevate rations 6 inches above bed of vehicle.

- 8.7. Vehicles used to transport rations must not be used to carry trash, garbage, petroleum products, or other materials that might contaminate rations or prohibited the loading of the vehicle.

## 9. Return of Issued Rations

- 9.1. Unused rations are the property of the Government and will not be given to individuals, units, charity organizations, or disposed of. Units will turn-in all unopened modules of UGRs and cases of MREs to the SSMO once veterinary services have inspected, approved, and stamped subsistence (MED Form 817).
- 9.2. All opened cases of UHT Milk, enhancements, and assorted bread will not be accepted for turn-in to the SSMO. All opened cases of UHT milk, produce and assorted bread must be turned-in to a field Kitchen, a Warrior Restaurant or contact the FPMO to donate to the Recovery Program.
- 9.3. No unit will be forced to take rations due to late changes or cancelations. All forced issues and mandatory issues will be approved by the Food Program Manager. If excess ration accrued during late changes or cancelation the SSMO lead, or his / her representative will contact the FPM for disposition instruction.

## 10. Issue of Rations

- 10.1. Normal subsistence issues will be conducted by appointments basis, coordination with the SSMO Accountable Officer or his / her representative must be made for schedule pick-up times.
- 10.2. Units may request travel rations (CBMs and MREs) directly from the SSMO to support Soldiers while in transit during deployment and when traveling from home station to Training are (i.e., NTC, JRTC, PCMS, etc.)
- 10.3. In the event support or emergency assistance is required after duty hours, contact the FPM at 502.379.1257.



## 11. Inventory Closure and Requirements for SSMO / DFAC

- 11.1. The SSMO will publish and provide the dates of inventories to all customers and will not issue or accept turn-in during accountable inventories after 0900 hours.
- 11.2. Each unit or facility is required to close out their field account within five working days at the end of their training. Unit / facilities with an open field account; the SSMO cannot provide any Class I support and / or order any rations for this request until they closeout their open account(s). The required documents are report(s) Department of Army (DA) Form 5913 and WR Stamped DA Form 4187.

## 12. SSMO / Op Rat General Information / CST

- 12.1. The Unitized Group Ration – A Option (UGR-A) is used to sustain military personnel during worldwide operations that allow organized food service facilities. The UGR-A is designed to maximize the use of commercial items and to simplify the process of providing high quality food service in a field environment. All components for a complete 50-person meal are included in the UGR-A, except for mandatory supplements, such as milk and cold cereal, and optional enhancements like bread and fresh fruit and vegetables. The UGR-A includes perishable / frozen type entrees (A-Rations) along with commercial-type components. Currently, there are 7 breakfast and 14 lunch / dinner menus available. There is no minimum ordering quantity required (i.e., orders for single modules are accepted). The UGR-A module is comprised of 3 boxes. One pallet is comprised of 12 modules, which provides 600 meals. The average weight and cube of one UGR-A module is 86.70 lbs. and 4.03 cubic feet.
- 12.2. In addition to semi-perishable food items, the UGR-A includes perishable / frozen type entrees to provide the luxury of an A-Ration meal in the field. It is configured into individual meal modules for ease of ordering, distribution, and preparation. Except for mandatory supplements, such as bread, milk and cold cereal, and optional enhancements like fresh fruit, vegetables, and salad, the 7 breakfast, 14 lunch / dinner menus contain all food items and disposable items (cups, compartment trays, napkins, utensils, and trash bags) necessary to feed 50 individuals. Each menu, including mandatory supplements, provides an average 1450 kilocalories (14% protein, 32% fat, and 54% carbohydrates) per serving. Cooking preparation sheets are included with each module. If customers need preparation sheets prior to receipt of product, please contact the inventory manager listed below.

- 12.3. Shelf Life: UGR-As shall have at least 3 months shelf life (at 80 degrees F for semi-perishables modules and at 0 degrees F for perishable modules) remaining for CONUS deliveries.
  - 12.4. Comments: The UGR-A is a build to order Direct Vendor Delivery (DVD), operation that requires a minimum of 8-day order-ship-time.
  - 12.5. Ordering Lead-Time: CONUS – -30 days
  - 12.6. CST NOTE: UGR-A drop off points will be determined upon order and delivery status from SSMO Accountable Officer. WR restaurant managers (military or civilian) will coordinate with FPMO for pick-up times and location according to pre-determined meal cycle.
13. Procedures for Requesting Meals Ready to Eat (MRE) Only and Warming and Cooling Beverage
- 13.1. Forms Needed for Request:
    - 13.1.1. Digital Commander's Letter of Intent with the appropriate information and signatures.
    - 13.1.2. By name roster with the Soldiers Name, Rank, and DoD Number
    - 13.1.3. DA Form 5913, Strength and Feeder
    - 13.1.4. DA Form 1687, Signature Card and Assumption of Command Orders (Must be on file at SSMO)
- \*Note\* All exceptions will be approved by the Fort Knox Food Program Manager*
- 13.2. BAS Recoupment – training more than 24 hours: Temporary Field Assignment (TFA) training that is more than 24 hours but less than 180 days in length will use the BAS recoupment process for Soldiers receiving BAS. Officers consuming meals will be processed for payroll deduction. Rations requests will include a by name roster listing rank, name, last four of the DoD number, and either SIK or FAO for each SM consuming a meal.
  - 13.3. BAS Recoupment – training less than 24 hours: Local training that is 24 hours or less in length will not use the Bas recoupment process. If personnel attending the training are receiving BAS, their options are to pay for their government provided meals prior to training or to provide their own subsistence during the training. Rations requests will include a by name roster listing rank, name, DoD number and entitlement status (SIK or BAS) for each SM consuming a meal.

See Army Regulation (AR) 30-22, 3-39, and Department of Army Pamphlet (DA PAM) 30-22, 3-51 for additional guidance.

#### 13.4. Procedures to Turn-In Unused MREs

##### 13.4.1. Sealed MRE boxes:

- 13.4.1.1. Must be inspected by Installation Veterinarian Personnel
- 13.4.1.2. Enter quantities on DA Form 3161
- 13.4.1.3. Return to SSMO by appointment.

##### 13.4.2. Open MRE boxes:

- 13.4.2.1. Must be inspected by Installation Veterinarian Personnel
- 13.4.2.2. Enter quantities on DA Form 3161
- 13.4.2.3. Return to a field kitchen or to a Warrior Restaurant

#### 13.5. Warming and Cooling Beverages

- 13.5.1. Warming and Cooling Beverages requests use the same procedures at MRE request and are submitted to the SSMO NLT 14 days prior to receiving the items. See Example below.

*\*Note\* Warming and Cooling beverages are available year around. Cooling beverage (Jun – Sep) and Warming beverage (Oct – May) or base on increase or decrease temperature in any giving month.*

- 13.5.2. Warming and Cooling beverages are a unit responsibility. They are requested by the unit and provided to the dining facility for preparation; because of staffing limitations and various units supported by consolidated dining facilities. Dining facility personnel should not be involved in SSMO requesting and receiving procedures. Individuals that are receiving Class I from SSMO must be authorized on a DA Form 1687 and have valid Assumption of Command orders on file with the SSMO before receiving Class I.

#### 13.6. Turn-In Unused Warming and Cooling Beverages

##### 13.6.1. All Warming and Cooling beverages:

- 13.6.1.1. Must be inspected by Installation Veterinarian Personnel
- 13.6.1.2. Enter quantities on DA Form 3161
- 13.6.1.3. Return to the supporting dining facility.
- 13.6.1.4. Will not be accepted for turn-in by SSMO.

#### 14. Requesting Ice for Field Consumption

- 14.1. Purchased ice for field consumption is paid for in advance from unit funds and sourced from a third-party vendor. POC for ice vendor information is: 502.379.1257.

## 15. Requesting Commercial Box Meals (CBM), Meals Ready to Eat (MRE) for Travel Rations

- 15.1. Requests for CBM (Valley Meals) must be submitted NLT 21 days prior to drawing the meals (16 meals per case). Requests for MREs must be submitted NLT 14 days prior to drawing the meals (12 meals per case, primary ration, except aboard aircraft).
- 15.2. Forms Needed for Request:
  - 15.2.1. Digital Commander's Letter of Intent with the appropriate information and signatures with a by name roster.
  - 15.2.2. DA Form 5913, Strength, and Feeder
  - 15.2.3. DA Form 1687, Signature Card (On file at SSMO)
  - 15.2.4. Assumption of Command Orders (On file at SSMO)
- 15.3. Turn-in Unused Commercial Box Meals (CBM) / Meals Ready to Eat (MRE) Travel:
  - 15.3.1. CBM / MRE Travel:
    - 15.3.1.1. Must be inspected by Installation Veterinarian Personnel
    - 15.3.1.2. Enter quantities on DA Form 3161
    - 15.3.1.3. CBM return to the supporting dining facility.
    - 15.3.1.4. Unopened boxes of MREs return to SSMO.

## 16. Requesting Bottled Water

- 16.1. Bottled water for deployment / contingency operations and units traveling home station:
  - 16.1.1. Units deploying / contingency operations / traveling away from home station can be issued bottled water based on the Class I planners' forecast of meal between the beginning of unit movement from home station until subsistence resupply can be accomplished at the destination for operational deployment, using the designated contingency operation project code (AR 30-22, para 4-14e, and DA PAM 30-22, para 4-46). Requests for bottled water are submitted to the SSMO NLT 14 days prior to the requested pick- up date.
- 16.2. Forms Needed for Request:
  - 16.2.1. Digital Commander's Letter of Intent with the appropriate information and signatures with by name roster
  - 16.2.2. DA Form 5913, Strength and Feeder
  - 16.2.3. DA Form 1687, Signature Card (On file at SSMO)
  - 16.2.4. Assumption of Command Orders (On file at SSMO)

16.3. Water consumption planning factors can be found in ATP 4-41. The SSMO must have a DA Form 1687 on file digitally signed by the unit commander, and unit personnel must be authorized on the DA Form 1687 to request / receive water.

16.4. Packaged water for aircraft operations:

16.4.1. Requests for packaged water and survival rations used in aircraft are submitted through SSMO.

## 17. Opening Field Feeding System Accounts (AFFS)

17.1. Field Feeding System Accounts are required for units conducting field exercises over 3 days in duration. Please refer to Fort Knox's Field Feeding Policy. A UGR – Heat & Serve must be served for the breakfast or dinner meal at least once per day for the first 14 days; a UGR-A / MRE / UGR-A mix is authorized starting day 15. IAW AR 30-22, paragraph 4-2 and JCCOE Field Feeding Policy. Headcount projections are based on present-for-duty strength (the number of Soldiers and Civilians that are expected to participate in the field training). MTOE authorizations or personnel assigned should not be the primary basis for headcount projections. Accounts are opened by submitting the following documents to the SSMO NLT 30 days prior to receiving subsistence. Unit(s) that fail to meet the 30-calendar day requirement are at risk of not being fully supported by the SSMO, unit(s) may be issued rations currently on the stockage level or all MREs.

17.2. Forms Needed for Request:

17.2.1. Digital Letter of Intent memorandum (LOI): signed by the commander of the unit requesting support and must include certification from the supporting PAC that BAS recoupment and / or payroll deduction will be submitted for personnel, by name roster participating in the field training. The field account request memo must include exceptions to the ration cycle (e.g., Victory (Steak) meal on last day of the exercise).

17.2.2. Assumption of Command orders on file at SSMO.

17.2.3. Contractor provided Meal Cycle. In addition to the cycle of rations, it will include Victory (steak) meal on last day of the exercise.

17.2.4. DA Form 1687 on file at the SSMO digitally signed by the unit commander, and unit personnel must be authorized on the DA Form 1687 to request and / or receive operational rations.

17.2.5. DA Form 5913, Strength and Feeder Report: DA Form 5913 is submitted to the SSMO prior to drawing any meals, to indicate the number of personnel to be supported; see ATP 4-41, paragraph 6-29 and DA PAM 30-22, paragraph 4-1.

- 17.2.6. Rations are requested by submitting Digital Letter of Intent to the SSMO indicating the types of operational rations and headcount breakdown; requests for rations should be adjusted as the training exercise progresses to include the following considerations:
  - 17.2.6.1. The field kitchen should have zero rations on hand at the completion of training, rations requests should be adjusted to utilize stockage on hand.
  - 17.2.6.2. Historical headcount: personnel present-for-duty may not be consuming every meal, actual previous headcount during the training exercise should be considered.
- 17.2.7. Field kitchen personnel account for rations on DA Form 5914, see ATP 4-41, figure 6-7 for an example of a 5914.
- 17.2.8. DA Form 5913 is submitted to the SSMO every 3 days, and a final DA Form 5913 will be submitted to the SSMO within 3 business days after completion of training. All accounts not closed out within three business days will not be supported by the SSMO with any Class I support until their opened account is closed.

*\*Note\* Field Feeding System Account requests are submitted to the Brigade Food Service office through Division G4 for review, through Installation Food Program Management Office for approval, then to the SSMO for execution.*

### 17.3. Class II Supplies

- 17.3.1. Paper plates, flatware, cleaning supplies, etc. are not available or provided by the SSMO or the dining facilities. Units should procure these items through the supply system or other sources prior to departing for field training.

### 17.4. Changes to a Field Feeding System Account

- 17.4.1. Units that need to delete rations will notify the SSMO verbally during pick up date(s) and time, unit will not be forced to receive rations that are not required due to mission / personnel change. Units must submit a memorandum of cancellation within 72 hours after the end of training.

### 17.5. Close Out Field Feeding System Account

- 17.5.1. Present for duty strength adjustments must be reported no later than 3 business days after the end of training. Strength and Feeder Report (DA Form 5913) and a Ration Request / Issue / Turn-In Slip (DA Form 3294) will be submitted to the SSMO to receive rations and to turn-in any complete modules at the end of training.

### 17.6. Accountability

- 17.6.1. When signature headcount procedures are used, and there is a deviation more than 10 percent between meals request on this

memorandum and the actual signature headcount (including meal card signatures and meals sold for cash), an investigation will be conducted by the commander having operational control of the supporting dining facility (AR 30-22, para 3-39. d.). The investigation will determine if the dining facility account suffers adversely due to the deviation between requested and actual meals consumed. If an adverse impact is determined, the commander having operational control of the Warrior Restaurants will institute appropriate measures to relieve the adverse impact.

17.7. National Guards Opening Field Feeding System Accounts (AFFS)

17.7.1. Field Feeding System Accounts are needed for units conducting field exercises over 3 days in duration. A UGR-Heat & Serve must be served for the breakfast or dinner meal at least once per day for the first 14 days. A UGR-A / MRE / UGR-A mix is authorized starting on day 15. IAW ATP 4-41, paragraph 6-27 and JCCOE Field Feeding Policy. Headcount projections are based on present-for-duty strength (the number of Soldiers and Civilians that are expected to participate in the field training). MTOE authorizations or personnel assigned should not be the primary basis for headcount projections. Accounts are opened by submitting the following documents to the SSMO NLT 30 days before receiving subsistence. Unit that fails to meet the 30-calendar day requirement are at risk of not being fully supported by the SSMO. Units may be issued rations currently on the stockage level or all MREs.

17.7.2. Forms Needed for Request:

- 17.7.2.1. Digital Letter of Intent (LOI): signed by the commander of the unit requesting Class I support and must include certification from the supporting PAC that BAS recoupment and / or payroll deduction will be submitted for personnel, by name roster participating in the field training. the field account request memo must include exceptions to the ration cycle (e.g., Victory (Steak) meal on the last day of the exercise).
- 17.7.2.2. Assumption of Command Orders (On file at the SSMO)
- 17.7.2.3. Contractor provided Meal Cycle. In addition to the cycle of rations, it will include Victory (Steak) meal on the last day of the exercise.
- 17.7.2.4. DA Form 1687 on file at the SSMO, digitally signed by the unit commander and unit personnel must be authorized on the DA Form 1687 to request and receive operational rations.
- 17.7.2.5. DA Form 5913, Strength and Feeder Report: DA Form 5913 is submitted to the SSMO before drawing any meals to indicate the number of personnel to be supported.

- 17.7.2.6. Rations are requested by submitting Digital Letter of Intent to the SSMO indicating the types of operational rations and headcount breakdown. Requests for rations should be adjusted as the training exercise progresses to include the following considerations:
  - a. The field kitchen should have zero rations on hand at the completion of training. Ration requests should be adjusted to utilize stockage on hand.
  - b. Historical headcount: personnel present-for-duty may not be consuming every meal, actual previous headcount during the training exercise should be considered.
- 17.7.2.7. Field kitchen personnel account for rations on DA Form 5914, see ATP 4-41, figure 6-7 for an example.
- 17.7.2.8. DA Form 5913 is submitted to the SSMO every 3 days, and the final DA Form 5913 will be submitted to the SSMO within 3 business days after completion of training. All accounts not closed out within 3 business days will not be supported by the SSMO with any Class I support until their opened account is closed.

*\*Note\* Field Feeding System Account requests are submitted to the ARNG FPMO, through Fort Knox DPTMS Liaison for review, through Installation Food Program Management Office for approval, then to the SSMO for execution.*

#### 17.8. Class II Supplies

- 17.8.1. Paper plates, flatware, cleaning supplies, etc. are not available or provided by the SSMO or the dining facilities. Units should procure these items through the supply system or other sources prior to departing for field training.

#### 17.9. Changes to a Field Feeding System Account

- 17.9.1. Units that need to delete rations will notify the SSMO verbally during pick up date(s) and time, unit will not be forced to receive rations that are not required due to mission / personnel change. Units must submit a memorandum of cancellation within 72 hours after the end of training.

#### 17.10. Close Out Field Feeding System Account

- 17.10.1. Present for duty strength adjustments must be reported no later than 3 business days after the end of training. Strength and Feeder Report (DA Form 5913) and a Ration Request / Issue / Turn-In Slip (DA Form 3294) will be submitted to the SSMO to receive rations and to turn-in any complete modules at the end of training.

#### 17.11. Accountability

- 17.11.1. When signature headcount procedures are used, and there is a deviation more than 10 percent between meals request on this



memorandum and the actual signature headcount (including meal card signatures and meals sold for cash), an investigation will be conducted by the commander having operational control of the supporting dining facility (AR 30-22, para 3-39. d.). The investigation will determine if the dining facility account suffers adversely due to the deviation between requested and actual meals consumed. If an adverse impact is determined, the commander having operational control of the Warrior Restaurants will institute appropriate measures to relieve the adverse impact.

17.12. UGR Supplements and Enhancement:

17.12.1. All UGR menus are supplemented with milk to meet the Surgeons Generals nutrition requirements. UGR menus may also be enhanced with the following items to increase meal variety and soldier acceptance. The seasonal fruit option and optional salad items must be identified in the LOI when opening a field account. See ATP 4-41, paragraph 4-54 for authorized enhancements.

18. Excess / Residual Operational Rations and Subsistence

18.1. Excess or Residual rations are accountable items and should be handled as follows (do not discard):

18.1.1. Turn-in of operational rations to the SSMO.

18.1.2. Redistribute to another field kitchen or to the Warrior Restaurant

18.1.3. Donated IAW the FPMO Food Recovery SOP

18.1.3.1. Notify the Food Program Manager if residual rations are close to, or beyond expiration date. The SSMO will not accept frozen MREs. Coordinate with Veterinary Services to inspect residual rations for wholesomeness.

18.1.3.2. Operational rations are entered on DA Form 3294 and submitted in 4 copies, 3 for the SSMO and 1 for the requestor.

18.1.3.3. All unopened cases / modules of MRE, UGR-As, and / or UGR-H&S will be accepted for turn-in that is approved by Veterinary Service for human consumption. All perishable UGR-As will be accompanied with a temperature control sheet at time of turn-in per MTRCS.

18.1.3.4. Transfer remaining subsistence UGR-H&S pans, loose MREs and UGR-A loose semi-perishable ration components, enhancements / supplements and Warming or Cooling Beverage, will not be accepted for turn-in and must be turned into a Warrior Restaurant.

18.1.3.5. Turn-ins are on Tuesday and Thursdays by appointment only.

18.2. Turn-ins of operational rations must be inspected by Veterinary Services Personnel and approved by the FPMO. Unit leaders should provide accurately projected unit feeding strengths and changes to food service planners promptly to minimize residual rations.

18.2.1. Food service personnel should minimize waste through proper ordering and preparation.

18.2.2. Residual rations should be incorporated in the field training feeding plan as much as possible to minimize excess.

## 19. Requesting Special Types of Rations

19.1. Kosher / Halal meals: Submitted NTL 30 days prior to drawing the meals and follow the same procedures as standard MRE requests.

19.2. Passover Religious Kosher MREs: The requested 30 days prior to Passover, issued by case, 12 meals per case and follow the same procedures as standard MRE requests.

19.2.1. Procedures:

19.2.1.1. Requests for Special Type Meals, KOSHER / HALAL MEALS (Passover religious KOSHER). Request will be approved by the appropriate authority (Commander and Chaplain). The request will contain a by name listing with last four SSN of individuals that the meals are requested for.

19.2.2. Responsibilities

19.2.2.1. It is the commander's responsibility, with the assistance of the chaplain advisors to identify soldiers whose personnel records indicate they have special religious ration requirements.

19.2.2.2. The Army family of operational rations does not include either certified kosher or certified Halal meals. However, Kosher, Halal, and dual certified meals are available fusing DSCP assigned national stock numbers. These meals are direct delivered from the vendor that produces them; all components of the rations are certified.

19.2.2.3. Each soldier who requires special religious certification (either a certified Kosher or Halal) meal will require 3 meals for each day since these soldiers cannot consume either a UGR-A, UGR H&S, or MRE ration / meal. Soldiers consuming exclusively kosher, or Halal meals should be provided with menu enhancements (fruit and

salad) when these items are being provided for other soldiers in their unit. Menu supplements (UHT or fresh milk and bread) may not be certified. Soldiers who strictly observe kosher or Halal dietary restrictions may not wish to consume these items.

19.2.2.4. Additionally, dressings used for salads may not be kosher / Halal certified so soldiers should be informed to ensure dietary restrictions can be adhered to.

19.2.2.5. Kosher / Halal certified meals contain approximately 1200 calories and are packaged 12 meals and accessory packs to the case. Each case weighs 18 lbs.

## 20. Warrior Restaurant Issue Frequency Schedule

20.1. The SSMO publishes the Prime Vendor Issue Frequency Schedule (IFS) monthly. The IFS includes consumption dates, due dates to the SSMO, and the Prime Vendor requested delivery dates (RDD).

20.1.1. Prime Vendor orders must be received NLT 1400 at the SSMO on published due dates.

20.1.2. There are no additions to Prime Vendor shopping lists once they are sent to the SSMO.

## 21. Unitized Group Rations

21.1. UGRS (H&S and A) are computed by using the number of personnel being supported at each feeding site and the number of meals in each module. Each UGR module (3 boxes) contain 50 meals. Any fraction of UGR modules needed at each feeding site must be rounded up to the next module.

21.1.1. Example: Feeding site one has 40 personnel, feeding site two has 25 personnel, and feeding site three has 140 personnel. The Class I point would issue 5 modules (1 module for site one, 1 module for site two, and 3 modules for site three). Class I manager must also take into consideration that when shipping and issuing the UGR-A, one box of the three-box module is frozen and requires refrigerated storage / transportation.

### 21.2. Subsistence Transportation

21.2.1. Vehicles used to transport subsistence should be clean, free of moisture, and have pallets to keep subsistence off the bed of the truck. The front and rear flap must be lowered and secured during transport. Must have Tarp to cover shipment.

21.2.2. Vehicles used to transport food are not to be used to transport garbage or petroleum products while transporting subsistence. The bed of the truck should be free of harmful protrusions (such as nails) that could puncture food containers. Refrigerated or insulated vehicles should be used to transport perishables when time, distance, and outside temperature could cause the temperature to rise above required safe levels for refrigerated and frozen items.

### 21.3. CST Push Plan for UGR-A's

21.3.1. All UGR-As picklist will be generated by the SSMO Accountable Officers in AFMIS. Module breakdown will be initiated, palletized, and issued by SSMO warehouse attendants. Food service contractors will receive, review, and sign for orders at Class I breakpoints at pre-determined pick-up times. See workflow figure and operational ration timeslots by facilities below.

## 22. References

- 22.1. AR 30-22, Army Food Service Program
- 22.2. DA PAM 30-22, Operating Procedures for The Army Food Service Program
- 22.3. AR 600-38, Meal Card Management System
- 22.4. TM 4-41.12, Food Program Operations
- 22.5. ATP 4-41, Army Field Feeding & Class I Operations
- 22.6. FM 10-52, Water Supply in Theaters Operations
- 22.7. TB MED 530, Tri Service Food Code
- 22.8. AR 40-5, Preventive Medicine
- 22.9. AR 40-657, Veterinary Medical Food Safety, Quality Assurance and Laboratory Service
- 22.10. Defense Logistics Agency, Troop Support Subsistence – UGR-A, Web

## 23. Abbreviations

### **AFFS**

Army Field Feeding System

### **AFMIS**

Army Food Management Information System

### **APC**

Account Processing Code

### **AR**

Army Regulation

### **ARCS**

Army Ration Credit System

### **ARNG**

Army National Guard

**ARNUG**

Army National Guard of The United States

**BAS**

Basic Allowance for Subsistence

**CK**

Containerized Kitchen

**CONUS**

Continental United States

**CWFF**

Cold Weather Field Feeding

**DA**

Department of the Army

**DAC**

Department of Army the Civilian

**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

**DODAAC**

Department of Defense Activity Address Code

**DSCP**

Defense Supply Center, Philadelphia

**FD**

Field Duty

**FIFO**

First In/First Out

**FM**

Field Manual

**FOS**

Food Operations Sergeant

**FPM**

Food Program Manager

**FPMO**

Food Program Manager Office

**FSC**

Federal Supply Class

**FSE**

Food Service Equipment

**FSO**

Food Service Officer

**FY**

Fiscal Year

**KCLFF**

Kitchen Company Level Field Feeding

**KP**

Kitchen Police

**LP**

pound(s)

**LRC**

Logistics Readiness Center

**LRP**

Long Range Patrol

**MCW**

Meal, Cold Weather

**MED**

Medical

**MEDCOM**

Medical Command

**METT-TC**

Mission, Enemy, Terrain, Troops, Time Available, and Civil Considerations

**MFR**

Memorandum for Record

**MIPR**

Military Interdepartmental Purchase Request

**MKT**

Mobile Kitchen Trailer

**MPA**

Military Personal, Army

**MRE**

Meal, Ready-to-Eat

**NSN**

National Stock Number

**PAP**

Performance Assessment Plan

**PBO**

Property Book Office

**PC**

Personal Convenience

**PCS**

Permanent Change of Station

**PDS**

Present for Duty Strength

**PM**

Preventative Medicine

**PV**

Prime Vendor

**QASP**

Quality Assurance Surveillance Plan

**RBP**

Ration Break Point

**RCSS**

Reserve Component Subsistence System

**RDT&E**

Research, Development, Testing, and Engineering

**RMO**

Resource Management Office

**RNA**

Rations Not Available

**ROTC**

Reserve Officers Training Corp

**SIK**

Subsistence in Kind

**SOP**

Standard Operating Procedure

**SPV**

Subsistence Prime Vendor

**SSM**

Subsistence Supply Manager

**SSMO**

Subsistence Supply Management Office

**SSN**

Social Security Number

**STORES**

Subsistence Total Order and Receipt Electronic System

**SW**

Southwest

**TB**

Technical Bulletin

**TB MED**

Technical Bulletin, Medical

**TDA**

Table of Distribution and Allowances

**TDY**

Temporary Duty

**TFA**

Temporary Field Assignment

**UBL**

Unit Basic Load

**UGR**

Unit Group Ration

**UGR-A**

Unitized Group Ration – A

**UGR – H&S**

Unitized Group Ration – Heat & Serve

**UHT**

Ultra-High Temperature

**VSP**

Veterinary Service Personnel

## 24. Definitions

### 24.1. “A” Ration

24.1.1. Perishable (fresh or frozen) and semi-perishable items necessary to comply with Garrison menu standards.

### 24.2. Army Ration Credit System

24.2.1. The Army Ration Credit System is the Army’s Garrison subsistence requisitioning and accounting system. Procedures prescribed for subsistence estimates, requisitioning, receipt, and inspection will apply for subsistence either used in Garrison or used for Garrison support for field training / operations.

### 24.3. Basic Allowance for Subsistence (BAS)

24.3.1. Cash allowance paid to soldiers, officers or enlisted to help reimburse them for the expense of subsisting themselves. When used 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 the barracks on an Army installation.

### 24.4. Box Lunch

24.4.1. A meal prepared in the dining facility using in-house food items as part of the normal ration, or box lunches obtained from the prime vendor. Each box lunch contains sufficient subsistence for one person for one meal.

### 24.5. Cooling Beverage

24.5.1. Water, fruit juices, or beverage base mixes that have been chilled to be more palatable to the soldier in hot weather.

### 24.6. Entitlement

24.6.1. Enlisted soldiers are authorized a daily ration for each day of active duty except when entitled to monetary payment (basic allowance for subsistence) or the meal portion of per diem in lieu thereof. Officer personnel are authorized a monetary payment to defer subsistence expenses.

### 24.7. Field Duty



- 24.7.1. Any maneuvers, war games, field exercises, or similar operations more than 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.
- 24.8. Field Operations
  - 24.8.1. Units training in the field who require billeting in field accommodations for DFAS action for participants.
- 24.9. Field Training (Local Training Area)
  - 24.9.1. Training in the field that is less than 24 hours in duration and does not require DFAS action (that is weapons NBC and CTT training).
- 24.10. Food Program Manager
  - 24.10.1. The senior food analyst (military or civilian) and advisor to the installation commander. The term also refers to the State Food Advisor for the ARNG and the RRC / DRC Food Advisor for the USAR.
- 24.11. Food Service Personnel
  - 24.11.1. Persons engaged in food preparation, food service supervision or serving food.
- 24.12. Issue Factor
  - 24.12.1. 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. The amount of food required for 50 persons, when used to determine supplements and enhancement to the UGRs.
- 24.13. Meal
  - 24.13.1. A specific quantity of nutritionally adequate food provided one person during one scheduled serving period.
- 24.14. Meal Card
  - 24.14.1. Applies primarily to the DD Form 714, DD Form 714-E, DD Form 2A (BCT and AIT trainees only and DD Form 2A. (RES) These cards are used to identify subsistence in kind entitlement for Active and Reserve Component soldiers.
- 24.15. Meal, Ready to Eat
  - 24.15.1. A packaged operational meal designed for issue as individual packets or in multiples of three for a complete ration. The components are packaged in flexible envelopes.

24.16. Operational Rations

24.16.1. A ration prescribed for individuals performing duty in time of war or other emergencies and composed of semi-perishable items. Operational

rations are used in peacetime for emergencies, travel, and training to assist in the rotation of War Reserves.

24.17. Receiving Point

24.17.1. A location where Class I supplies are received, inspected for condition, counted, and weighed, when applicable.

24.18. Remote Sites

24.18.1. A location where alternative food facilities do not operate during prescribed installation meal hours or are not located within practical commuting distance.

24.19. Reserve Component Subsistence System

24.19.1. The mandatory accounting system for all USAR and ARNG feeding for IDT and AT not performed at an Active Army installation.

24.20. Subsistence-in-Kind

24.20.1. Describes soldiers who do not receive BAS and are authorized to subsist for free in an appropriated fund dining facility, and who reside in the barracks on an Army installation.

24.21. Temporary Field Assignment

24.21.1. 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.

24.22. Subsistence Supply Management Office

24.22.1. 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.

24.23. Unit

24.23.1. Any constituted, activated, or organized military element with an assigned unit identification code, whose structure is prescribed by competent authority, such as this suitable Modified Table of Organization or Table of Distribution and Allowances. For this SOP, a unit may or may not be part of a parent organization.

24.24. Unitized Group Rations

24.24.1. 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.

24.25. Unitized Group Rations – A

24.25.1. 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 line-item A rations for field feeding.

24.26. Unitized Group Rations – Heat & Serve

24.26.1. 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.

24.27. Warming Beverage

24.27.1. Coffee, tea, hot chocolate, and soups served to soldiers in cool / cold environments.