
ARMY FOOD PROGRAM “HOW TO” REFERENCE HANDBOOK



**JOINT CULINARY CENTER of EXCELLENCE (JCCOE),
QUARTERMASTER SCHOOL, FORT LEE, VIRGINIA
OCTOBER 2021**

COMMANDER'S "HOW TO" ARMY FOOD PROGRAM REFERENCE GUIDE

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PREFACE

Purpose: To establish an understanding of Army Food Program functions for Company Commanders and Company grade officers. This handbook is a fundamental resource applicable to students in the Basic Officer Leaders Course (BOLC) and other Professional Military Education (PME) courses.

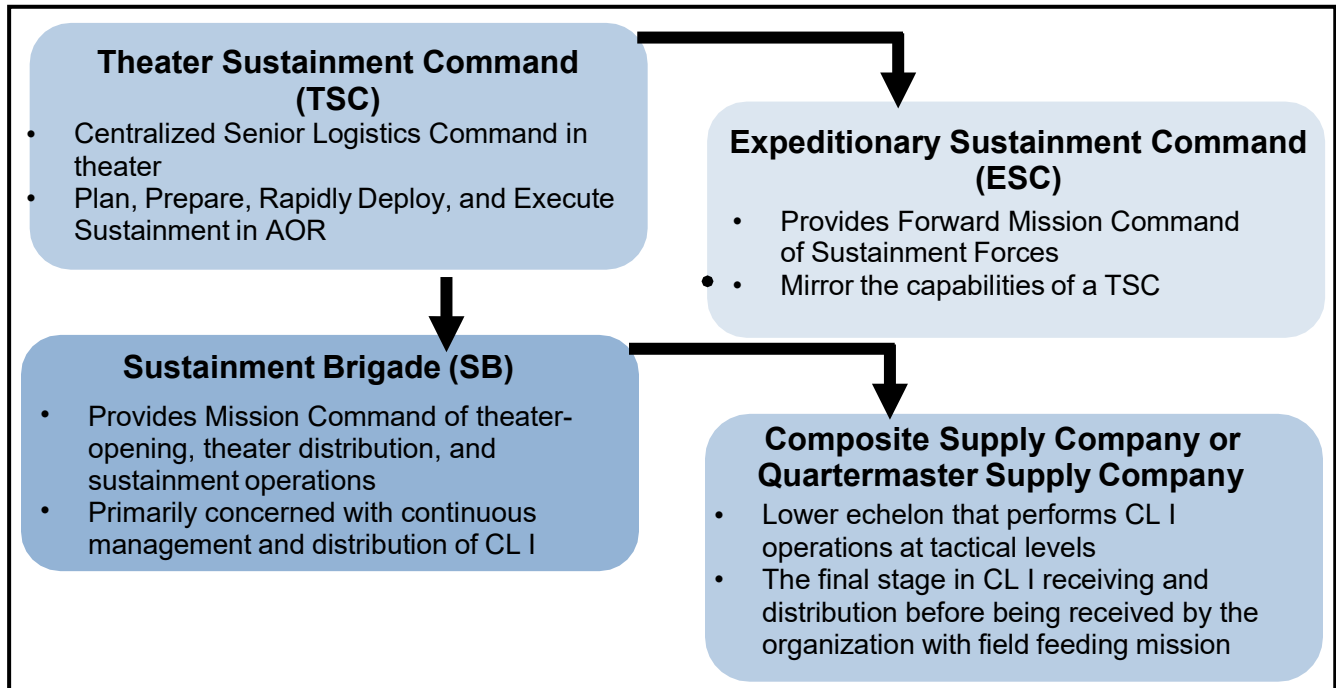
Scope: A quick reference guide regarding the Army Food Program at the operational command level. This handbook highlights ongoing food service modernization efforts and fundamental logistics support concepts for both Garrison and Field Feeding Operations.

Chapter 1: Subsistence Sustainment

This section covers a detailed synopsis of the Army Food Program's organizational flow of modular forces, responsibilities of key personnel, and the Army Food Program's "enabler" organizations.

1-1 : Modular Forces

The Military is comprised of sustainment units that form the command structures required to enable logistics support. The following diagram illustrates the Army's logistical links to provide Class I subsistence support.



1-2 : Key Personnel

The following personnel share integral roles in the management of Class I supply operations and food service operations.

Company Commander	Supports food service mission IAW with applicable doctrine and regulations, and ensures proper utilization of culinary personnel (92G).
Food Advisor	Advises Commanders on all food program areas. Plans, coordinates and executes training. Implements Commander's food program.
Senior Culinary Management NCO	Coordinates with food service agencies, plans and implements menus, provides oversight of rations, personnel, and equipment.
Support Operations Officer	Ensures sufficient assets are in the area to support the total headcount and requests additional field feeding assets if required.
Subsistence Supply Manager	The Military, DA Civilian, or Contractor responsible for the operation of a Subsistence Supply Management Office (SSMO).

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1-3 : Organizational Support

The Army Food Program's logistical requirements are highly complex. When precisely executed, the United States Army is able to maximize strategic Class I supply operations through air, land, and sea on a global scale. The following agencies have a direct hand in the success of this mission.

Army Sustainment Command (ASC):

Major subordinate command of the Army Material Command, primary provider of logistical support to units of the United States Army.



Defense Logistics Agency (DLA):

DLA is the DoD appointed Class I executive agent. They provide acquisition support, information systems (STORES), and contract management services with Subsistence Prime Vendor. DLA also assists in deleting and adding new items to the subsistence catalogs.

Joint Culinary Center of Excellence (JCCoE):

JCCoE is the DA G4 proponent for the Army Food Program, functional areas include the development of doctrine, policy and procedures, garrison, field, and subsistence supply operations.



U.S. Army Combat Capabilities Development Command (DEVCOM)

Manages the Combat Feeding Program and is responsible for research, development, integration, testing, and engineering for operational rations, food service equipment technology, and combat feeding systems

United States Transportation Command (USTRANSCOM):

Organizer of the distribution process and provides airlift, sealift, and terminal services in order to sustain U.S. Forces on a global basis.



Chapter 2: Warrior Restaurant

2-1 : Army Food Management Information System (AFMIS)

AFMIS provides automated management functions for the Army's worldwide food service program. It provides users with the capability to order, receipt, inventory, and invoice Class I supplies to include field rations. The system also supports the operation of Warrior Restaurants with menu planning, production, recipe management, headcount data, labor scheduling, cash collection, and equipment replacement.

2-2 : Modernization

The Army Food Program's modernization initiative aims to provide appealing, nutritionally balanced, and energy efficient meals to Soldiers on the go in various operational and training environments.

Food Trucks, Kiosks, and Campus Style Dining

Food Trucks and Kiosks provide Soldiers with meal options conveniently located near their area of operation. Campus style dining increases flexibility of dining times, menu concepts, and creates a friendlier restaurant-like atmosphere. These new dining options enable more opportunities for Soldier's to utilize their Basic Allowance for Subsistence (BAS) entitlement.



Army Commitment to Improving Overall Nutrition (ACTION)

ACTION Scorecard Categories

1. Go For Green-Army (G4G-A)
2. Modernization
3. Military Nutritional Environment Assessment Tool (mNEAT)
4. Marketing
5. Customer Feedback
6. Feeding Options
7. BDFA Management
8. Average headcount
9. SIK Utilization

The goal of ACTION is to improve the diets of Soldiers. This is measured by using the ACTION scorecard (see categories on the right). The Army's commitment to healthy options are not only noticed in Warrior Restaurants, but also the rebranding of vending machines in the barracks and at the place of work to encourage healthier and more mindful snacking.

Marketing and Customer Feedback

Marketing strategy and customer feedback sustains and fosters customer loyalty. Interactive Customer Evaluation (ICE) cards, Warrior Restaurant comment cards and surveys are useful tools to assess customer satisfaction within your Warrior Restaurant. Additionally, quarterly diner-council meetings with unit representatives provide a valuable opportunity for leaders to assess diner feedback and facilitate improvements.

Marketing Strategies

1. Social Media
 - Pictures, menus, events
2. Responsiveness to Customer Demand
 - Accessible Comment Boxes, Surveys
3. Public Affairs
 - Articles & Media
4. Word of Mouth

Warrior Restaurant Modernization Processes

Commanders have the ability to modernize their Warrior Restaurants with allocated appropriation of funds and processes. Funding is applicable for the modernization of structures, furniture, and equipment.

Types of Appropriations Available to Commanders for Modernization

Military Construction Appropriations (MCA)

- All major construction projects
- Congress approves each project by project number and dollar amounts
- Budget cycle begins two years prior to target construction year; developed by Installation Planning Board

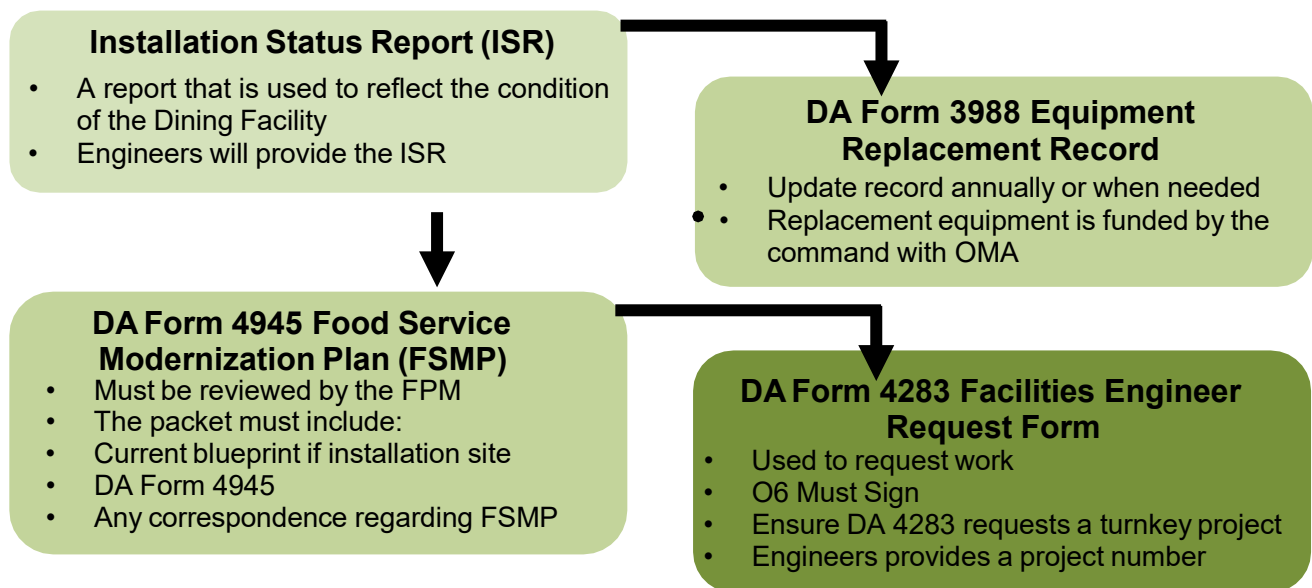
Army Procurement Appropriations (APA) / Other Procurement Appropriations (OPA)

- High-Dollar items managed by DA
- Base Level Commercial Equipment
- Provides Funding of kitchen equipment that cost \$100K or more
- Funds are requested separately from the Region

Operations & Maintenance (OMA)

- Initial Establishment of the Unit Basic Load (UBL)
- Minor Construction under \$750K
- Installation Allotment (Operating Expense) on Cash Collection Voucher
- Force-Mod Equipment
- Ice

The flow chart below describes the beginning steps and forms of modernizing your Warrior Restaurant. Plan and organize projects at the beginning of the fiscal year and create an Annual Work Plan (AWP) to submit to Headquarters IMCOM no later than 15 November of FY.



2-3 : Holistic Health and Fitness (H2F)

The purpose of the H2F program is to empower and equip Soldiers to take charge of their own health, fitness, and well-being. H2F optimizes individual performance, while preventing injury and disease, and the overall goal of the program is to generate lethal Soldiers who are physically, mentally, and spiritually tough. The Warrior Restaurants' functional role in H2F is the component of nutritional readiness.



Commanders Responsibilities

- Ensure adherence to H2F doctrine through unit training plans, prioritization, and execution of collective training to maximize the operational readiness of the unit.
- Increase the knowledge and awareness of health readiness by identifying key personnel and resources within installation H2F programs.
- Establish training programs consistent with FM 7-22 (Holistic Health & Fitness) and ensure consultation with H2F teams and Master Fitness Trainers (MFTs).



Go for Green-Army (G4G-Army) is designed to educate the force on improved feeding standards for Warrior Restaurants. Designed with a “train the trainer” concept and centered on nutrition standards and updates aligned with the H2F and DoD food / nutrition standards.



Commander's Responsibilities

- Execute Army nutrition education programs, including G4G, according to program requirements.
- Provide readily accessible information on G4G and the Performance Triad
- Provide monthly staff training on G4G for Warrior Restaurant food service personnel.

2-4 : Special Programs

Philip A. Connelly

Background: The Philip A. Connelly Program is the personification of food service excellence executed by Culinary Specialists. The greatest value to the profession is improvement in the quality of food and service provided to the Soldier. The Connelly competition exposes Culinary Specialists to the highest level of expertise in the Military and Civilian industry. This event places emphasis on equipment replacement and facility renovation programs enhancing the overall food service operation.

P.A Connelly Program Objectives

- Emphasize Collective METL tasks (T)
- 92G and Equipment Readiness
- Facility renovation programs
- Innovative planning and training
- Modern techniques, trends, and best practices



Scope: The Connelly competition is comprised of four categories: Active Army Garrison, Active Army Field, Army National Guard Field and Army Reserve Field. Army commands conduct multi-level competitive evaluations from March through September for each DA finalist category. ****Preparation phase can range from 6-12 months.**

Execution: Food Service Advisors and/or Senior Culinary Management NCOs request approval from commanders for participation and funding support for the Connelly competition. The unit's Brigade Food Service section is overall responsible for the coordination of all Class I subsistence requests and will work directly with the Installation Food Program Manager (FPM) and Supply Subsistence Management Office (SSMO) to implement Class I plans.

Commander's Responsibilities

- Approving Authority for Participation
- Command Emphasis on Training & Resources for Field Feeding Team and enabler support (Support tasks)
- Command Presence throughout each phase of competition
- Attend Command In-briefs, and out-briefs with Connelly evaluation teams.

Culinary Arts Program

The Joint Culinary Training Exercise (JCTE)

promotes growth in the culinary profession with special attention to the tenets of modern culinary practicality, nutrition, workmanship, presentation, and creativity. The training event provides an opportunity to raise culinary excellence and professionalism. The JCTE recognizes individual and team efforts by providing incentives and recognition in the form of certificates, medals, trophies, and continuing education credits used toward credentialing



U. S. Army Culinary Arts Team (USACAT) is the U.S. National Military Culinary Team, which is part of Team USA, sanctioned by the American Culinary Federation. USACAT competes at local, National, and international culinary competitions, as well as provides training and conducts demonstrations all over the country. The Commanding General, USAQMS appoints the team manager and members. The USACAT is open to all branches of service, with one slot available per branch.

Commanders Role:

- Approval Authority for DA Form 4187 Personnel Actions
- Encouraged to utilize Installation Culinary Arts skills center programs as a pre-requisite training
- Installation Commander (06) endorses respective Culinary Team selected for Installation representation

Enlisted Aide Program

The Enlisted Aide Program prepares selected Aides with the skills to improve the quality of service available to all General and Flag Officers of the United States Military.

Soldiers interested in applying for this program should visit the [Joint Culinary Center of Excellence webpage](#) for more information.

Enlisted Aide Program Benefits

- Civilian Clothing Allowance
- Special Duty Location
- Professional Growth
- Networking Opportunities
- Education/Certification
- Special Assignment Options
- Additional Skill Identifier (ASI Z5)

Service members are not required to be a 92G to qualify for the Enlisted Aide Program.

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Army Executive Jet Program (C37)

The United States Army Priority Air Transport Command (USAPAT) is the overall authority of the C37 Flight Steward Program. Flight Stewards provide in-flight services to top Military echelons and prepare/serve gourmet in-flight meals. They attend The Corporate School of Etiquette's Culinary Arts Course which is a hands-on course designed to provide the exemplary culinary skills for successful and unique cabin service.



The Old Guard

The 3rd U.S. Infantry, traditionally known as "The Old Guard," is the oldest active-duty infantry unit in the Army, serving our nation since 1784. The Old Guard is the Army's official ceremonial unit and escort to the president, and it provides security for Washington, D.C., in time of national emergency or civil disturbance.

United States Army Special Operations Command (USASOC)

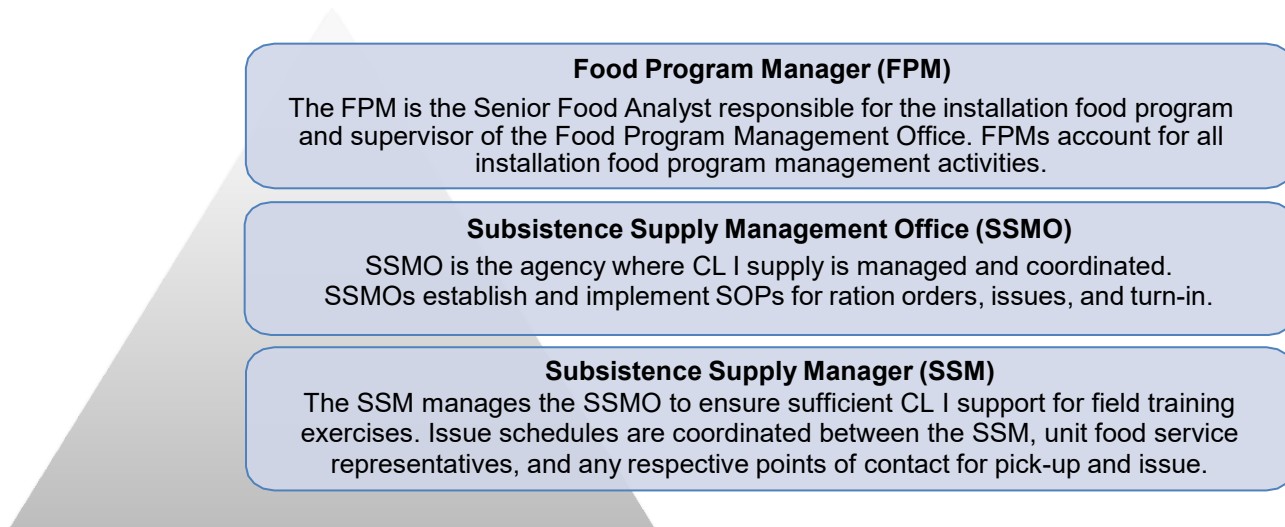
The Command charged with overseeing the various special operations forces of the United States Army. Its mission is to organize, train, educate, man, equip, fund, administer, mobilize, deploy and sustain Army special operations forces to successfully conduct worldwide special



Chapter 3: Field Feeding Accounting

3-1 : Subsistence Supply Management Office (SSMO) Operations

The following graphic depicts the organizational relationship between the Installation Food Program Management office and the SSMO.



Food Program Manager (FPM)

The FPM is the Senior Food Analyst responsible for the installation food program and supervisor of the Food Program Management Office. FPMs account for all installation food program management activities.

Subsistence Supply Management Office (SSMO)

SSMO is the agency where CL I supply is managed and coordinated. SSMOs establish and implement SOPs for ration orders, issues, and turn-in.

Subsistence Supply Manager (SSM)

The SSM manages the SSMO to ensure sufficient CL I support for field training exercises. Issue schedules are coordinated between the SSM, unit food service representatives, and any respective points of contact for pick-up and issue.

3-2 : Establishing Operational Ration Accounts

Units must establish ration field accounts with the SSMO for subsistence requests. Installations maintain SOPs that outline request, issue & pick-up procedures. Ration-cycles and field menus derive from the unit's mission and the operational plan for the training requirement. **Units are required to open field accounts when a field training exercise is greater than 3 days.** The unit Culinary Management NCO is responsible for submitting documentation required to open field accounts.

Process to Request Subsistence for Brigade Combat Teams (Garrison)

1	Upon receipt of mission requirement (OPLAN), Commander determines ration cycle (i.e. A-M-A) based on METT-TC and unit capabilities.
2	The Culinary Management NCO or manager should forward the Field Feeding Account Packet Requirements from all supported units to the Food Advisor for QAQC and on to the SSMO with all required documentation (see checklist below).
3	SSMO confirms / approves requests for subsistence and unit is notified.
4	Culinary Management NCO re-validates equipment readiness.
5	Culinary Management NCO will submit Strength and Feeder Report (DA Form 5913) to CL I Officer within 3 days of arriving to the field site.
6	Culinary Management NCO will monitor headcount, ration distribution, real time training, ration and refrigeration storage, keeping in contact with internal operations with a daily status.

Process to Request Field Feeding Company Support (COMPO 1 EABs)

1	Request for field feeding support submitted to Brigade SPO/S4 60 Days prior to the date of execution.
2	Validate request and issue confirmation or rejection via email (if packet is incorrect, contact unit immediately to update and resubmit to meet timelines)
3	The Food Advisor will ensure the unit that requires support has adequate Class I storage, ice is ordered through the requesting unit, KP support is noted, sleeping tents are available, and cleaning supplies are ordered by the requesting unit.
4	Field Feeding Team (FFT) NCOIC will contact requesting unit to conduct an In-Process Review (IPR) to verify LOI and requirements.
5	SPO/S4 Food Service Team will coordinate with FFC and the SSMO to ensure continuity of operations.
6	SPO/S4 Food Service Team conducts a site recon with requesting company prior to mission.
7	FFT will monitor headcount, ration distribution, on the job training, ration storage, maintaining contact with internal operations providing a daily status.
8	Upon mission completion, supported unit will notify Veterinary Services and SSMO of rations that require inspection for turn-in or Warrior Restaurant distribution.
9	Provide SSMO with proper documentation to ensure successful account closure in a timely manner. (48-72 hours) Updated DA 5913, DA 5914 (Copies), DA 3161 (Copies), DA 4187 (BAS recoupment) thru Finance.

Field feeding support requests are due no later than 60 business days prior to the date of the event. If going into theater, the Theater Sustainment Command (TSC) will publish orders through the G3/J3, for situational awareness, to the Sustainment Brigade. Units that fail to submit requirements within respective timeframes may be supported with MREs or partial menus.

Field Feeding Team Support Policies

- Requests submitted within **60 business days** of the requirement may require a letter of lateness signed by the **Battalion Commander (O5)** of the requesting unit.
- Requests submitted within 30 business days of support may require a letter of lateness signed by a Brigade Commander.

Field Feeding Account Packet Requirements (Responsible SM):

- [Letter of Intent](#) for CL I Support (Commander)
- Concept of Support (Commander)
- [DA Form 1687](#) – CL I Signature Card (Commander)
- Assumption of Command Orders (Commander)
- DD Form 577 – Appointment Orders – (Command Signed)
- DA Form 5914 – Ration Control Sheet (FOS)
- [DA Form 5913](#) – Strength and Feeder Report (FOS)
- [DA Form 3161](#) – Request for Issue or Turn-in (FOS)
- DA Form 4187 – Personnel Action for BAS Recoupment (S1)

3-3: Transportation and Pick-up of Operational Rations

Vehicles used to transport food shall be **clean, covered**, and used **exclusively for transportation of food**. Place food containers, packages of single use items, and utensils on a clean dry pallet or clean surface to prevent contact with vehicle floor. Decisions on **ration mix and stockage strength should be made early** in the planning phase in conjunction with your Unit Mobility Officer. Consider load plans to mitigate the potential for rations to tip, shift, or fall. This will reduce waste and facilitate organized downloading of rations.



Cube and tonnage are important for storage factors (dry and cold). **Possibility of container delivery (Check with SSMO).**

Require material handling equipment (ex. Forklift) at the receiving site for faster, more efficient downloading.



Multi-Temperature Refrigerated Container System (MTRCS) are used for Cold storage in the field. Contract a commercial refrigerated trailer if a MTRCS is not available organically (see local policy).

Chapter 4: Field Feeding Site Setup

This section is an overview for the establishment of a tactical field feeding site to include the kitchen-site selection and equipment layout, how to set up a CL I supply point, and a diagram describing the flow of rations and the key personnel.

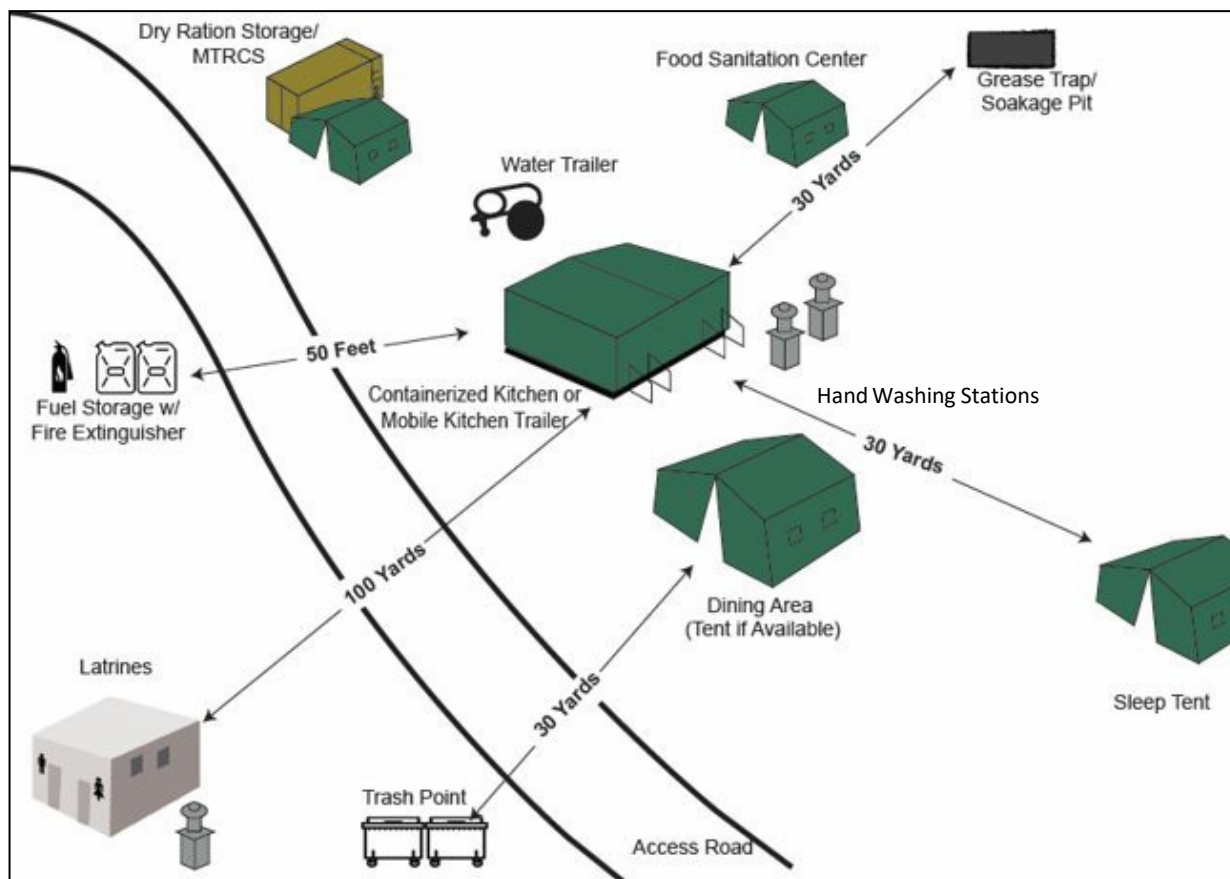
4-1 : Kitchen Site Selection and Equipment Layout

It is the overall responsibility of the commander to select and establish an Area of Operation (AO) for all exercises. When establishing an AO, commanders should start with their field feeding site and sustainment operations before all else. Failure to follow regulations when establishing a site can lead to disruption or delay of operations.

Ensure your field-feeding site contains:

- Handwashing Stations
- Easy Accessibility for GSA and Military Vehicles
- Force Protection Measures (i.e. camouflage, light discipline, etc.)
- Good Drainage (no standing water)

For the selection and establishment of your field-feeding site, utilize the graphic below:



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4-2: Class I Supply Point

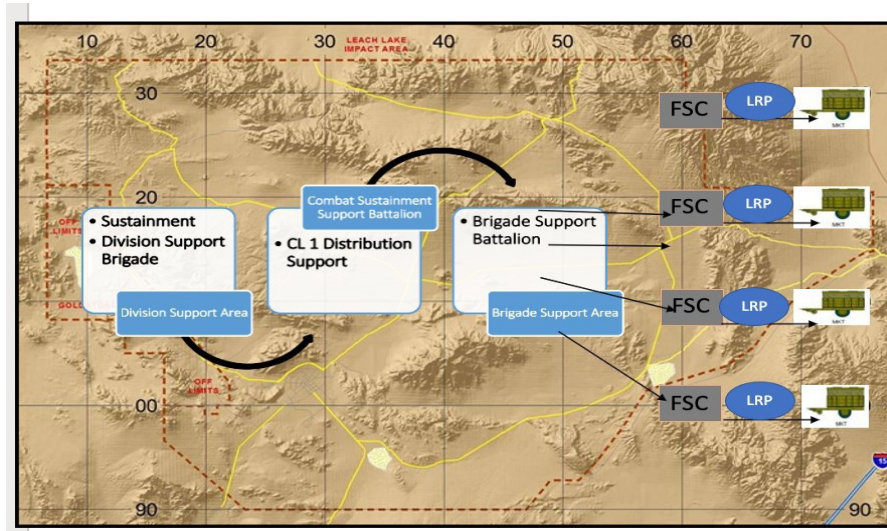


Each CL I point is established by BSB or higher and must be accessible by supply sources and units. Depending on METT-TC factors, CL I points may be co-located with water points. Select an area with good drainage and cover near main supply routes (MSR). Roads must be able to support the weight and size of military vehicles in all weather conditions. Post directional signs inside CL I points to avoid traffic congestion and accidents.

Supply Point manager will direct and control operations, receipt, storage, and issue of subsistence supplies. Material Handling Equipment (MHE) should be coordinated for loading and unloading CL I materials. Food Advisors and Supply System Technicians must maintain a good working relationship to determine supply needs, evaluate contingency stockage levels, and brief Command on these levels to prevent excesses or shortages of CL I supplies within the Operational Environment.

4-3: Organizational Diagram and Sustainment Flow

The distribution of field services and Class I supplies generally flows from a Corps Support area, to a Division Support Area. Then to a Base Support Area, onward to the Forward Support Companies and field kitchens. Logistics release points (LRPs) may be used to enable the distribution process. Distances between pick-up sites may average between 34km and 144km. The following graphic depicts an example:



The BCT S4, BCT S3, BSB SPO, and Brigade Food Advisor synchronize and coordinate with each other to support the distribution and flow of subsistence.

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References

AR 30-22

Army Food Program

AR 350-1

Army Training and Leadership Development

ATP 4-41

Army Field Feeding and Class 1 Operations

DA PAM 30-22

Operating Procedures of the Army Food Program

FM 7-22

Holistic Health and Fitness (H2F)

TB MED 530

Tri-Service Food Code

TM 4-41.11

Dining Facility Operations

TM 4-41.12

Food Program Operations

The Joint Culinary Center of Excellence Website:

<https://quartermaster.army.mil/jccoe>

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A-1 Glossary Abbreviations

ACTION

Army Commitment to Improving Overall Nutrition

CK

Containerized Kitchen

CCSC

Composite Supply Company

DLA-TS

Defense Logistics Agency Troop Support

DOS

Days of Supply

DSA

Division Support Area

EAB

Echelon Above Brigade

ESC

Expeditionary Sustainment Command

FA

Food a\Advisor

FOS

Food Operation Sergeant

FFC

Field Feeding Company

G4G

Go for green

H2F

Holistic Health and Fitness

IFSEA

International Food Service Executive Association

JCCOE

Joint Culinary Center of Excellence

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JCTE

Joint Center Training Exercise

KP

Kitchen Patrol

LOA

Line of Accounting

LRP

Logistic Release Point

METL

Mission Essential Task List

METT-TC

Mission Enemy Time Terrain Troop, Civil Consideration

MHE

Material Handling Equipment

OPORD

Operational Order

PAO

Public Affairs Officer

RSOI

Reception Staging Onward-movement and Integration

SB

Sustainment Brigade

SPO

Support Officer

SSMO

Subsistence Supply Management Office

TSC

Theater Sustainment Command

UGR

Unitized Group Ration

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USACAT

U.S Army Culinary Team

USAQMS

U.S. Army Quartermasters

WARNO

Warning Order

WR

Warrior Restaurant

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A-2 Forms

DA Form 1687
Notice of Delegation of Authority—Receipt of Supplies

DA Form 3032
Signature Headcount Sheet

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 5913
Strength and Feeder Report

Field Account Letter of Intent

Field Account Request to Receive Subsistence Items

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DA Form 1687

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>				DATE 20210427	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES 501st BSB, 1-1AD				LOCATION FORT LEE, AZ	
LAST, FIRST, MIDDLE INITIAL		AUTHORITY REQ REC		SIGNATURE AND INITIALS	
SMITH, JOHN		YES NO			
BROWN, AMY		NO YES			
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE THE AUTHORITY TO: REQUEST AND/OR RECEIVE CLASS I SUPPLIES					
REMARKS SUBSISTENCE SUPPLY MANAGEMENT OFFICE (SSMO), FORT LEE AZ					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WECN11				DODAAC/ACCOUNT NUMBER 87964590Q	
LAST, FIRST, MIDDLE INITIAL		GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
THOMAS, JOSHUA		O3	555-446-3289	20210504	

DA FORM 1687, NOV 2015

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DA Form 3032

SIGNATURE HEADCOUNT SHEET					
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.					
1. ORGANIZATION 1-319TH FIELD ARTILLERY REGIMENT (ORGANIZATION RECEIVING RATIONS)			2. DATE (YYYYMMDD) 20210427		
3. MEAL <input checked="" type="checkbox"/> Breakfast <input type="checkbox"/> Brunch <input type="checkbox"/> Lunch <input type="checkbox"/> Supper <input type="checkbox"/> Dinner <input type="checkbox"/> Holiday		4. SERVICE COMP USA, USAR, OR ARNG	5. DINER CATEGORY <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Common Service _____ (Specify) <input type="checkbox"/> DFAS Action <input type="checkbox"/> Reimbursement _____ (Central Billing) <input type="checkbox"/> Other _____		
No.	6. SIGNATURE	7. MEAL CARD NUMBER	No.	6. SIGNATURE	7. MEAL CARD NUMBER
1.	DINER'S SIGNATURE	LAST 4 OF DOD ID	23.		
2.			24.		
3.			25.		
4.			26.		
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22.			44.		

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DA Form 3032 Pg. 2

No.	6. SIGNATURE	7. MEAL CARD NUMBER	No.	6. SIGNATURE	7. MEAL CARD NUMBER
45.			65.		
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47.			67.		
48.			68.		
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60.			80.		
61.			81.		
62.			82.		
63.			83.		
64.			84.		
8. REMARKS:					
USA - Active Army USAR - U.S. Army Reserve AFNG - Army National Guard ROTC - Reserve Officer Training Corps USN - U.S. Navy, Active USNR - U.S. Navy, Reserve USMC - U.S. Marine Corps, Active USMCR - U.S. Marine Corps, Reserve			USAF - U.S. Air Force, Active ANG - Air National Guard USAFR - U.S. Air Force, Reserve MAP - Military Assistance Program LS - Labor Service Personnel KATUSA - Korean Augmentation to U.S. Army F - Foreign Military Personnel		
			9a. HEADCOUNT SIGNATURE AND RANK <p style="text-align: center; color: red;">DOE, JANE / RANK</p>		
			9b. FOS SIGNATURE AND RANK <p style="text-align: center; color: red;">DOE, JOHN / RANK (REVIEWER)</p>		

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DA Form 3161

3. SEND TO: REQUEST FOR ISSUE OR TURN-IN <small>For use of this form, see DA PAM 710-2-1; the proponent agency is</small>		ISSUE TURN-IN	SHEET NO. 1	NO. SHEETS	1. REQUEST NO.	2. VOUCHER NO.					
8. REQUEST FROM: NAME/ADDRESS OF ISSUING LOCATION REQUESTING UNIT		4. DATE MATERIAL REQUIRED (YYYYMMDD)		5. DODAAC		6. PRIORITY	7. ACCOUNTING/FUNDING DATA				
* CODE		9. END ITEM IDENT		9a. NAME/MANUFACTURER		9b. MODEL					
ISSUE		TURN-IN		10. PUBLICATION				11. JOB ORDER NO.			
I-Initial		FWT-Fair Wear And Tear		EX-Excess		L7-Lateral Transfer					
R-Replacement		RS-Report of Survey		SC-Smnt of Charges							
12. ITEM NO. a	STOCK NO. b	ITEM DESCRIPTION. c		UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	POSTED DATE (YYYYMMDD) j	BY
1	LINE/SERIAL#	NOMENCLATURE		EA	1						
									SHEET TOTAL	GRAND TOTAL	
13. ISSUE/TURN-IN "QUANTITY" COLUMN IS REQUESTED		DATE (YYYYMMDD)	BY	ISSUING REP. SIGNATURE	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE (YYYYMMDD)	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE (YYYYMMDD)	RECEIVED BY SIGNATURE	

DA FORM 3161, DEC 2017 PREVIOUS EDITION IS OBSOLETE. APD/ABI/vt.01EB

COMMANDER'S "HOW TO" ARMY FOOD PROGRAM REFERENCE GUIDE

DA Form 3234

INVENTORY RECORD <small>For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.</small>			1. PAGE <u>1</u> OF <u>1</u>	
2. ORGANIZATION <small>NAME OF ORGANIZATION</small>			3. MONTH <small>APR</small>	4. YEAR <small>2021</small>
5. ITEM	6. UNIT	7. UNIT PRICE	8. LAST DAY	
			QTY	VALUE
Macaroni, Elbow	lbs	1.16	10	11.60
Macaroni, Shells	lbs	7.81	10	8.10
Noodle, Egg	lbs	2.07	8	16.56
Peanut butter, 24oz	jar	2.23	6	13.38
Loaf, Bread Whole Wheat	ea	1.09	12	13.08
Strawberry	pt	2.19	6	13.14
Orange	cs	23.02	2	46.04
9. SHEET TOTAL				121.90

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DA Form 3294

RATION REQUEST/ISSUE/TURN-IN SLIP For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.														DATE (YYYYMMDD)		
TO: SSMO														REQUEST ISSUE	ISSUE TURN-IN	DICTATED BY SSMO SOP
FROM: REQUESTING UNIT																
CONSUMPTION DATE(S)																
NUMBER OF MEAL(S) REQUESTED				UI	B	L	D	B	L	D	B	L	D	SUPPLY ACTION	UNIT PRICE	DOLLAR VALUE
UGR-A				2			2		2				2			COST PER TOTAL
MRE						9						9				COST PER TOTAL
REQUESTED BY:				ISSUED BY:				ISSUED BY:				TOTAL DOLLAR				
UNIT COMMANDER SIGNATURE								SSMO				TOTAL OVERALL COST				
RECEIVED BY:				RECEIVED BY:				RECEIVED BY:				CONTROL NO.				
UNIT POC								UNIT POC				GENERATED BY SSMO				
PAGE NO.	NO. OF PAGES			REMARKS:												

DA FORM 3294-R, JUN 1990, IS OBSOLETE.

DA FORM 3294, JUL 2002

APDAEM1012IES

COMMANDER'S "HOW TO" ARMY FOOD PROGRAM REFERENCE GUIDE


DA Form 5913

STRENGTH AND FEEDER REPORT For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.				
1. UNIT/ORGANIZATION 123rd CAB BDE, Fort Bragg, NC 28310		2. TO SSMO, Fort Bragg, NC 28310		3. DATE (YYYYMMDD) 20181028
4. REPORT DATES (YYYYMMDD) 20181028		20181029		5. <input type="checkbox"/> REQUEST <input checked="" type="checkbox"/> REPORT
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (Active)	125	125		
U.S. AIR FORCE (Active)				
U.S. NAVY (Active)				
U.S. MARINES (Active)				
ARNG				
USAF				
7. SUPPORTED UNITS				
8. MEALS SOLD FOR CASH				
9. GRAND TOTAL	125	125		
10. REMARKS Start Date: 28 OCT 18 / End Date: 30 OCT 18 Examples: * Duty Strength 125. Final for Closure of Exercise. * Duty Strength 125. 28 Oct 18 (125)-B, L, D Final for Closure of Exercise. * Duty Strength 125. 29 Oct 18 (125)-B, L, D Final for Closure of Exercise. * Final for Closure of Exercise.				
11a. SIGNATURE CPT John Doe		11b. RANK COMMANDER		11c. DATE (YYYYMMDD) 20181030

COMMANDER'S "HOW TO" ARMY FOOD PROGRAM REFERENCE GUIDE

Letter of Intent

EXAMPLE: OPERATIONAL RATIONS REQUEST



REPLY TO ATTENTION OF

DEPARTMENT OF THE ARMY
FORT CARSON, COLORADO 80913-5000

UNIT: **ASCW-LCA-SFS**

HEADING MUST REFLECT RESPONSIBLE UNIT

CHANGE DATE TO REFLECT CURRENT DATE: **10 November 2018**

OFFICE SYMBOL MUST REFLECT RESPONSIBLE UNIT

MEMORANDUM THRU
Brigade S4 Food Service Technician, ATTN: CW2 Sturdivant
4th Infantry Division, Command Food Advisor, ATTN: CW3 Sanders Chris
Subsistence Supply Management Office Mr. Joell, Gregory

FOR Subsistence Supply Management Office

SUBJECT: Class I Memorandum of Intent (Operational Rations)

ANNOTATE UNIT AND CONSUMPTION DATES

1. REFERENCES:

- a. AR 30-22, Army Food Program, 17 July 2019.
- b. DA PAM 30-22, Operating Procedures for the Army Food Program, 17 July 2019.

2. Unit Information:

- a. Unit: HHBN
- b. Nature of Requirement: EDRE (Real World Mission)
- c. Dates for Requirement: 3-5 December 2015
- d. Class I DODAAC (if applicable): _____

3. Number of personnel requiring rations:

- a. Meal Card Holder (SIK): **98**
- b. Finance and Accounting Action (FAO): **102**
- c. Cash: 0
- d. Total Supported: **198**

CL I DODAAC (if applicable)

MEAL CARD HOLDERS ONLY

PERSONNEL RECEIVING BAs ONLY

PERSONNEL PAYING CASH ONLY
I.e. CIVILIANS ATTENDING TRAINING

CONSUMPTION DATE(s)	BREAKFAST	LUNCH	DINNER
	UGR	MRE	UGR
	None	None	None
	None	None	None
	None	None	None
	None	None	None

Leave Consumption dates Blank

COMMANDER'S "HOW TO" ARMY FOOD PROGRAM REFERENCE GUIDE

SUBJECT: Class I Memorandum of Intent (Operational Rations)

4. Individual designated to pick-up meals:

5. The following items are being requested in order to support meal: Warming & Cooling Bev.

Fresh Fruit	None	None	None
-------------	------	------	------

6. This memorandum requires certification by the applicable S-1 officer that appropriate DFAS action has been/will be submitted for all meals available for all personnel participating in this training who are required to be reimbursed the government for meals.

7. The point of contact for this memorandum is

DIGITAL
SIGNATURE OF
BN ADJUTANT

SMITH J. JOHN
2 LT, AG
Adjutant

DIGITAL
SIGNATURE OF
Commander

REED D. RIDE
CPT, QM
Commanding

DIGITAL SIGNATURE OF
RESPONSIBLE
COMMANDER

FOR THE PURPOSES OF
BAS RECOUPMENT PROCEDURES

1. IAW AR 600-38 (THE MEAL CARD MANAGEMENT SYSTEM)
2. IAW DA PAM 30-22 (OPERATING PROCEDURES FOR THE ARMY FOOD PROGRAM)

COMMANDER'S "HOW TO" ARMY FOOD PROGRAM REFERENCE GUIDE

EXAMPLE

DEPARTMENT OF THE ARMY
HHC GOOD ARMY
1ST BDE, XX AIRBORNE DIVISION
FORT BRAGG, NC 28310-5000

ASCx-xxx

MEMORANDUM FOR: Subsistence Supply Management Office (SSMO)

SUBJECT: Personnel Authorized to Request or Receive
Subsistence Items

1. The person below is authorized to request subsistence items from the SMMO:
SFC John D. Doe
2. The following personnel are authorized to receive subsistence items from the SMMO:
SSG Jane J. James
SGT Mike E. Mouse
SPC Fred S. Smithfield
3. The point of contact for this memorandum is CPT George Doright, phone is 432-0000.

George R. Doright
CPT, QM
Commander

EXAMPLE #2