



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
DEPARTMENT OF LOGISTICS, FORT DRUM
BLDG P- 60 QUARTERMASTER ROAD
FORT DRUM, NEW YORK 13602-5000

IMDR-LGS

31 March 2012

MEMORANDUM FOR: Fort Drum and Subordinate Units

SUBJECT: Fort Drum Supply and Subsistence Management Office (formerly TISA) Operational Rations SOP

1. Enclosed is the Fort Drum Field Food Service Program SOP. This SOP outlines policies and procedures for the efficient operation of all Fort Drum Field Food Service Programs and unit field kitchens.
2. Field feeding on Fort Drum poses significant challenges. Units are constantly training and preparing for deployments and weather on Fort Drum is always inconsistent. It is our responsibility as leaders to ensure our soldiers are provided the necessary nutrients needed to train and fight regardless of the weather conditions and scenarios. Following the procedures outlined in this SOP will enable us to meet this goal.
3. The proponent for this SOP is the Fort Drum Supply and Subsistence Manager for Installation Food Service 772-4432.

Table of Contents

Subject	Page
Purpose	3
Mission	3
Responsibilities	3
Annex A (General Information)	4
Annex B (Requesting Subsistence)	5-8
Annex C (Turn in of Excess Subsistence)	9
Annex D (Procedures For Ice And Bottled Water)	10
Annex E (Requesting Warming And Cooling Beverages)	10
Annex F (Procedures For Requesting Travel Rations)	22

Fort Drum
Food Service Program
Field Feeding Standing Operating Procedure

1. PURPOSE: This SOP is provided to establish responsibilities, policies, operating procedures and guidance for customer units/activities to follow in their operations with the SSMO. All personnel having support transactions with the SSMO are encouraged to become thoroughly familiar with this SOP for information and reference.

2. SCOPE: This SOP applies to all units/activities authorized support from Fort Drum, New York, Supply and Subsistence Management Office, and is supplemental to existing DOL, DA, and local policies.

3. MISSION: The mission of the Supply and Subsistence Management Office is to provide CLASS I Subsistence support to Dining Facilities, Units undergoing Field Training Exercises, Contingency Operations and authorized activities supported by the SSMO.

4. DEFINITIONS: All terms utilized in this SOP are IAW with AR 30-22, The Army Food Program and DA PAM 30-22, Operating Procedures for the Army Food Program.

5. RESPONSIBILITIES: The Supply and Subsistence Management Office SSM 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.

6. ANNEX'S TO THE SOP: Specific instructions and procedures for each section and phase of SSMO operations are contained in ANNEXES to this SOP.

7. EFFECTIVE DATE: This SOP is effective 31 JAN 2012.

8. RESCISSION: This SOP rescinds any previous SOP prior to 31 JAN 2012

ANNEX A

General Information

1. **PURPOSE:** To establish uniform policies and procedures for all customers receiving CLASS I Rations Support from the Supply and Subsistence Management Office (TISA), Installation Food Management (IFM) Fort Drum, New York..

2. **LOCATION:** IFM/TISA is located at P-60 Quartermaster Road Fort Drum, New York

3. **FAX AND TELEPHONE NUMBERS:**

Troop Issue Subsistence Activity SSM (TISA)-DSN 772-4432

FAX: 772-7393.

Warehouse DSN 772-4433

4. **HOURS OF OFFICE OPERATION:** Monday through Friday 0730 till 1200 and 1230 till 1600 hours. Issue days are Monday thru Friday except as indicated on issue schedules. Warehouse hours are from 0730 till 1130 hours, and 1230 to 1530, Fridays till 1430. Valid emergency issues will be processed when required. The TISA is closed on Saturdays, Sundays, Holidays. For valid emergency issues after duty hours, Saturdays, Sundays, and Holidays, contact the Division Staff Duty Officer.

ANNEX B

Procedures For Requesting Subsistence:

1. Operational Rations:

For SSMO requisitioning and issue purposes, the following are considered operational rations:

- a. Meal, ready-to-eat (MRE).
- b. Unitized Group Ration, Heat and Serve (UGR-HS).
- c. Unitized Group Ration, A-Ration (UGR-A).
- d. Religious Operational Rations. (HALAL, KOSHER)
- e. Ultra high temperature milk (UHT).
- f. Commercially prepared box lunches (meal kits, Heater Meals)

2. Forms Needed For Request

Commanders Letter of Intent with the appropriate information and signatures
DA FORM 5913 STRENGTH AND FEEDER
DA FORM 3294-R RATION REQUEST
DD FORM 577 SIGNATURE CARD (NOT KEPT ON FILE AT TISA)

Active Army units will submit requests through Brigade Food Service to the SSMO. See DA Pam 30-22, chapter 4 for detailed procedures for submitting requests.

3. Stockage and authorized purposes:

The SSMO stocks and issues operational rations for—

- a. Travel, training, and special programs.
- b. Operational projects.
- c. Global Reactionary Force Deployments (GRF)

SSMO does NOT issue Unit Basic Load MRE's. This is due to units improperly storing MRE's during hot and cold weather temperatures and MRE's expiring and due to the excessive waste of dollars when MRE's are destroyed due to these conditions. TISA stores extra MRE'S to accommodate all orders when requested at the proper time or emergency situations.

To ensure that SSMO has the necessary stocks to support customer requests, all requests for operational rations are to be at SSMO IAW the times indicated below. Failure to adhere to these time lines means that SSMO cannot guarantee the support units need. Further, units must submit requests on a DA 3294-R (Ration Request/Issue/Turn-in) along with the Strength and Feeder Report, Request Memorandum.

All vehicles used to transport rations must be covered, with rear flaps lowered and secured. Rations must be protected from the elements. Completely covered vehicles are preferred and should be used when transporting perishable foods. Vehicles used should be provided with standard pallets or duckboards that elevate rations 3 to 4 inches above bed of vehicle. **Vehicles used to transport rations must not be used to carry trash, garbage, petroleum products, or other materials that might contaminate rations. Privately owned vehicles will not be used to transport rations (TB-MED 530, AR 40-5 and AR40-657).**

ANNEX B (cont.)

DA Form 5913 will be submitted accounting for each day of the field exercise. Three days will fill a single DA 5913. So if the Unit is in the field for more than 3 days, additional sheets will be needed (all entries will be in **BLACK** ink).

All sections will be completed prior to turning in to TISA, the following must be completed:

1. Blocks 1-3, self explanatory
2. Block 4, each day (YYYYMMDD) listed
4. Block 6, number of soldiers on exercise
5. Block 10, for DFAS purposes
6. Block 11, commander signature, rank and date signed
7. All information will be verified by TISA personnel.

4. Allowable days for ordering OPRATS

UGR-A	21 DAYS BEFORE PICKUP DATE
UGR HEAT AND SERVE (UNITIZED)	21 DAYS BEFORE PICKUP DATE
BOX LUNCHES / HEATER MEALS	14 DAYS BEFORE PICKUP DATE
WARMING AND COOLING BEVERAGES	14 DAYS BEFORE PICKUP DATE
MRE'S	14 DAYS BEFORE PICKUP DATE
ENHANCEMENTS	14 DAYS BEFORE PICKUP DATE
UHT MILK	21 DAYS BEFORE PICKUP DATE
HALAL AND KOSHER MEALS	21 DAYS BEFORE PICKUP DATE

All MRE Requests will be submitted through the Units Dining Facility Food Service NCO. Units will turn their paperwork into the Dining Facility Food Service NCO and the that NCO will turn the paperwork in to SSMO. The only exemption will be Non-Division Units with no food service personnel.

5. Ordering of MRE's and Lunch Kits and Operational Rations

MRE's and Lunch Kits are the only authorized meal for lunch. When ordering MRE's, you must also order Lunch Kits. There will be a 60% MRE and 40% Lunch Kit split for all orders. For example, if a Unit needs 100 MRE's, they will order 60 MRE's and 40 Lunch Kits.

- a. Changes to a unit's original request will require a new Memorandum for Request, and Strength and Feeder Report (DA Form 5913-R).
- b. In the event of cancellation of Field Training units will notify the SSMO at the earliest time of cancellation. Close coordination must be made with the SSMO to cancel requests for existing or remaining rations.
- c. Units must close accounts within three (3) days after completion of exercise. Excess rations will be turned-in to the SSMO in accordance with SSMO Policy on returning rations. The above action should be taken immediately upon termination of exercise.

ANNEX B (cont.)

d. Units supported by the SSMO who are closing their facility and or departing their home station area for training out of the area, must notify the SSMO sixty (60) days in advance of departure date.

e. AR 30-22 requires that commanders maintain strict accountability of issued rations. Opened MREs/UGRA's and condiments may be transferred to another unit in the field, or returned to the Dining Facility IAW AR 30-22. No open perishable/semi-perishable items will be returned to IFS/TISA.

f. For a BCT exercise, rations should be ordered as a bulk draw as AR 30-22 and DA Pam 30-22 specify this.

6. Requesting Religious KOSHER/HALA Meals

1. PROCEDURES:

a. Requests for MEAL RELIGIOUS, KOSHER/HALAL, and MEAL, READY TO EAT (MRES) will be requested ten (10) days in advance of pick-up. Request will be approved by the appropriate authority (Commander and Chaplain). Request will contain a by name listing with SSN of individual(s) that the meals are requested for.

2. RESPONSIBILITIES:

a. 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.

b. 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, using DSCP-assigned national stock numbers. These meals are direct-delivered from the vendor that produces them. All components of the ration are certified.

c. Each soldier who requires special religious certification (either a certified Kosher or Halal) meal will require three meals for each day since these soldiers cannot consume either a UGR-A, Heater Meals, 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. Additionally, dressings used for salads may also not be Kosher/Halal certified, so soldiers should be informed to ensure dietary restrictions can be adhered to.

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

e. Kosher/Halal rations must be ordered from DSCP. For information on acquiring stock numbers, packaging, cost and ordering procedures, and so forth for these items, either contact ACES (quality assurance division) or DSCP (assembled ration section). Section II Operations

ANNEX B (cont.)

7. Authorized enhancements and supplements:

DA PAM 30-22 4-14. Authorized enhancements and supplements

All UGR menus must be supplemented by bread and milk to meet The Surgeon General (TSG) nutrition requirements. The UGR may also be enhanced with the following items to increase meal variety and soldier acceptance.

- a. Fresh fruits can be made available for all UGR meals. Two different fruit varieties per meal are authorized.
 - (1) The fruits listed below have an issue factor of 18 pounds per 50 persons.
 - (a) Apples.
 - (b) Bananas.
 - (c) Oranges.
 - (d) Pears.
 - (e) Plums.
 - (2) Summer seasonal fresh fruit is allowed and amounts are based on 50 persons.
 - (a) Cantaloups, 12 lb.
 - (b) Honeydew, 21 lb.
 - (c) Nectarines, 18 lb.
 - (d) Watermelons, 26 lb.
- b. For the breakfast meal assorted dry cereal (bowl packs) are authorized. Issue 50 individual bowl packs per 50 persons. When dry cereal is served, an additional 1/2 pint of UHT or fresh milk per person is required.
- c. A salad option is also available with the authorized enhancement grouping. Salad, mixed, bag, 5 pounds, is authorized per 50 persons. Other optional salad items may be ordered when salad option is selected.
 - (1) Cucumbers, 2 lb.
 - (2) Onions, yellow dry, peeled, 2 lb.
 - (3) Radishes, fresh, red, 1/2 lb.
 - (4) Spinach, fresh, ready-to-use, 2 lb.
 - (5) Tomatoes, 6 lb.
 - (6) Lemons, fresh, 2 lb.
 - (7) Salad dressing, assorted, light or regular (blue cheese, French, Italian, ranch, and thousand island) issue, 150 individual 7/16 oz packages. Two different salad dressings are authorized per meal.
- d. When a hamburger meal is served, the following fresh items may be authorized. These menu items and issue factors are per 50 persons.

Tomatoes, fresh - issue 6 lb.
Onion, yellow, peeled - issue 3 lb.
Lettuce, fresh - issue 4 lb.
Cheese, American, sliced - issue 5 lb.
- e. Commercial bread (P-28 wheat, white, dinner rolls) and milk (UHT or fresh) are supplements to all UGR group ration menus and must be included with each meal to comply with the Office of the Surgeon General (OTSG) nutrition requirements.

ANNEX C

Procedures For Turn-In of Excess Subsistence

1. Responsibilities FRIS Accounts

Field Ration Issue Class I Rations unopened (MRES,HEATER MEALS) will be returned to the TISA for account close-out at the end of the FTX. Turn-in will be accomplished on DA Form 3294-R. Excess will be inspected and acknowledged by the Veterinarians that they are acceptable items. During the months of 15 November and 15 April no MRE's/HEARTER MEALS will be accepted IAW DA PAM 30-22.

UGRA's, Heat & Serves and UHT Milk will be returned to TISA after a Field Training Exercise. Excess will be inspected and acknowledged by the Veterinarians that they are acceptable items. Turn-ins will only be allowed on Tuesdays and Thursdays by appointment. Turn-ins will be accomplished on DA Form 3294 and IAW AR 30-22 and DA Pam 30-22

a. Turn-in UGRA's will be the complete module(box 1,2 and 3), organized on pallets per menu number.

b. UGRA rations of 250 or less headcount will be returned to the Dining Facility. UGRA turn-ins of 300 or more headcount can be turned in to TISA.

Turn- in schedule is listed below:

- a. Request for turn-ins must be submitted on a DA 3294-R.
- b. Turn-ins will only be accepted on Tuesdays and Thursdays by appointment only.
- c. The Fort Drum Veterinary Service must inspect all turn-ins.

UGR-A	Accepted on Vets Approval
UGR HEAT AND SERVE (UNITIZED)	Accepted on Vets Approval
BOX LUNCHES / HEATER MEALS	No turn-ins accepted 15 Nov-15 April
WARMING AND COOLING BEVERAGES	No turn-ins accepted
MRE'S	No turn-ins accepted 15 Nov-15 April unless Vet Approval
ENHANCEMENTS	No turn-ins accepted
UHT MILK	Accepted on Vets Approval

- d. There is no return of unused MRE's to SSMO during the months of 15 Nov – 15 April, due to the possibility of MRE's being exposed to frozen temperatures without the approval of the Fort Drum Veterinarians.

ANNEX D

Procedures for ice and bottled water

- a. Locally purchased ice will be priced at contract or purchase order price. Other than for initial procurement that will be reimbursed in accordance with DA Pam 30–22, rations funds will not be used to purchase ice. Procedures for ordering and issuing ice are contained in DA Pam 30–22.
- b. Potable ice required for installation needs, regardless of source, will be made, stored, and conveyed under TB MED 530.
- c. Needed for requesting ice:
 - 1. Memorandum for requesting ice thru G8 can be obtained at TISA. Units DODAAC, UIC and cost is required on the memorandum.
 - 2. Along with the memorandum thru G8 needed is the Letter of Intent by the CO, a DA 3294
- d. Dry ice is not an item of rations supply and will not be purchased with rations funds.
- e. Bottled water will be purchased through company funds. Procurement of bottled water is for emergency operations only.
- f. The requesting service or organization will provide the proper fund cite to the SSM when requesting ice.

ANNEX E

Procedures for requesting warming/cooling beverages

- a. The required authorization to incorporate warming/cooling beverages in the feeding plan will be by the appropriate command for the training or training operation (field planners or unit commanders). When authorized, supporting Units will request warming/cooling beverages per the issue factors as published in the menu.
- b. Unit request for warming/cooling beverage support (during FTX training) will contain the following information:
 - (1) Rationale for request (that is NBC range training).
 - (2) Number of soldiers requiring support identified by category (enlisted- SIK, enlisted-non-SIK and officers).
 - (3) Date and time of pick-up.
- c. Funds used to provide warming/cooling beverages will be reported on the DA Form 5913 Strength and Feeder Report.
- d. Warming beverages include coffee, hot tea (to include cream and sugar), hot chocolate, and dehydrated soup. The cooling beverage is cool water with or without flavored beverage base. Funds will be used to provide the flavored beverage base only. Cooling beverages are provided to participants performing training in hot, arid climates for adequate body hydration.
- e. When Dining Facilities are requesting warming and cooling beverages to support units going to ranges a DA Form 3294-R is the only form required. The Dining Facility should have projections from Units, by the beginning of the month of requirements needed. The Dining Facility will then total the amount per hundred on the DA Form 3294-R and submit to SSMO. If more is needed due to shortcoming of projected personnel, then the Dining Facility can request more warming and cooling beverages.

ANNEX F

Procedures for requesting travel rations

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

For RC units, when unit movement requires multiple meals, one 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.

DA PAM 30-22 4-9. Active Army travel rations

a. The Active Army will use two methods of requesting travel rations, which are as follows:

- (1) When personnel requiring support exceed a brigade force, the request for travel rations will be coordinated directly between the command and the supporting SSMO. Procedure for direct SSMO support will be as established by the supporting SSMO.
- (2) When travel rations are required to support personnel of less than a brigade force, the request will be directly to the FSO/FOS of the supporting dining facility. Procedures for requesting directly to the supporting dining facility are prescribed in paragraph b below.

b. The procedures to request and account for travel rations when a unit(s) is/are moving from home station to the training site are as follows. The unit requiring support will prepare a request with the following information:

- (1) Rationale for request (for example, 2-day convoy to Fort Bragg, airlift to National Training Center).
- (2) Number of days/meals required.
- (3) Type of ration(s) required.
- (4) Date and time rations are required.
- (5) A listing of soldiers (name, rank, and SSN and if appropriate the branch of Service) who are authorized SIK.
- (6) A listing of the number of personnel required to reimburse the Government for all meals provided. Personnel will be identified by name, rank, and SSN (the number of enlisted soldiers reimbursing in cash or processing DFAS action and officers paying in cash or processing DFAS action).
- (7) If the listing indicates that DFAS action is required for personnel reimbursing the Government the request for support, the listings of personnel requiring support (SIK and DFAS action) will be forwarded to the appropriate S-1 officer for his/her signature and date. The S-1 signature and date indicates that the DFAS action will be processed for collections.

c. Upon receipt of the rations (MRE or operational ration box lunch (commercial)), the rations will be considered present for accounting purposes.

d. When the rations are issued to the designated individual and signed for (column h, DA Form 5914), the rations will be considered accounted for.

DA PAM 30-22 5-51. Travel rations

a. When rations are required to support either motor convoy or aircraft travel, the following are authorized for issue: DA PAM 30-22

- (1) MRE.
- (2) Lunches Kits
- (3) Heater meals

b. Travel rations drawn at the AT installation for return travel to home station are to be included in the unit's AT account. The SSM reports the issue of travel rations per AR 30-22.

ANNEX F (cont.)

DA PAM 30-22 4-10. Reserve Component travel rations

a. The RC units are authorized use of commercially prepared meals in addition to the family of operational rations while in transit between home station and the AT site.

1) Required rations for travel from home station to the training site will be requested from normal designated IDT source or one directed by the USPFO for ARNG or RSC/DRC for USAR, based on the type of ration to be used.

(2) Ration requirements for return to home station will be coordinated with the supporting host installation.

b. All rations used to support travel to, from, and during AT will be included as part of the AT account.

c. The cost for travel rations from commercial sources (other than Army TISA) and MREs drawn from State USPFO for ARNG use is not subject to central reimbursement procedures. The cost of such rations will be reported as DA PAM 30-22 • 30 part of the State (for ARNG) or USAR quarterly subsistence report on DA Form 2969-2 (Subsistence Data Summary Reserve Components).