

FORT BENNING
LOGISTICS READINESS CENTER (LRC)
FORT BENNING, GEORGIA
SUPPLY AND SERVICES DIVISION (SSD)
SUBSISTENCE SUPPLY MANAGEMENT OFFICE
EXTERNAL STANDARD OPERATING
PROCEDURE

BUILDING 6, MELOY HALL

6650 BURR STREET

FORT BENNING, GA

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2021 Annual Review:	<u>26 Aug 21</u> (Date)	<u>LFK</u> (Initials)
2022 Annual Review:	<u>25 Mar 22</u> (Date)	<u>LFK</u> (Initials)
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This SOP has been approved for use, Lee K. Franklin

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Lee K. Franklin, Chief Supply and Services Division

Table of Contents

Subsistence and Supply Management Office (SSMO).....	3-6
Summary of Changes	7

1.0 PURPOSE

This SOP provides guidance for the external operations and support from Fort Benning, GA SSMO. It is intended to clarify SSMO best business practices, outline the support provided by the SSMO, and identify the roles and responsibilities of the SSMO for supported units in ensuring quality Class I support while being responsible stewards of government.

2.0 APPLICABILITY

This sop applies to all individuals, units, activities, commanders, and organizations supported by and doing business with the SSMO.

3.0 ROLES & RESPONSIBILITIES

- Title: N/A

4.0 REFERENCE DOCUMENT(S)

- AR40-660, DOD HAZARDOUS FOOD AND NON-PRESCRIPTION DRUG RECALL SYSTEM, 14 Nov 2003.
- AR 30-22, THE ARMY FOOD PROGRAM, 17 JUL 2019.
- AR40-657, VETERINARY/MEDICAL FOOD SAFETY, QUALITY ASSURANCE, AND LABORATORY SERVICE, 21 JAN 2005.
- DA PAM 30-22, OPERATING PROCEDURE FOR THE ARMY FOOD PROGRAM, 17 JUL 2019.
- AR 735-5, PROCEDURES FOR PROPERTY ACCOUNTABILITY, 9 Nov 2016.

5.0 DEFINITIONS

- Subsistence Supply Management Office (SSMO)
- Meals Ready to Eat (MREs)
- Food Operation Sergeant (FOS)
- Government Purchase Card (GPC)
-

6.0 SUBSISTENCE SUPPLY MANAGEMENT OFFICE (SSMO)

6.1 HOURS OF OPERATION:

- Accountable Officer: 0730 – 1700, Mon – Fri
- SSMO Supervisor: 0730 – 1600, Mon – Fri
- Installation Food Program Manager (IFPM): 0730 – 1700, Mon – Fri
- Administrative/Accounting Section: 0730 – 1600, Mon – Fri
- Warehouse: 0730 – 1600, Mon – Fri., (closed Christmas, New Year's Day, etc.) can be extended during rotational periods (select locations).
- Issue Hours: 0730 – 1600, these hours are fixed; however, hours can be extended during rotational periods (select locations) to support field ration issues if approved but, prior overtime must be approved by Chief Supply and Service and funded by the responsible organization. In the event issues are required after duty hours, Emergency Telephone Listings are located in paragraph 4.

6.2 LOCATION

6.2.1 Building 9058, 6883 Ivy Road, Fort Benning, Ga 31905 Telephone 706-545-3411, Fax 706-545-5024

6.2.2 SSMO Accountable Officer is located at 6650 Meloy Drive Building 6, Fort Benning to provide guidance to meet the objectives of the Army Food program as outlined in the Army Food Service Program.

6.3 VEHICLE INSPECTION REQUIREMENTS

6.3.1 No privately owned vehicles will be allowed to transport subsistence items.

6.3.2 Subsistence Supply Management Office (SSMO) will inspect all vehicles that are used to pick up or drop off subsistence.

6.3.3 Designated representatives of the responsible contract organization may accomplish sanitation inspections of vehicles picking up or dropping off rations at the SSMO Facility G- 1952) in the absence of the veterinary food inspection personnel.

6.3.4 All ration vehicles will be closed with hard covers or tarps and will be swept and clean. Pallets will be used to provide good air circulation and prevent contamination.

6.3.5 Vehicles that do not meet the specified requirements will be returned to their units to have all deficiencies corrected. Veterinary food inspection personnel will report all violations to unit commanders as well as the MSC Food Advisors.

6.4 PREPLANNING:

6.4.1 The Army Field Feeding System should be used when units conduct operations in the field. Units are required to open a field feeding account when a field training exercise is greater than 3 days. The following administrative functions must be conducted for the SSMO to opening the account for the unit IAW DA PAM 30-22.

6.4.2 Memorandum of Intent

6.4.3 Days of support and meals. Allow 21-day lead time for special order items such as Meal kits, and MORE meals.

6.4.4 Pick up dates and times.

6.4.5 Warming and cooling beverages.

6.4.6 SSMO required documentation in accordance with SOP.

6.4.7 Da Form 5913 Strength and Feeder Report.

6.5

TRAINING

6.5.1 All training units supported directly by the Subsistence Supply Management Office (SMMO) are responsible for submitting required feeding data before they depart the garrison.

6.5.2 Field training forecast will be reviewed / approved by the designated Class I officer before they are submitted to the SSMO.

6.5.3 Training forecast will be submitted a minimum of 30 days before a battalion and brigade level field training exercise. The forecast will establish (open) the unit's account at the SSMO and will be used to provide vendors the usage requirement. The Unit forecast will include as a minimum the number of personnel to be supported (number of people = Headcount), the exercise dates, type of rations required by meal and the date of the units first pick-up.

6.5.4 Deputy Chief of Staff, G-1 In accordance with AR 300-22 the DCS G-1 will serve as principal advisor on matters pertaining to plans, policies, and programs for personnel.

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

6.6 Establish policies for enlisted Soldier subsistence entitlements.

6.6.1

REPORTS

The Food Operation Sergeant (FOS) will consolidate all requirements based on the DA Form 5913 from the supported units and enter on the DA Form 3294-R to request rations from the SSMO. Issue factors for supplements / enhancements unit of issue and menu number; will automatically be computed in AFMIS based on headcount provided by the requesting unit on the DA Form 3294-R.

6.6.2 DA Form 3294-R will be prepared in at least two copies by the FOS. The original and first copy will be forwarded to the SSMO. The second copy will be maintained in the unit suspense file until the rations are received. Directions on how to prepare 3294-R are included at the end of this document.

6.6.3 Final adjustments (additions, deletions, and/or reductions) based on special unit requirements will be made with the SSMO administrative representative NLT 0900 hours on the scheduled "SSMO Pull Dates" (adjustments will not be made by SSMO warehouse personnel at the time of issue).

Note: If final adjustments are not made, the complete unit breaks will be issued to the training unit.

6.7

6.7.1

ISSUE PROCEDURES

6.7.2 Receiving personnel will ensure that all items identified in the supply action column of the issue document: are correct before signing the issue document. They will also conduct a condition inspection.

6.7.3 All items listed on the issue documents will be signed for unless a SSMO representative adjusted during the administrative process.

6.7.4 One copy of the executed issue document will be provided to the unit receiving subsistence at the time of receipt. The original issue document will be placed on file in the Field Ration Accounting Section.

6.7.5 All persons attempting to receive subsistence at the SSMO must present (or have on file at the SSMO) a DA Form 1687 signed by the Unit Commander or his authorized representative.

6.8 Receiving units are responsible for the loading and unloading of all subsistence items that are received / turned in at the SSMO.

FINAL ADMINISTRATIVE PROCEDURES

- 6.8.1** At the end of the training exercise, each unit account will be verified and closed out at the SSMO, and the Field Ration Accounting Section as follows:
- 6.8.2** All units will submit a DA Form 5913-R at the end of the training exercise. This will be finished NLT working day from the end of the completed training exercise per AR 30-22.
- 6.8.3** All units will verify the closed-out account status with the SSMO field account representative.
- 6.9 ICE REQUEST PROCEDURES**
- 6.9.1** Only units that are assigned to TRADOC are allowed to receive ice at SSMO.
- 6.9.2** Each unit has a POC who communicates with their designated scheduler.
- 6.9.3** The unit reports to their designated scheduler on how much ice is needed.
- 6.9.4** The scheduler enters it in the ESC System (<https://atiam.train.army.mil>) and sends it forward to the approver designee.
- 6.9.5** The approver will verify the information and either approve or decline the order.
- 6.9.6** The amount on the request can only be adjusted by the approver.
- 6.9.7** Ice must be picked up on the day scheduled or resubmit the paperwork again.
- 6.9.8** Once it is approved, the unit will send someone to SSMO to get the ice.
- 6.9.9** The person picking up the ice must be on the updated DA FORM 1687 and be in a government vehicle.
- 6.9.10** All non-TRADOC units on Fort Benning are authorized ice for training and will purchase with their units Government Purchase Card (GPC).
- 6.10 WARMING AND COOLING BEVERAGES**
- 6.10.1** The special food allowance used to provide warming and cooling items will not be misconstrued as a supplement allowance for operational rations. If these beverages are to be part of a FTX exercises, the request are submitted directly to SSMO. All other requests will be submitted to appropriate supporting dining facility.
- 6.10.2** Once approved the request will normally be submitted five workdays before the desired issue date. This helps ensure the items are available for issue.
- 6.10.3** Warm and cool beverage items will include coffee, cream, individual sugar, cocoa, dehydrated soups, beverage base and crackers.
- 6.10.4** Units requesting warming and cooling beverages will prepare a separate DA Form 3294
- 6.10.5** each time the items are required. Requests will not exceed a three-day issue period and must be submitted five normal duty days before the desired issue date.
- 6.10.6** DA Form 3294s will be submitted to the SSMO administrative office NLT 0900, to be ordered from the prime vendors, at which time a verified copy will be returned to the requesting unit.
- 6.10.7** Unit Personnel picking up warm and cool beverages from the SSMO must have a DA Form 1687 on file at the SSMO, signed by the commander for each pick-up.
- 6.11 FIELD RATION TURN-IN PROCEDURES**
- 6.11.1** The following items are authorized for turn-in to the SSMO at the completion of each field training exercises:
 All UGR H/S and UGRA are considered special order item. Fort Benning SSMO does not stock these items and does not accept turn in of these items after completion of FTX. Once ordered these items are considered as sold to the unit.
 All banded boxes of Meals Ready to Eat (MRE).
 All semi-perishable subsistence items (i.e. UHT Milk, warm/cool beverages).
 All turn-ins may be conducted anytime during the SSMO accounting period (first day of each month through the last day of the month) except on account inventory days or when prior notification is provided. Turn-ins will be prepared on DA Form 3294 (complete stock numbers, item description and amounts will be included).
 All items requiring turn-in will be clean, separated and will have received a vet inspection approval before each turn-in (units are responsible to coordinate for the vet inspection independently).
NOTE: Bands will not be broken to facilitate turn-in to the dining facilities on any Operational ration.
- 6.12 DA Form 1687 Step by Step instructions**
- 6.12.1** Organization receiving supplies enter the name of the unit and, if prepared by a hand or sub hand receipt holder to delegate authority to request or receipt for supplies, the hand receipt number or name of the section involved.
- 6.12.2** Location Enter the name of the installation on which the unit is located.
- 6.12.3** AUTHORIZED REPRESENTATIVE(S) Section

- Last name - first name - middle initial Enter the name of authorized representative. When more than four persons are to be delegated and a follow-on card is deemed necessary, enter the statement "Continuation to DA Form 1687 dated" in the remarks block of the follow-on card.
- Enter "not used" on next available line when all lines are not used.
- (REQ) Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO".
- Signature and initials enter the signature and initials of authorized representatives.

6.12.4 ACCOUNTABLE OFFICER Section:

- Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Specify the classes of supplies for which the representatives may sign.
- Remarks Enter the SSA or other activity to which the form is being sent. See paragraph 2- 28 when used for adding or deleting persons.
- Unit identification code Enter the assigned unit identification code.
- I ASSUME FULL RESPONSIBILITY Section DODAAC/Account Number
- Enter the unit DODAAC and any locally assigned account number.

6.12.5 (12) Last name - first name - middle initial enter the name of the responsible person.

6.12.6 Grade Enter the grade or rank of the responsible person.

6.12.7 Telephone number Enter the office telephone number of the responsible person.

6.12.8 Expiration date 15) Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.

6.12.9 Signature Enter the signature of the responsible person.

6.12.10 Note. All entries, except the signature and initials will be either printed in ink or typewritten. The signatures and initials will be entered in black ink.

6.13 DA Form 3294 Rations Request

6.13.1 When issuing items of multiple types or flavors, the issue factors given are for total quantity of the item, regardless of the type or flavor. Ex: an issue factor for UHT milk of 2 cases per 50 means 2 cases of any one flavor or 1 case of 2 different flavors.

6.13.2 To: Enter the designation of the supply activity to whom request is submitted.

6.13.3 From: Enter the unit designation of the supply point preparing the request.

6.13.4 Request: Place a mark in the Request block and enter the date the request is submitted.

6.13.5 Consumption date(s): Enter the date the rations are to be consumed.

6.13.6 Items: This section will normally be pre-printed by the supporting SSM. When appropriate, enter the module NSN and the menu number. Also, enter the name of any additional food items being requested by supported units and the issue factors per 50 for all additional entries. See notes 2 and 3.

6.13.7 U/I: The Class I will enter the appropriate units of request/issue.

6.13.8 Total: The Class I will compute and enter on each line the total quantity of each item required, based upon the individual requests received from supported units and considering the on-hand stocks.

6.13.9 Requested by: The Class I officer or noncommissioned officer in charge (NCOIC) will sign this block.

6.13.10 Remarks: Enter any remarks necessary to explain any entries on the form.

Notes: All completed examples of DA Form 3294 in chapter 4 are shown using a pull system. See figure 5-11 for a completed example of DA Form 3294 shown using a push system. Issue factors for supplement and enhancement items are contained in paragraph 4-14.

End of SOP

Summary of Changes:

Changed date: AR 30-22, The Army Food Program, 17 Jul 2019 Changed date: Service, 21 Jan 2005.

Changed date: DA Pam 30-22, Operating Procedure for the Army Food Program, 17 Jul 2019. Reworded:

PREPLANNING:

The Army Field Feeding System should be used when units conduct operations in the field. Units are required to open a field feeding account when a field training exercise is greater than 3 days. The following administrative functions must be conducted for the SSMO to opening the account for the unit IAW.

DA PAM 30-22.

Memorandum of Intent Days of support and meals. Pick up dates and times.

Warming and cooling beverages.

SSMO required documentation in accordance with SOP. Da Form 5913 Strength and Feeder Report.

Unit commanders should affect BAS recoupment and payroll deduction for reimbursement through DFAS after exercise for Soldiers participating in field duty in accordance with AR 600-38. A memorandum and roster certifying that the supporting S-1 has submitted to DFAS the DA Form 4187 (Personnel Action) for personnel requiring FAO action participating in the field training. Commanders will provide a DFAS stamped DA Form 4187 at the end of the training exercise to the SSMO to close out their field feed account. Units will not be allowed to open a new field account until the exercise is closed out by providing the processed DFAS stamped DA Form 4187 to the SSMO.

Reworded:

Deputy Chief of Staff, G-1

- a. In accordance with AR 300-22 the DCS G-1 will serve as principal advisor on matters pertaining to plans, policies, and programs for personnel.
- b. Develop policies concerning food service personnel selection, utilization, evaluation, classification, and career development.
- c. Establish policies for enlisted Soldier subsistence entitlements.

Reworded:

Page 6, Accountable Officer Section changed to para 2-28 instead of para 2- 32 in DA PAM 710-2-1

Added/Changed 25 March 2022:

2.0 Applicability

This SOP applies to all individuals, units, activities, commanders, and organizations supported by and doing business with the SSMO.

6.0 SUBSISTENCE SUPPLY MANAGEMENT OFFICE (SSMO)

6.1 HOURS OF OPERATION:

- . Accountable Officer: 0730 - 1700, Mon - Fri
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Deleted: 08 March 2024

6.4.8 entire paragraph

Updated: 08 May 2024

Definitions & formatting

Added the word "and" on 6.4.3