

**LOGISTICS READINESS CENTER  
FORT BENNING, GA**

**SUPPLY & SERVICES DIVISION**

**Food Service Branch**

**External Standing Operating Procedure**

Building 6, Meloy Hall  
6650 Meloy Drive  
Fort Benning, GA 31905  
Phone: 706-545-2625  
Fax: 706-545-6416

Effective Date: 2 April 2018

Latest Revision:

2019 Annual Review \_\_\_\_\_  
(date) (initials)

2020 Annual Review \_\_\_\_\_  
(date) (initials)

2021 Annual Review \_\_\_\_\_  
(date) (initials)

2022 Annual Review \_\_\_\_\_  
(date) (initials)

This external SOP has been approved for use.

---

David J. Duffie-installation Food Program Manager, Logistics Readiness Center, Fort Benning, Georgia

# ***SUMMARY of CHANGE***

FOOD SERVICE SOP 3-7

- This is a new publication

***Food Service Operations***

**Food Service Branch Standing Operation Procedures (SOP)**

---

**FOR THE DIRECTOR:**

**DAVID T. SHEPHERD**  
**DIRECTOR**  
**Logistics Readiness Center**

**Official:**

**LLEWELLYN BARRETT**  
**Chief, Logistics Plans and**  
**Operations**  
**Logistics Management**  
**Specialist**

---

**History.** This is a new publication.

**Summary.** This SOP outlines the local operational procedures for the Food Service Branch.

**Applicability.** This SOP applies to all personnel assigned or attached to the LRC, Food Service Branch, Fort Benning, GA.

**Suggested Improvements.** The proponent of this SOP is the Logistics Readiness Center (LRC), Food Service Branch.

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to ASCE-LBN-SSF.

**Distribution.** This publication is available in electronic media only. It may be obtained from the LRC Shared Portal. It is user's responsibility to ensure they are working with the most current version.

UNCLASSIFIED

## **Contents (Listed by paragraph and page number)**

### **CHAPTER 1**

Introduction, page  
Purpose • 1.1, page  
References • 1.2, page  
Explanation of Abbreviations and Terms, • 1.3, page

### **CHAPTER2**

Scope • 2.1, page

### **CHAPTER 3**

Food Service Branch  
General • 3.1, page  
Mission Statement • 3.2, page  
Organization Chart• 3.3, page

### **CHAPTER4**

Responsibilities  
Branch Chief • 4.1, page

### **CHAPTERS**

Base Levels of Support  
General • 5.1, page 16  
BLS Baseline Services • 5.2, page  
Above BLS Support • 5.3, page

### **CHAPTER 6**

Reimbursable Support  
General • 6.1, page

### **CHAPTER 7**

Garrison Dining Facility Support  
General • 7.1, page  
Meal Request Forms• 7.2, page

### **CHAPTER 8**

Training Ice Support  
General • 8.1, page  
Emergency Ice Request • 8.2, page

### **CHAPTERS 9**

Meal Cards

**CHAPTER 10**  
Contracting Officer's Representative

**CHAPTER 11**  
Subsisting Personnel

**CHAPTER 12**  
Reimbursements

**Chapter 13**  
Social Functions

**CHAPTER 13**  
Unit Request for Support

**CHAPTER 14**  
Policy Letters

## **CHAPTER 1**

### **Introduction**

#### **1.1 Purpose**

The purpose of this document is to establish the Standing Operating Procedures (SOP) and identify general roles, responsibilities, and processes for the management of the Fort Benning, Food Service Branch.

#### **1.2 References**

See Appendix A, References.

#### **1.3 Explanation of Abbreviations and Terms**

Abbreviations and special terms used in this Food Service SOP are explained in the Appendix B, Glossary.

## **CHAPTER 2**

### **Scope**

#### **2.1 General**

This SOP is applicable to all military and civilian personnel, including contract employees, assigned or attached to the Food Service Branch, Fort Benning GA.

## **CHAPTER 3**

### **Food Service Branch**

#### **3.1 General**

The Food Service Branch provides garrison and field food services that enable readiness. The Food Service Branch is assigned to the Supply and Services Division of the Logistics Readiness Center. Responsibilities include: promoting operational efficiency of all appropriated funded food service activities; conduct operational dining facility reviews; maintain equipment replacement budget; conduct Quarterly Food Service Management Board; providing Installation level planning for mission support, training support, and deployment and mobilization support. The Food Service Branch Office is located in Building 6, 6650 Meloy Drive, Fort Benning, Georgia.

#### **3.2 Mission Statement**

**MISSION:** To provide food service support to train, mobilize, deploy, support, and sustain forces.

## **CHAPTER 4**

### **Responsibilities**

#### **4.1 Branch Chief**

**4.1.1** Provide leadership to the Branch. Establish the mission, vision, and goals of the Food Service Branch.

**4.1.2** Serve as the Installation Food Service Subject Matter Expert (SME) to the Director, Senior and Garrison Commanders.

**4.1.3** Implement Army, AMC, IMCOM, and JCCoE food service policies and programs in support of FBGA tenant and supported units.

**4.1.4** Evaluate Military and Contracted dining facilities to compete in the 406th AFSSB Annual Philip A. Connelly Competition.

**4.1.5** Serve as chairperson and voting member of the Food Service Management Board.

**4.1.6** Ensures that funding requirements to operate dining facilities (including equipment replacement) are included in the annual budget.

**4.1.7** Monitor all dining facility accounts to ensure they remain within authorized standards.

Determine the financial status of the installation food program at the conclusion of the FY.

**4.1.10** Ensure that food protection, food safety, and sanitation programs are in place in accordance with DA Pam 30-22, paragraph 3-7, TB MED 530, TM 4-41.11, and TM 4-41.12.

## **CHAPTERS**

### **Common Levels of Support**

#### **5.1 General**

BLS is a decision process that will enable successful uniform delivery of the Army's highest priority Installation services, within available funds. The BLS process is based on a comprehensive understanding of the Army's Base Operations Support (BOS) services, standards, and costs. BLS provides the Army with the ability to:

- Determine standard level of service to be delivered based on available funding.
- Provide definitive performance guidance to Garrisons for the execution of core services delivered to standard, based on available funding.
- Distribute available resources among Installations to execute the guidance.

- Measure Garrison performance to make sure that expected performance is being achieved.
- Inform customers on the levels of support they can expect from Garrisons across the Army.

BLS is ASC's response to one of the Secretary of the Army's guiding principles for transformation of Installation management - "Provide consistent and equitable services via standard levels of service".

## **5.2 BLS Baseline Services**

BLS Baseline Services refer to the set of services a LRC delivers to all Installation tenants and customers under the BLS program. Customers requiring services outside the BLS Baseline may require a support agreement.

### **5.2.1 ISR 305 Food Service Program**

Provide dining facility meal service to all customers authorized by AR 30-22 and the Installation commander's (authorized personnel to subsist) policy letter.

## **5.3 Above BLS Support**

Support levels beyond those referenced above require resourcing by the requesting unit/activity. Resources are normally provided by direct fund citation or Military Interdepartmental Purchase Request (MIPR) after an estimated cost for the required service is developed by the Directorate.

## **CHAPTER 6**

### **Reimbursable Support**

#### **6.1 General**

Services provided by the LRC to Installation tenants and customers throughout the AR 5-9 support area under a reimbursable program. These programs are resourced by the requesting organization/ agency and normally require a formal support agreement (ISSA) executed through the Resource Management Office.

## **CHAPTER 7**

### **Garrison Dining Facility Support**

#### **7.1 General**

Each unit is required to complete and submit a Request for Contract Support Memorandum 10 working days prior to the start of each month to the Installation Food Service Office.

**7.1.1** Memorandum must contain all required data and must be signed by the unit commander. Sample forms for reference see figure 7-1.



**7.1.2** Once meal request are received by LRC Food Service they will be sent to the food service contractor's office for action and billing purposes.

**7.1.3** Unit request for meals outside of the dining facility such as remote site funding (A-Rations), box lunches, MRE's, warming beverages, cooling beverages, and supplemental fueling will submit request to the DFAC managers 30 working days prior to the event to allow adequate time to obtain necessary food supplies. Sample forms for reference see figure 7-2.

Change No. \_\_\_\_ \_

Unit Office Symbol

Date \_\_\_\_ \_

MEMORANDUM FOR Directorate of Logistics, ATTN: Food Service Branch, Fort Benning, Georgia 31905

SUBJECT: Request for Contract Support.

Request for contract support services:

Type of support required: FFS M&FP \_\_\_\_\_ DFA only

b. Unit requesting support: Unit \_\_\_\_\_ /BLDG #\_--\_./Month \_\_\_\_\_ /Year \_\_\_\_\_

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Duty day																															
Non-duty																															
Breakfast																															
Lunch																															
Dinner																															
Pre-Clean																															

2. Meal Serving Periods:                      Breakfast                      Lunch                      Dinner

a. Duty Days                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

b. Non-Duty Days                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

c. Brunch / Supper                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

d. Remarks: \_\_\_\_\_

3. Point of Contact is: \_\_\_\_\_ Telephone# \_\_\_\_\_

\_\_\_\_\_  
Commanding Officer & Telephone#

Figure 7-1. Sample Memorandum- Request for Contract Support

## **CHAPTER 8**

### **Training Ice Support**

#### **8.1 General**

All TRADOC units will receive their bulk ice from the Fort Benning Subsistence Supply Management Office (SSMO) (formerly TISA). TRADOC will provide the funding for all TRADOC supported units.

**8.1.1** When requesting ice units must submit a DA Form 3294 three duty days prior to the desired direct vendor delivery date or submit a DA Form 3294 as a walk-in and pickup customer. All personnel signing for ice from the SSMO must have a DD Form 577 card or DA Form 1687 on file at the SSMO or bring updated forms with them. Sample forms for reference see figure 8-1 and 8-2.

**8.1.2** Emergency request will be handled between the Battalion S-4 and the SSMO. When an emergency issue is required the Battalion S-4 will contact the personnel at SSMO and inform them of the emergency requirement. After notifying the SSMO office, the Battalion S-4 will prepare a DA Form 3161 and provide a copy to the SSMO person prior to picking up the ice.

**8.1.3** All non-TRADOC units will purchase block and crushed ice using their unit Government Purchase Card (GPC).

**8.1.4** Dining facilities requesting bag ice due to ice machine failure must submit their request using a DA Form to SSMO. SSMO will contact installation food service for approval prior to issuing the ice.

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES			DATE:
<i>For use of his farm...see DA PAM 710-2-1. The proponent Agency is DCS, G-4.</i>			
AUTHORIZED REPRESENTATIVE(S)			
ORGANIZATION RECEIVING SUPPLIES		LOCATION	
LAST NAME-FIRST NAME-MIDDLE INITIAL	AUTHORITY		SIGNATURE AND INITIALS
	REQ	REC	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER			
THE UNDERSIGNED HEREBY <b>D</b> DELEGATES TO <b>D</b> Y., WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO:			
REMARKS			
I ASSUME FULL RESPONSIBILITY			
UNIT IDENTIFICATION CODE		DODMC/ACCOUNT NUMBER	
LASTNAME-FIRSTNAME-MIDDLE:INITIAL	GRADE: TELEPHONE NUMBER	EXPIRATION DATE: SIGNATURE	

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APOLCY1.006S

- (1) Date enter the calendar date the form is prepared
- (2) Organization receiving supplies Enter the name of the Unit and if prepared by hand or subhand receipt holder to delegate.

*b.* DA Form 1687 is used when an accountable or responsible person wants to designate personnel as their authorized representatives to request and/or sign for supplies requiring formal accountability at the user level. DA Form 1687 will be used to request receipt for all property listed in AR 710-2, s. Commanders may designate additional items requiring control by DA Form 1687.

*a.* On appointment, commanders or accountable officers will send a copy of assumption of command orders or appointing memorandum to each SSA from which supplies are drawn. This authorizes the commander or accountable officer to request a receipt for supplies.

Only the responsible or accountable officer or persons authorized by DA Form 1687 will sign for supplies. Authorized representatives are required to have valid identification. Valid identification is accomplished by comparing the EDIPI

DA PAM 710-2-1 • 1 December 2016 19 number on the individual's common access card (CAC) to the EDPI number listed on the associated delegation-of-authority document and signature.

*f.* Keep DA Forms 1687 current. Use the following procedures:

*a.* Prepare a DA Form 1687 to add personnel as authorized representatives. Enter the statement "Added, previous editions remain in effect" in the remarks block.

*b.* Personnel are required to digitally and manually sign the DA Form 1687. Contractor personnel (providing supply services to an accountable officer under contract) designated on DA Form 1687 as authorized representatives to receive and turn in U.S. Government Title 10 property will be exempt from the dual signature requirement if not issued a government CAC. DA Form 1687 will be annotated with "Contractor" in the authorized personnel block following their name.

Figure 8-1. Sample DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies

RATION REQUEST/ISSUE/TURN-IN SLIP												DATE (YYYYMMDD)				
TO: 1st FSC, Camp Somewhere												REQUEST	X	20020718		
FROM: HHC, 236th BN												ISSUE				
CONSUMPTION DATE(S): 21 July 2002												TURN-IN				
NUMBER OF MEAL(S) REQUESTED												ISSUE date				
ITEMS	UI	B	L	D	B	L	D	B	L	D	TOTAL	SUPPLY ACTION	UNIT PRICE	DOLLAR VALUE		
UGR-H&S Breakfast Menu#1	MO	10									10					
UGR-A Dinner Menu#1	MO			10							10					
8970-XXX 1 MO/50																
MRE	BX										42					
8070-XXX 1BX/12																
UHT Milk, White 1/2 pt.	CO	750		250							1000					
8910-XXX 27/case																
UHT Milk, Chocolate 1/2 pt.	CO	250		250							500					
8910-XXX 27/case																
Cereal, Assorted Ind	EA	500									500					
8910-XXX 96/CS																
Apples	SV			250							250					
8910-XXX 18LB/50																
Oranges	SV			250							250					
8910-XXX 18LB/50																
Salad, mixed, 5-lb bag	B6			10							10					
8910-XXX 1BG/50																
Tomatoes	SV			500							500					
8910-XXX 6LB/50																
Dressing, Italian 7/16 oz.	BX			4							4					
8910-XXX 200/BK																
Dressing, Bleu Cheese	BX			4							4					
7/16oz 8910-XXX 200/BK																

REQUESTED BY: [Signature] SFC ISSUED BY: [Signature] ISSUED BY: [Signature] TOTAL DOLLAR

RECEIVED BY: [Signature] RECEIVED BY: [Signature] RECEIVED BY: [Signature] CONTROL NO.

PAGE NO. NO. OF PAGES REMARKS:

DA FORM 3294, JUL 2002 DA FORM 3294-R, JUN 1990, IS OBSOLETE. AFD V1 01

**Figure 8-2**  
**Instructions for preparing DA Form 3294, Ration Request/Issue/Turn-in Slip, for field kitchen request to supply point**

c. *Requesting rations.* Proper use of the DA Form 3294 to request rations requires good food management practices, to ensure the proper mix and amount of rations, supplements, and enhancements. Upon receipt of strength data (DA Form 5913) from all supported units, the food operations sergeant (FOS) will--

- Consolidate the data and prepare at least three copies of the DA Form 3294 to request rations.
- Forward two copies of the DA Form 3294 to the supply activity. Maintain one copy in the unit suspense file until rations are received.
- Complete only the blocks or columns indicated in this figure. Leave blank any lines or columns with no instructions.

d. *Completion instructions:*

**To** Enter the designation of the supply activity to which request is being sent. When the field kitchen is supported directly by a TISA, enter the TISA designation.

**From** Enter the unit designation of the field kitchen preparing and submitting the request.

**Request** Place an X in the request block.

**Date** Enter the date that the request is being submitted.

**Consumption date(s)** Enter the date(s) on which the rations are to be consumed. The date(s) should correspond to the issue schedule and cycle as published by the supporting Class I activity or SSMO.

**Continuation of Page 13 Instructions for preparing DA Form 3294, Ration Request/Issue/Turn-in Slip, for field kitchen request to supply point**

**Number of meals requested** Leave blank if operating under a pull system. See note 1.

**Items** This section will normally be pre-printed by the SSM. When appropriate, the FOS must enter the menu number of the ration module requested; which can be obtained from the schedule of issues. Also, enter the name of any supplement or enhancement items requested and the issue factors per 50 for all additional entries. See notes 2 and 3.

**U/1 (unit of issue)** The FOS will enter the unit of issue for all items requested. The unit of issue for UGRs will be modules (MO); for half pints of milk it will be container (CO); for bread and fruit items it will be servings (SV); for MREs and salad dressing it will be boxes (BX); for cereal it will be each (EA).

**B/L/D columns** Enter the number of modules (MO), containers (CO), servings (SV), boxes (BX), or each (EA) of preprinted ration items required to support the mission in the

## **CHAPTER 9 Meal Cards**

### **9.1 General**

Meal Cards, DD Form 714 will be issued to units from the Units Meal Card Control Officer.

### **9.2 Procedures**

Procedures for unit commanders to request, receive, issue, and account for meal cards can be found in AR 600-38, The Meal Card Management System.

## **CHAPTER 10 Contracting Officer's Representative**

**10.1** The Contracting Officer's Representative (COR) will monitor and oversee all coordination for dining facility contract operations.

**10.2** The COR is responsible for operation of the random sampling program which provides Quality Assurance Personnel (QA) with a daily inspection schedule.

**10.3** The COR is responsible for processing all requests for contract personnel requiring a Common Access Card (CAC).

**10.4** The COR will review all QA inspections to determine contractor performance levels.

**10.5** Schedule daily random sampling inspections by the Quality Assurance Personnel on a daily basis to determine contractor performance.

## **CHAPTER 11 Subsisting Personnel**

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

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

**11.2.1** Members of other military Services.

**11.2.1.1** The installation commander may furnish meals in appropriated fund dining facilities on a common Service basis to enlisted members of the Air Force, Navy, Marine Corps, Army and Air National Guard, USAR, U.S. Marine Corps Reserve, U.S. Navy Reserve, and U.S. Air Force Reserve. Per the DOD 700.14-R, reimbursement is not

authorized for these meals. Officers and enlisted personnel retaining BAS, if authorized to subsist as specified on their orders.

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

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

## **CHAPTER 12**

### **Reimbursements**

**12. 1** Charges for meals will be sufficient to recover prescribed food costs and operating expenses, unless the discount meal rate is authorized in accordance with the provisions of this paragraph.

The discount rate will be charged to—

- (1) Spouses and other dependents of enlisted personnel in pay grades E-1 through E-4.
- (2) Members of organized nonprofit youth groups sponsored at either the national or local level and authorized to eat in the dining facility by the installation commander. Such groups include civil air patrol, junior ROTC, and scouting units.
- (3) Officers, enlisted members, and Federal civilian employees who are not receiving the meal portion of per diem and who are 1 of the following:
  - (a) Performing duty on a U.S. Government vessel.
  - (b) On field duty.
  - (c) In a group travel status.
  - (d) Included in essential unit messing as defined in the Joint Federal Travel Regulations.
  - (e) On a U.S. Government aircraft on official duty either as a passenger or as a crewmember engaged in flight operations.
  - (f) On Joint Task Force operations other than training at temporary U.S. installations or using temporary dining facilities.

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



Occasions, the Government will be reimbursed by a US Treasury Check, Cash (most preferred method), cashier's check, or money order sent to the FPM for credit to the military personnel, Army (MPA) account. No GFEBS line of accounting accepted for food costs.

c. The standard meal rate will be charged to—

- (1) Enlisted members receiving BAS and all officers (other than those addressed in para 3-38b).
- (2) Any officer, enlisted member, or Federal civilian employee receiving the meal portion of per diem.
- (3) All military dependents except those of enlisted in pay grades E-1 through E-4.
- (4) All other personnel civilian or military (including RC officers on IDT) authorized to eat in appropriated fund

dining facilities.

## **CHAPTER 13**

### **Social Functions**

The use of Government subsistence, dining facility equipment, and dining facility staff to support Social functions such as retirements, promotion, or award ceremonies, religious activities (retreats and seminars), coffee calls, change of command functions, parties, or other similar functions is prohibited. Support for such functions must be obtained from sources outside the Army Food Program. Arrangements for social functions may be made with the Installation club systems or other non-appropriated fund food and beverage facilities governed by AR 215-1.

## **CHAPTER 14**

### **Unit Request for Support**

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

**12.2** The memorandum for support of local training will contain at least the following information:

**12.2.1** Nature of requirement.

**12.2.2** Meal feeding plan.

**12.2.3** The names and ranks of individuals designated to pick up the rations and the time of pick up.

**12.3** The commander of the unit requesting support will ensure that the proper signature

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

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

**12.5** Additional guidance for local training area mission food service support from garrison is contained in DA Pam30-22. Policy regarding garrison support for training operations (5 days or fewer) is contained in chapter 4 of AR 30-22 and DA Pam 30-22.

**12.6** Outside agencies and units such as Air Force, Navy, Marine Corps, Army National Guard, Air National Guard, USAR, U.S. Marine Corps Reserve, Navy Reserve, U.S. Air Force Reserve, Boy Scouts, Girl Scouts, JROTC, SROTC, Civil Air Support and other nonprofit youth organization coordinate all food service support request through the Central Taskings Office, MCoE G3 HQ (CTO) at 706-626-1875.

MEMORANDUM FOR 2-39th IN Dining Facility Manager, Fort Benning, GA 31905

SUBJECT: Request for Field Feeding or Subsistence Support (51 or more)

Request for contract support services:

- 1. Requesting Unit: E Co. 2-39IN
- 2. Nature of requirement: Rifle Range
- 3. Total number of personnel requiring rations: 250

Meal Card (SIK) \_\_\_\_\_ Cash: \_\_\_\_\_ Field Meal Card (FAO): \_\_\_\_\_

4. Dates meals are required:

Enter appropriate type of rations required (A rations "A", MRE, BOX Lunch "BL")  
UPU Pick-up \_\_\_\_\_

DATE	BREAKFAST	LUNCH	DINNER
12 Nov 2017	MRE	A	A
13 Nov 2017		MRE	BL

5. Pickup information:

a. Breakfast: 0600      Lunch: 1130      Dinner: 1615

b. Point of contact is: ILT Jones, @544-XXXX

(SIGNATURE)

Figure 12. Sample Memorandum - Request for Field Feeding or Subsistence Support (51 or more)

**CHAPTER15**  
**Policy Letters**

**13.1 General**

Food Service Policy Letters listed at Appendix A.

## **APPENDIX A:References**

Army Regulation 30-22, The Army Food Program

Army Regulation 600-38, Meal Card Management System

General Subject Technical Manual, 4-44-2

DA PAM 30-22, Operational Procedures for the Army Food Program

Food Service Contract# DABK03-03-C-0018

MCoE Policy Memorandum 30-22-15, Policy on Civilian Use of Dining Facilities at Fort Benning

MCoE Policy Memorandum 30-22-1, Commanders' Responsibilities for Dining Facilities at Fort Benning, Georgia

## APPENDIX B: Glossary

AFFS	Army Field Feeding System
AFMIS	Army Food Management Information System
ALFOODACT	All United States Military, United States Coast Guard, and Army and Air Force Exchange Service Activities
COR	Contracting Officer's Representative
DPW	Directorate of Public Works
LRC	Logistics Readiness Center
MRE	meal, ready-to-eat
SIK	subsistence in kind
SSMO	Subsistence Supply Management Office
SOP	Standing operating procedures
TRADOC	United States Army Training and Doctrine Command

---

# FBGALRC

---

DATE: 23 March 2018  
TIME: 1500  
PAGES SET: 22

---

DATA FILE: FOOD SERVICE SOP 3-7, LRCSOP.doc  
DOCUMENT: FOOD SERVICE SOP  
DOC STATUS: DRAFT