

**DEPARTMENTS OF THE ARMY AND THE AIR FORCE**  
**FLORIDA ARMY NATIONAL GUARD**  
**Office of the Adjutant General**  
**St. Francis Barracks, P.O. Box 1008**  
**St. Augustine, Florida 32085-1008**

FL-FPMO

01 September 2010

**LETTER OF INSTRUCTION (LOI)**  
**Process for the FLARNG Subsisting Program**

1. **SUPERSESION:** NA
  
2. **PURPOSE:** The entire contents of this letter along with the FLARNG Food Service SOP (FNG 30-22) will establish the standards in which the food service processes are performed throughout the Florida Army National Guard (FLARNG) in all Class I related functions. To stipulate, as of FY11 (01 OCT 11), “**ALL**” Class I Subsistence and Food Service procurement in the FLARNG will be requested and processed through the FL-FPMO utilizing the Army Food Service Management Information System (AFMIS). The intent is to make the food service processes more efficient for the units to procure subsistence. By centralizing all Class I request through AFMIS, the Unit’s Food Operations SGT, Supply NCO, Food Service Officer and Commanders will be able to make procurement easier and ensure documentation is correct and readily available for any inspection or review. This publication does not replace AR 30-22, The Army Food Program, or DA Pamphlet 30-22, Operating Procedures for the Army Food Program, but is provided to assist Commanders and Food Service Personnel in implementation and accomplishment of the objective of the publications.
  
3. **APPLICABILITY:** This letter will be used in conjunction with AR 30-22, DA Pam 30-22, and the FNG 30-22 which establishes the policies, procedures, responsibilities and the basic standards for the Army Food Service Program, and the Army Food Service Information Management System (AFMIS) applicable to the Florida Army National Guard.
  
4. **REFERENCES:** These are the primary references utilized for this publication. Any budgetary reviews or considerations must be approved through the FL-FPMO and are backed-up by these regulations. Any request for exception will be reviewed on a case-by-case basis and forwarded through the unit’s chain-of-command to the State Food Service Technician.

AR 30-22	The Army Food Program
DA Pam 30-22	Operating Procedures for the Army Food Program
FNG 30-22	The FLARNG Food Service SOP ( <b>under revision</b> )

5. **ADDITIONAL REFERENCES:** These are additional food service related references that are provided for your assistance in the unit’s compliance with AFMIS and the FLARNG Food Service Program.

AR 25-400-2	The Army Records Information Management System (ARIMS)
AR 40-657	Veterinary Food Inspection
AR 420-55	Food Service and Related Equipment
AR 600-38	Meal Card Management System

AR 735-5	Basic Policies and Procedures for Property Accounting
DA Pam 738-751	Army Maintenance Management System (TAMMS-A)
FM 4-25.12	Unit Field Sanitation Team
FM 10-23	Basic Doctrine for Army Field Feeding and Class I Operations Management
FM 10-23-1	Commander's Guide to Food Operations (FM 10-23, FM10-23-1, under revision)
FM 21-10	Field Hygiene and Sanitation
TB MED 530	Occupational and Environmental Health Food Service Sanitation
TB MED 577	Sanitary Control and Surveillance of Field Water Supplies

6. **OBJECTIVES**: The objectives of this LOI are to:

a. Make the Food Service process easier and more efficient for the units by making subsistence procurement centralized thru the FL-FPMO. This will ease the work load of the full-time Supply NCOs by allowing them to direct all Food Service needs, issues, and questions through one activity.

b. Give step-by-step instructions in requesting Class I subsistence in the areas of procurement thru:

- |  |             |
|--|-------------|
| 1. Cooking & Supported Units   | Appendix A  |
| 2. Commercial/Catered Units  | Appendix B  |
| 3. Consolidated Dining Facility ( <b>CBJTC-CDF</b> )   | Appendix C  |
| 4. Ration Distribution Section ( <b>RDS</b> )<br>(all Class I, to include MRE's, Heater Meals or the like) | Appendix D  |
| 5. G3-Active Duty for Training ( <b>ADT</b> )  | Appendix E  |
| 6. Mobilization (Title 10) ( <b>MOB</b> )  | Appendix F  |
| 7. State Active Duty ( <b>SAD</b> )  | Appendix G  |
| 8. Document Identification (Naming)  | Appendix H  |
| 9. Quick Reference   | Appendix QR |

c. Assist the units in regulatory compliance of the Food Service process by ensuring the accuracy of the AFMIS data and State SOP. To ensure that proper documentation is completed and on file for each training status of the unit when required.

d. Properly track the subsistence funding requirements and AFMIS submission timelines of the units.

7. **RECOMMENDATIONS**: Recommendations for changes to the SOP should be forwarded to JFHQ-FL-J4-FS, Attn: State Food Service Technician, 2305 State Road 207, St. Augustine, FL 32086.

FOR THE ADJUTANT GENERAL:

CARY C. GRIFFITH  
COL, LG, FLARNG  
Director of Logistics

DISTRIBUTION:  
All Units FLARNG  
Directorates and Special Staff

APPENDIX C

CBJTC – CDF

**NOTE: UNIT COMMANDERS ARE REMINDED THAT THEY MAY BE HELD FINANCIALLY RESPONSIBLE FOR THE MEALS ORDERED AND NOT CONSUMED AND/OR MEALS ORDERED OVER THE ALLOWABLE AMOUNT PER THE DA FORM 1379 PRESENT FOR DUTY SIK PERSONNEL COUNT. REGULATION STATES A “ZERO” TOLERANCE POLICY, WHICH DOES NOT ALLOW FOR ANY OVERAGE IN MEALS BOUGHT OR PREPARED.**

1. All units stationed or training at Camp Blanding Joint Training Center (CBJTC), without Food Service personnel, or Food Service support will utilize the Consolidated Dining Facility (CDF). No outside vendors are permitted without the coordinated and expressed permission through both CBJTC-HQ-S4 & FL-FPMO. **UNITS THAT ARE FEEDING AT THE CDF “CANNOT” HAVE A SUPPORTED ACTION. ALL UNITS MUST FEED INDIVIDUALLY!!!!**

2. Units will forecast subsistence requirements based on the Subsistence in Kind (SIK) personnel that are anticipated to be present at the next training assembly. The best way to determine this forecast is to take the preceding three months DA Form 1379's, count the SIK present for duty, get an average, then minus 5%.

a. Commanders may forecast for NON-SIK persons (Officers, AGR, ADOS, and Civilians) by adding the Non-SIK and SIK numbers together and placing the total in the “Proj HC” block. The Non-SIK persons will be annotated in the “Remarks” section of AFMIS for that particular meal requiring Non-SIK forecasting. Upon close-out, the SIK and Non-SIK amounts will be separated with the SIK annotated as SIK and the Non-SIK annotated as Cash (Refer to the AFMIS Catered Meal SOP).

b. **It is recommended that unit commanders not order CDF meals for NON-SIK soldiers (Officers, AGR, ADOS, and Civilians) when on IDT. These individuals are encouraged to purchase the meals directly from the vendor.**

3. Unit commanders will submit a **CDF Meal Request (CMR)**, upon the approval of the AFMIS request, no later than **30-60 days prior to the required feeding, to the CDF**, for support approval and pending reservation. The unit will **validate their request 15 days out from the required feeding to insure the diner count is correct.**

**\*NOTE: IF THE UNIT OR ACTIVITY FEEDING CROSSES MONTHS, A SEPARATE CDF MEAL REQUEST MUST BE SUBMITTED FOR EACH PERIOD. (ex. IF TRAINING: 30-OCT to 2-NOV, THEN A REQUEST FOR 30-31 OCT AND A SEPARATE REQUEST FOR 1-2 NOV WILL BE SUBMITTED.**

a. The **CDF Meal Request (CMR)** will be emailed to the CDF for support request reservation. The CDF Staff will affirm or deny the request to the requesting unit via email. The unit will not obtain approval by the CDF until the CDF has received the AFMIS “Approved” Request showing the CDF as the meal supplier. If the CDF is unable to support the unit, other arrangements will be made in coordination with approval from FL-FPMO and CBJTC-HQ-S4 for catered support. Upon this action the GPCR – Catered/Commercial Meal, section will apply.

**APPENDIX C**  
**FLARNG FS Process LOI**

**1 September 2010**

b. After approval and confirmation of the CDF supporting action, the unit will work directly with the CDF to verify SIK personnel numbers are still correct or have changed. This action will take place at different intervals: **1)** Two weeks prior to feeding, **2)** 48 hours prior to feeding, and **3)** Within 6-12 hours of feeding time. This will ensure that the CDF has prepared the proper amount of food required.

4. Unit commanders will ensure that all requests are placed into AFMIS no later than **30 days prior to the training assembly** and that a valid DA Form 1687, Signature of Authority is filed with the FL-FPMO. You must ensure the correct "ACCOUNT" code is selected. Refer to the AFMIS Catered Meals Process SOP.

5. All documents will be properly named. Refer to Appendix H.

6. A copy of the Unit's Training Schedule must be provided to show feeding entitlement. The unit must show this requirement per AR 30-22, Entitlements: Table 3-1, page 19. The Supply NCO must ensure the document is properly named (ex: OCT10 IDT Training Schedule W8AKAA.pdf) and sent to the FL-FPMO via email **NLT 30 days** prior to the event. Refer to Appendix H.

7. Units may revise/change their request up to 48 hours prior to the training assembly. To do so, the original request must be "voided" per the AFMIS SOP and a new request submitted. The original "Approved" AFMIS Requisition Number must be noted in the remarks section of the new request. An updated CMR will be required and processed for approval through the CBJTC-CDF.

8. A headcount accounting procedure will be completed for all meals consumed at the CDF. The AFMIS CAC scanner will be used as the primary method for headcount. If the scanner is unavailable or feeding is required at multiple locations, a DA Form 3032, Headcount Sheet, will be utilized in lieu of CAC scanning as back-up documentation. **Each unit must complete separate headcounts until AFMIS has finalized the interface with the National Guard Bureau (NGB) personnel database.**

a. Each Soldier is required to have their CAC scanned or sign the DA Form 3032 as means of accounting for their meal. A Headcounter will be present at every meal, unless authorized exception by the CDF management has been granted or until the interface with the National Guard Bureau (NGB) personnel database is completed. For Field Feeding, a one-line entry scan or signature on a DA Form 5914 will be conducted by an approved signatory per the unit's DA Form 1687 for all meals received. NON-SIK personnel may also be paid for, if Cash Meal Payment procedures are followed. This is performed by using the AFMIS scanning method or a DA Form 1544 Cash Meal Payment Sheet. The actual meal cost will be collected, and annotated under "meals sold for cash" in AFMIS. Please note that during AT all Officer, AGR, and ADOS enlisted soldiers conducting training with their unit are considered SIK personnel.

c. The Headcounter "**WILL NOT**" leave the CDF until after the headcount is complete and the CDF Staff has made a copy of the DA Form 3032's!!!!!! (Unit must retain original copy)

d. One-line entry will **not** be used when feeding at the CDF.

e. SIK personnel will **not** have their CAC scanned or sign the DA Form 3032 headcount unless they have received a meal. If a meal has been provided, then the individual will be accounted for per the headcount procedure.

9. The unit commander through the unit Food Service Officer (FSO) will ensure that the following processes are completed per the following required time-line:

**APPENDIX C**  
**FLARNG FS Process LOI**

**1 September 2010**

a. **Prior to Training** (Completed NLT **30 days** prior to the Training Assembly or Event)

1) Copy of the Unit's Training Schedule is on file with the FL-FPMO. Unit must show requirement per AR 30-22, Entitlements: Table 3-1, page 19. The Supply NCO must ensure the document is properly named. Refer to Appendix H.

2) Request is entered into AFMIS utilizing the proper account code and correct projected headcount.

3) The **CDF Meal Request (CMR)** was emailed to the CDF for support request approval and confirmation with a copy of the AFMIS "Approved" Request showing the CDF as the meal supplier.

b. **After Training Close-out:** (Completed NLT **5 days** after Training Assembly or Event). The unit will "CLOSE-OUT" the AFMIS request per SOP. The following documentation will be sent via email to the FL-FPMO. Documents will be scanned and properly named in accordance with Appendix H of this LOI and in the following sequence:

1) Food Service Documentation Cover Sheet.

2) The "**CLOSED**" AFMIS Meal Report.

3) DA Form 3032, Headcount Sheet, only required if unit CAC Scanner is not available for use, to include front and back.

4) CDF Invoice.

5) A sanitized copy of the DA Form 1379 for that month's training assembly (to sanitize the 1379, blacken-out the first 5 numbers of each Soldiers SSAN only).

6) DA Form 5914 – Ration Control Sheet (**For MREs, Heater Meals or the like only**). Include separate form for each type of additional rations received, issued and/or on-hand and will only be required until AFMIS is able to track accordingly.

7) Supported unit "Approved" AFMIS Meal Report, if required and approved by FL-FPMO.

8) When closing the AFMIS request, the supported unit will complete the following:

a. Enter the actual amount of the meal.

b. Enter the number of SIK present for duty strength or actual meals fed, **whichever is less**, in the ARNG block for the supporting unit only. The supported unit/units headcount (actual fed) will be annotated in the "other" block.

c. Remarks: Annotate additional information required to support any discrepancies between projected and actual headcounts or if the unit fed more than the authorized SIK present for duty strength. Also note the GPCR number in the "Remarks" block.

d. The receipt number will be the CDF Invoice number.

e. CLICK "**EXECUTE**".

**f. SEND AN EMAIL TO THE FL-FPMO WITH THE REQUIRED DOCUMENTS AND THAT ALL CLOSE-OUT ACTIONS HAVE BEEN COMPLETED.**

**NOTE: UNITS THAT ARE FEEDING AT THE CDF “CANNOT” HAVE A SUPPORTED ACTION. ALL UNITS MUST FEED INDIVIDUALLY!!!**

**APPENDIX H**

**DOCUMENTS**

This Appendix is to state the guidance on filing of supporting documentation for meal request and closeouts. The training schedule must be scanned and forwarded to the FL-FPMO **NLT 30 days** prior to the meal date. The information below states the sequence and the naming of documents required in the on-line filing cabinet. Upon completion of the meal, all closed out documentation will be scanned as one document in the following sequence and emailed to the FL-FPMO within **5 days**.

**NAMING**

**30 Days prior to the Meal**

The Training Schedule will be submitted in conjunction with the AFMIS Requisition.

1. Training Schedule for IDT: MMYR IDT TS UIC.pdf (ex: OCT10 IDT TS W8AKAA.pdf)
2. Training Schedule for AT: MMYR AT TS UIC.pdf (ex: OCT10 AT TS W8AKAA.pdf)

**After the Meal**

Closed out documents will be named according to the below examples:

For IDT meals: MMMYY IDT UIC.pdf (ex: OCT10 IDT UIC.pdf)  
For AT meals: MMMYY AT UIC. pdf (ex: OCT10 AT UIC.pdf)  
For ADT meals: MMMYY ADT UIC.pdf (ex: OCT10 ADT UIC.pdf)  
For Title 10 (MOB): MMMYY T10 UIC.pdf (ex: OCT10 T10 UIC.pdf)

Five (5) days after the last meal, the above documents in sequence WILL be scanned and forwarded to FL-FPMO.

**SEQUENCE**

1. Food Service Documentation Cover Sheet.
- 2 The "**CLOSED**" AFMIS Meal Report;
- 3 DA Form 3032, Headcount Sheet, if required, to include front and back;
- 4 Vendor Invoice or Receipt.
- 5 A sanitized copy of the DA Form 1379 for that month's training assembly (to sanitize the 1379, blacken-out the first 5 numbers of each Soldiers SSAN only.
- 6 DA Form 5914 – Ration Control Sheet (**For MREs, Heater Meals or the like only**). Include separate form for each type of additional rations received, issued and/or on-hand and will only be required until AFMIS is able to track accordingly.
7. Supporting units "Approved" AFMIS Meal Report, if required.

**QUICK REFERENCE**

**ALL RECORDS WILL BE NAMES IN ACCORDANCE WITH APPENDIX H OF THIS LOI.**

**UNITS SEQUENCE**

**A. Scan and Drop** Training Calendar into Unit's on-line file.

**B. Prior to Meal (30 days)**

1. Request via AFMIS the meal.
2. Request an authorization to purchase meal or raw subsistence via GPCR.

**C. After the Meal (5 days)**

- 1 The "Approved" AFMIS Meal Report;
- 2 DA Form 3032, Headcount Sheet, if required, to include front and back;
- 3 Vendor Invoice or Receipt.
- 4 A sanitized copy of the DA Form 1379 for that month's training assembly (to sanitize the 1379, blacken-out the first 5 numbers of each Soldiers SSAN only.
- 5 DA Form 5914 – Ration Control Sheet (**For MREs, Heater Meals or the like only**). Include separate form for each type of additional rations received, issued and/or on-hand.
6. SCAN & DROP (5 days) all documents (Approved AFMIS Report, DA Form 3032, Receipt, DA Form 1379, DA Form 5914) as one document into the J4 on line file, ensuring that the AFMIS and GPCR authorization number is recorded on all documents.
7. Enter completed meal data, i.e., Actual cost and headcount. Remember SIK vs Actual count, whichever is less!! Be sure to use the REMARKS for any pertinent information needed, **DO NOT CLICK EXECUTE**!!!!
8. Send email of completion of the above to J4-FS.
9. Close out GPCR.

**TO BE COMPLETED BY J4-FS**

1. FS Documentation – Validate/Verify
2. AFMIS – Closeout/Execute
3. GPCR – Validate
4. Spreadsheet (Budget) – Enter Data