

ghe

Topic: Class 1 Ration Request and Turn-in (Residual) Procedures

OPR: Food Program Manager
4-8338

Reference: None

Procedure:

- Each Unit subsistence supply manager or designative representative will , establish an account at the Troop Issue Support Activity (TISA) Bldg 882, by using the follow methods:
- Unit's Initiate a Class I Letter of Intent forecasting the type, dates, and amount of ration being requesting at least 90 days out to the Food Program Management office in Bldg 861. All changes or updates to the forecasts are due 60 and 30 days out.
- Units will prepare two Signature Cards (DD Form 577) one giving authorization to request and the other giving authorization to receive rations. Units must also provide a copy of the commander's assumption command orders, along with a copy of the letter of intent to the Troop Issue Subsistence Activity (TISA) Bldg 882.
- If units are requesting Ice, or any special class I items or meals, it must be annotated on the letter of intent. Ice forecast is calculated by lb/man/day and based on temperature. The maximum ice issued is 13-lbs man, per day.
- If units desires warming and cooling beverages, it must be requested on a separate memorandum, taken to the Food Program Management Office Bldg 861 for signatures and then turned in to the (TISA) Bldg 882 for processing.
- Units will conduct an inventory of all rations received before leaving bldg 882. On site Veterinary Support Personnel will inspect the units trucks at TISA prior to picking up the rations to ensure vehicles are clean and sanitary.
- Units will notify the Food Program Manager who is located in bldg 861, of all residual rations as early as possible so proper coordination can be made with dining facility personnel or charitable representatives to receive the rations.
- If its determine that the residuals will be turned into the Dining Facility, units must conduct an inventory of all residuals annotate all items being turned in on a DA Form 3294-R. Prior to delivering the residuals the units must have the veterinary service personnel inspect the rations to ensure its safe for human consumption.
- If its determine that the residuals will be turned into a charitable organization, units will turn in residuals on a DA Form 3161 and follow the same process as above, units must also , receive a Statement of Liability Memorandum from the Food Program Manager. This memorandum must be signed by the charitable organization that is receiving the donated residual rations. A copy of the sign document must be returned to the Food Program Manager.
- Units provide the personnel to load and unload residuals.
- Do not wait until the end of rotation to report residuals to TISA personnel or the FPM.