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# FIELD FEEDING COMPANY “HOW TO” REFERENCE HANDBOOK

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**JOINT CULINARY CENTER of EXCELLENCE (JCCOE),  
QUARTERMASTER SCHOOL, FORT LEE, VIRGINIA  
OCTOBER 2021**

# FIELD FEEDING COMPANY HANDBOOK

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PREFACE

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The Army Field Feeding Company concept was established in 2018. This “How To” book is designed as a guide for company grade leaders to efficiently operate and execute the Field Feeding Company mission. Each company will be unique and will require some deviations from this book to meet your unit’s mission. By utilizing this resource you will have a base guideline to building readiness and competence within your Food Service Company, platoons and teams.

The Army food service program is complex and requires consistent management and leadership engagement to ensure your operation can sustain garrison operations, training support requirements and deployments. Company leadership should regularly sync with Combat Sustainment Support Battalion (CSSB), and BDE food service leadership to help streamline operations and build predictability in your formation.

We encourage everyone who reads this text to recommend changes to keep the text current and helpful.

## REFERENCES

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AR 30-22

Army Food Program

AR 350-1

Army Training and Leadership Development

ATP 4-41

Army Field Feeding and Class 1 Operations

DA PAM 30-22

Operating Procedures of the Army Food Program

TB MED 530

Tri-Service Food Code

TM 4-41.11

Dining Facility Operations

TM 4-41.12

Food Program Operations

Field Feeding Company Quick Reference Guide

Command Deployment Discipline Program Handbook

Command Supply Discipline Program Handbook

The Joint Culinary Center of Excellence Website: <https://quartermaster.army.mil/jccoe>

## CHAPTER 1

### Introduction

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**1-1. Field Feeding Company (FFC) Mission:** The organizational mission of the FFC is to provide field feeding to Echelon Above Brigade (EAB) operational forces on deployment, during field training, and in a garrison environment. The FFC is responsible for operating Warrior Restaurants, which support all Soldiers at home station. In some cases, FFC's are charged with supporting assigned food trucks and Kiosks.

**1-2. Capabilities:** Refer to [Appendix A](#)

### 1-3. Responsibilities and Duties:

**A. Company HQ:** Responsible for providing overall mission command, unit level administration, supply, limited field maintenance, vehicle recovery, and supervision of field feeding company operations. When the FFC HQ is deployed as part of a support BN, it provides oversight of area feeding operations and forward feeding operations when platoons are designated to support EAB units or augment a Brigade Combat Team (BCT).

- **Training NCO/DTMS Reps:** (1x 92G2O, 1x 74D1O, 1x 92G1O) responsible for overall Company training management and readiness; maintain individual Soldier record of planned and completed training; schedule Company training and manage training resources.
- **Orderly Room Clerks:** (1x 42A1O, 1x 92G1O) responsible for managing all personnel and administrative functions. (Ex: Legal Actions, Flags, Awards/NCOERS, HR Metrics)
- **Supply Team:** Responsible for resourcing the unit and the oversight of supply accountability. The supply sergeant is also responsible for property accountability with both, unit Property Book Office (PBO) and installation PBO (WRs).
- **Maintenance Section:** Responsible for supporting home station requirements as well as platoon operations when field feeding platoon operations are ongoing. Maintenance personnel can be individually tasked to support Field Feeding Teams (FFT) as mission dictates. Typically, FFTs are attached to units at forward locations to support enabler EAB units. The Operational Control (OPCON) unit typically has maintenance responsibility for attached FFTs while on mission.

**B. HQ Operations Cell:** Responsible for coordinating field feeding requirements internal to the Company, de-conflicting support requirements, and managing installation WR support requirements.

- The **Food Service Advisor** (922A) provides oversight of field feeding operations. Coordinates requirements with the SPO, and supported unit Food Service Advisors. Advise the Commander on all matters relating to the food service program, to include readiness of field feeding platforms. Employ a systematic quality assurance and quality control process IOT detect and amend variances in established standards. Determine technical training requirements; establish standardized food safety standards, criteria, procedures, and roles for the sanitary control and surveillance in order to mitigate risk factors.
- The **Operations NCO** (92G4O) coordinates requirements with the Platoon Sergeants and ensures all missions are properly manned, resourced, and validates readiness. The Operations NCO also oversees the training and orderly room Soldiers. The operations NCO performs Platoon Sergeant Duties for the Company Headquarters.

## FIELD FEEDING COMPANY HANDBOOK

**C. Platoon HQ:** Directly responsible for the overall management and readiness of FFTs; to Soldier, equipment, and training readiness. Each platoon is made up of a PLT HQ (PL and PSG) and four to five teams consisting of 15 Soldiers in each team.

- The **Platoon Leader (PL)** is responsible for mission command of the platoon. The PL will coordinate mission support with the FFC Operations cell and customer units. While at home station, the PL will also serve as the Warrior Restaurant accountability officer/ Food Service Officer (FSO).
- The **Platoon Sergeant (PSG)** directly responsible for overall readiness, and will ensure that all FFTs are properly trained and staffed with sufficient personnel to support required missions. The PSG also works with WR managers to balance WR manning and training requirements.

**D. Field Feeding Team (FFT):** Directly responsible for executing tactical field feeding operations and are ready to operate in an austere environment with a high level of autonomy. The FFT is the heart of the FFC. The FFT is directly responsible for providing field feeding to supported EAB units. At home station, the FFTs operates a Garrison Warrior Restaurant, supporting EAB Soldiers on the installation, in conjunction with the G4 Garrison feeding plan.

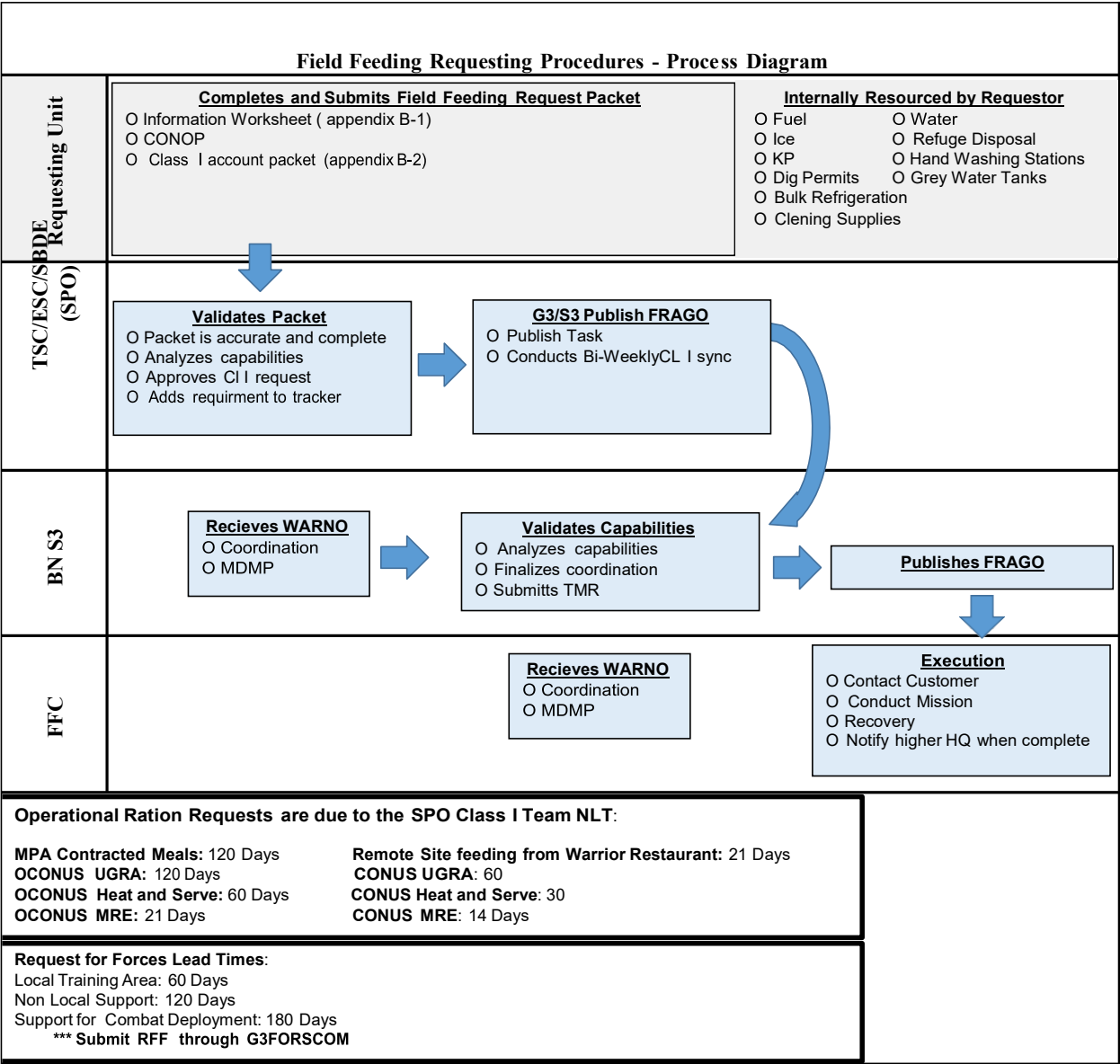
### 1-4. Recommended Rating Scheme:

Recommended Rating Scheme			
Position	Rater	Senior Rater	Reviewer
Commander	BN Commander	BDE Commander	
1SG	CO Commander	BN Commander	
Platoon Leader	CO Commander	BN Commander	
Food Service Advisor	CO Commander	BN Commander	
Culinary Management NCO (OPS)	Food Service Advisor	CO Commander	
Platoon Sergeant	Platoon Leader	CO Commander	
Culinary Management NCO	Platoon Sergeant	Platoon Leader	CO Commander
Advanced Culinary NCO	Culinary Management NCO	Platoon Sergeant	CO Commander
Culinary NCO	Advanced Culinary NCO	Culinary Management NCO	CO Commander

CHAPTER 2

Mission Support Process

2-1. An EAB commander can request for FFC assets to support operational and exercise feeding requirements. Requests will be processed through the TSC/ESC/SBDE Support Operations cell responsible for the FFC. An example of the request packet can be found in [APPENDIX B](#).



CHAPTER 3

The Company Battle Rhythm

3-1. Training, Administration and the Maintenance Meetings serve as the primary forums for exchanging information among the FFC company leaders. Use these meetings for coordination and planning for training events and personnel management.

7-Minute Drill	
<p><b>Purpose:</b></p> <ul style="list-style-type: none"><li>• Provide the Commander awareness of subordinate units’ planned training and to assess past, current, and future training.</li></ul> <p><b>Inputs:</b></p> <ul style="list-style-type: none"><li>• Slides Updated/TO POC NLT: COB Friday</li><li>• Long Range Calendar</li><li>• DTMS Training Calendar</li><li>• Readiness Status (ACFT, Weapons Qualification, Schools Status, Land and Ammo Status)</li></ul> <p><b>Outputs:</b></p> <ul style="list-style-type: none"><li>• CDR Guidance</li><li>• Guidance on unit training plans</li><li>• Due outs for BN staff to resource training</li></ul>	<p><b>Key Task:</b></p> <ul style="list-style-type: none"><li>• Synchronize training and readiness efforts; identify and coordinate for training resources for subordinate units</li></ul> <p><b>Chair:</b> Company Commander</p> <p><b>Facilitator:</b> Operations NCO</p> <p><b>Frequency/Location:</b></p> <ul style="list-style-type: none"><li>• Bi-Weekly</li><li>• Command Conference Room</li></ul> <p><b>Membership:</b></p> <ul style="list-style-type: none"><li>• Commander/1SG</li><li>• Operations Cell</li><li>• Platoon Leaders and/or PSG</li></ul>
<p><b><u>Training Meeting:</u></b></p> <ul style="list-style-type: none"><li>• Priorities: (Short- Term, Long- Term)</li><li>• LRTC</li><li>• PRT Calendar</li><li>• Warrior Restaurant (Updates, Upcoming Events, Working Issues/Concerns, Shift Data)</li><li>• METL Assessment (By Platoon)</li><li>• Mission Readiness (Sustainment Readiness Model, MET, CFSDP Evaluations, Deployment Readiness Inspection, Validation Exercise) *Evaluated QTRLY*</li><li>• T-1 through T+10 training</li><li>• DTMS Weapons/ACFT</li><li>• Schools Tracker</li><li>• Maintenance (Combat Slant, Service Schedule)</li></ul>	<p><b><u>ADMIN Meeting Agenda :</u></b></p> <ul style="list-style-type: none"><li>• Priorities: (Short- Term, Long- Term, Field Feeding Missions)</li><li>• Maintenance ESR Deep Dive</li><li>• Supply Inventory Schedule</li><li>• ADMIN Snapshot (Supply)</li><li>• CSDP Tracker (Hand receipts, TA-50 layouts, Key Control)</li><li>• Top Personnel/Supply/Equipment Shortages</li><li>• Losses/Awards (30, 60, 90 days)</li><li>• OER/NCOERs (30, 60, 90 days)</li><li>• Gains/ Sponsorship (30, 60, 90 days)</li><li>• ACFT Failures</li><li>• Actions/ Legal</li><li>• Flags</li><li>• Bars to Continued Service MEDPROs/ HR Metrics</li></ul> <p><b>POC:</b> Operations Cell</p>



CHAPTER 4

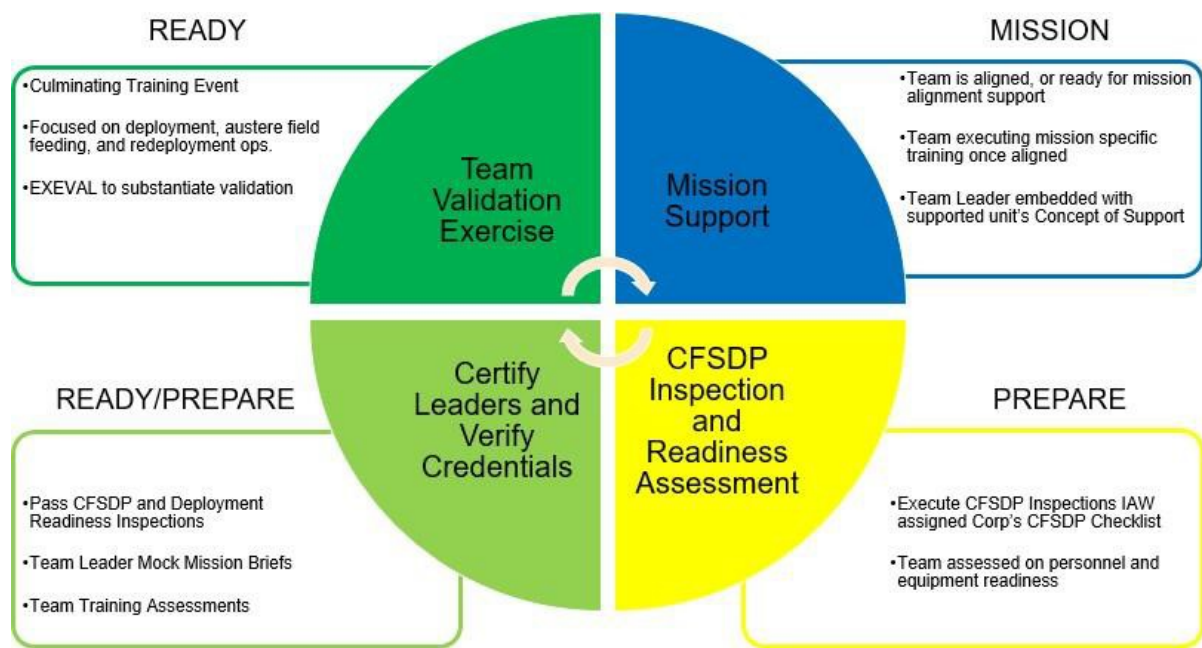
Unit Training and Operations

4-1 Unit METL

Provide field feeding to Army Echelons Above Brigade (EAB) operating forces. This company plans, manages, supervises, and administers field feeding operations by deploying on demand with customer organizations as required. Receive requests for field feeding support and allocates field feeding assets according to type of support and level of demand, plans and coordinates with logistics commands, provides internal administrative and maintenance functions. FFC METL is found in **Appendix C**

**4-2 Training and Management:** FFTs will transition from company/field feeding operations to garrison/WR operations on a quarterly basis.

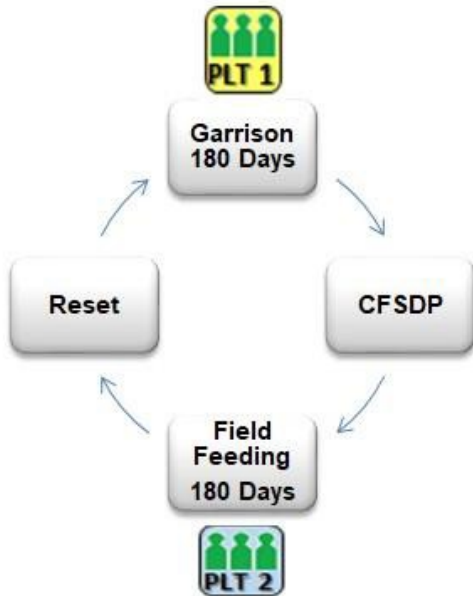
- A. **Warrior Restaurant (WR):** Each WR is managed and operated by 1x designated platoon. Augmenting teams rotate in and out of the WR approximately every 120-180 days (METT-TC dependent).
- B. **Training:** All FFTs must be ready to deploy despite WR Operations. Training ISO unit METL is led by FFTs not designated to WR operations.
- C. **Missions:** FFTs are deliberately assigned to missions and prepare accordingly. FFTs not assigned to missions are on standby for local training area support. The unit Long Range Training Calendar (LRTC) is used to manage FFT requirements.
- D. **Variables:** Troop to Task analysis must be conducted to optimize Garrison and Field Feeding missions. Commanders must consider the following external/internal unit tasking's, support to EABs outside of home station and competing mission requirements.



\*Reference: AR 525-29: Force Generation Sustainable Readiness Model\*

# Operational Cycle “A Way”

## FFC Design with 2xPLT



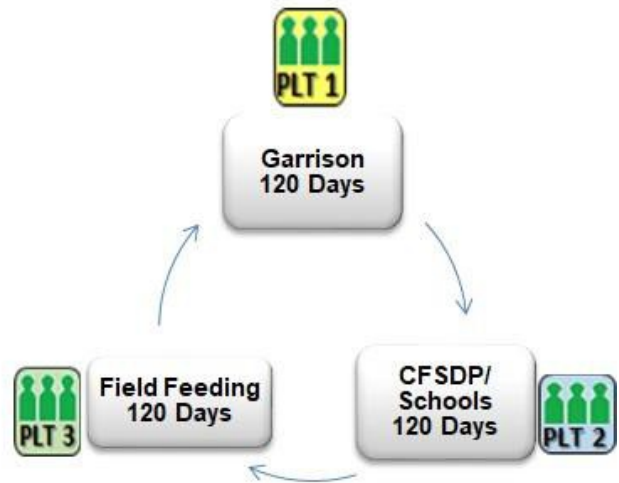
### Rotation

- 180 days focused effort on Garrison or Field Support
- Maintain PLT Integrity

### Garrison OPS

- Recommend no more than 50% total work force (60/120 92G) tasked to Garrison mission

## FFC Design with 3xPLT



### Rotation

- 120 days focused effort on Garrison, CFSDP, Field Support
- Maintain PLT Integrity

### Garrison OPS

- Recommend no more than 33% total work force (60/180) tasked to Garrison mission

## CHAPTER 5

### Command Programs

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#### 5-1. Command Deployment Discipline Program (CDDP):

**Reference:** Command Deployment Discipline Program Handbook ( [15-01\\_CDD\\_V2.pdf \(army.mil\)](#) )

**Purpose:** The CDDP combines policy and doctrinal deployment requirements under one program to enable Commanders at all levels to maintain their organizations at their appropriate deployment readiness posture to meet Army mission requirements. The CDDP will also assist in standardizing Army deployment functions, as necessary, for units and installations for the initial phases of a deployment.

**The CDDP will:**

- A. Establish deployment discipline as regulatory guidance.
- B. Standardize deployment discipline requirements for units and installations.
- C. Improve efficiency and effectiveness at the tactical unit level for deployment and redeployment operations.
- D. Maintain unit-level fundamentals for deployment and redeployment operations.

\*CDDP checklist and requirements can be found in [APPENDIX D.](#)

#### 5-2. Command Supply Discipline Program (CSDP)

**Reference:** Command Supply Discipline Program Handbook

**Purpose:** The CSDP is a Commander's program. Leaders must enforce and implement effective programs to ensure resources are being used without fraud, waste, and abuse. Reference the handbook "CSDP Handbook" to establish and implement the necessary tools for commanders to successfully address the relationship of good logistical processes and operations achievements which are reached by stressing good supply discipline.

#### 5-3. Command Food Service Discipline Program (CFSDP)

**Reference:** FORSCOM Tasking DTG: 181943Z NOV 11

**Purpose:** The CFSDP is a Commander's program and a compilation of existing regulatory requirements designed to simplify command, supervisory and managerial responsibilities at every level. The intent is to verify that all units are adhering to existing Army policies. It establishes reporting procedures in order to identify food service training and equipment issues and improve property accountability/ serviceability.

\*CFSDP example checklist and requirements can be found in [APPENDIX E.](#)

## APPENDIX A

### Capabilities



# MTOE AUTHORIZATION



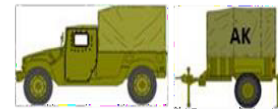
### Standard Company Design

The standard company design consists of a Company with a CO HQ, Ops section, and maintenance section along with three standard platoons. Each standard platoon is composed of a PLT HQ (PL and PSG) and four teams (15 Soldiers in each team). The standard FFC is made up of 215 Soldiers and can support up to 8,400 Soldiers. Due to unique home station feeding requirements, most FFCs are sourced with two platoons.

Company Headquarters (x1) 2/1/26//29			
COMMANDER	O3	90A00	1
OPERATIONS OFFICER	O2	92A00	1
FOOD ADVISOR	W2	922A0	1
FIRST SERGEANT	E8	92G5M	1
MOTOR SGT	E7	91X40	1
CULINARY MGMT NCO	E7	92G40	1
SENIOR MECHANIC	E6	91B30	1
SUPPLY SERGEANT	E6	92Y30	1
WHEELED VEH MECH	E5	91B20	2
*UTILITIES EQUIP REP	E5	91C20	1
TAC PWR GEN SPEC	E5	91D20	1
EQUIP REC/PARTS SGT	E5	92A20	1
HUMAN RESOURCES SPC	E4	42A10	1
CBRN SP	E4	74D10	1
WHEELED VEH MECH	E4	91B10 (H8)	1
WHEELED VEH MECH	E4	91B10	2
RECOVERY VEH OPR	E4	91B10 (H8)	1
QM/CHEM EQUIP REP	E4	91J10	1
*EQUIP REC/PARTS SP	E4	92A10	1
SUPPLY SPECIALIST	E4	92Y10	1
WHEELED VEH MECH	E3	91B10	4
UTILITIES EQUIP REP	E3	91C10	1
TAC PWR GEN SPEC	E3	91D10	1
SUPPLY SPECIALIST	E3	92Y10	1
			29

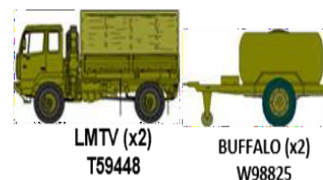


Platoon Headquarters (x3) 1/0/1//2			
PLATOON LEADER	O2	92A00	1
PLATOON SERGEANT	E7	92G40	1
			2



HMMWV (x2) T37588 TRL (x2) T95992 ASLT KIT (x2) A94943

Field Feeding Team (x12) 0/0/15//15			
CULINARY MGMT NCO	E7	92G40	1
ADV CULINARY NCO	E6	92G30	1
CULINARY NCO	E5	92G20	1
CULINARY NCO	E5	92G20	3
CULINARY SPECIALIST	E4	92G10	5
CULINARY SPECIALIST	E3	92G10	4
			15



\*Authorized upon deployment

\*Will be issued upon deployment

Standard Field Feeding Company

APPENDIX B  
Field Feeding Request Packet

										REF #	
(5 W's Worksheet)											
1. REQUESTING UNIT:				2. POC, PHONE # & EMAIL:				3. DTG:			
4. NATURE OF REQUIREMENT (FTX, CTC, DEPLOYMENT)						5. EXERCISE DATES:			6. TOTAL PAX		
6b. 5 W's VERIFIED BY Food Service Team NAME:										DTG:	
EXERCISE INFORMATION											
7. MEAL CYCLE (A-M-A, M-M-A)		8. RATION MIX		9. ICE REQUESTED			10. WARMING AND COOLING BEV				
				YES		NO		YES		NO	
11. SPECIFIC INFORMATION PERTAINING TO THE MISSION: UGR-A (A), HEAT&SERVE (H/S), MRE (M).											
		DATES:		BRK		LUN		DIN		HEACOUNT	
FIRST MEAL											
EXERCISE											
LAST MEAL											
CONCEPT:											
ATTACH CONOP TO THIS REQUEST											
Responsible Commander Information						S-1 OIC Information					
Name						Name					
Rank, Branch						Rank, AG					
Commanding						S1 OIC/Adjutant					
CANCELED MISSIONS: You must notify the supporting Unit 72hours prior to canceling your mission.											
12. REQUEST FOR FORCES FROM					YES		NO, EXPLAIN REASON FOR BELOW				
13. IS REQUEST LATE:					NO		YES, EXPLAIN REASON FOR LATE REQUEST				
13a. IF LATE, ACCOMPAINED WITH LETTER OF LATNESS					YES		NO, EXPLAIN REASON				
10 <sup>th</sup> Support Group											
14. NAME:		15. RANK		16. UNIT/TITLE			17. PHONE #				
18. SIGNATURE:			19. DTG REQUEST RECEIVED:			20. DTG REQUEST ADDED TO FF TRACKER					
21. REMARKS:											

## APPENDIX B-2

DA 1687

<b>NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES</b> <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>				<b>DATE</b> 20210427	
<b>AUTHORIZED REPRESENTATIVE(S)</b>					
<b>ORGANIZATION RECEIVING SUPPLIES</b> 501st BSB, 1-1AD			<b>LOCATION</b> FORT LEE, AZ		
<b>LAST, FIRST, MIDDLE INITIAL</b>	<b>AUTHORITY</b>		<b>SIGNATURE AND INITIALS</b>		
	<b>REQ</b>	<b>REC</b>			
SMITH, JOHN	YES	NO			
BROWN, AMY	NO	YES			
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO: REQUEST AND/OR RECEIVE CLASS I SUPPLIES					
<b>REMARKS</b> SUBSISTENCE SUPPLY MANAGEMENT OFFICE (SSMO), FORT LEE AZ					
<b>I ASSUME FULL RESPONSIBILITY</b>					
<b>UNIT IDENTIFICATION CODE</b> WECN11			<b>DODAAC/ACCOUNT NUMBER</b> 87964590Q		
<b>LAST, FIRST, MIDDLE INITIAL</b>	<b>GRADE</b>	<b>TELEPHONE NUMBER</b>	<b>EXPIRATION DATE</b>	<b>SIGNATURE</b>	
THOMAS, JOSHUA	O3	555-446-3289	20210504		

DA FORM 1687, NOV 2015

PREVIOUS EDITIONS ARE OBSOLETE

APD LC v1.01ES

## APPENDIX B-3

## DA Form 5913

STRENGTH AND FEEDER REPORT				
For use of this form, see DA FORM 30-22; the proponent agency is DCS, G4.				
1. UNIT/ORGANIZATION 123rd CAB BDE, Fort Bragg, NC 28310		2. TO SSMO, Fort Bragg, NC 28310		3. DATE (YYYYMMDD) 20181028
4. REPORT DATES (YYYYMMDD)	20181028	20181029	5. <input type="checkbox"/> REQUEST <input checked="" type="checkbox"/> REPORT	
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (Active)	125	125		
U.S. AIR FORCE (Active)				
U.S. NAVY (Active)				
U.S. MARINES (Active)				
ARNG				
USAR				
7. SUPPORTED UNITS				
8. MEALS SOLD FOR CASH				
9. GRAND TOTAL	125	125		
10. REMARKS Start Date: 28 OCT 18 / End Date: 30 OCT 18 Examples:  * Duty Strength 125. Final for Closure of Exercise.  * Duty Strength 125. 28 Oct 18 (125)-B, L, D Final for Closure of Exercise.  * Duty Strength 125. 29 Oct 18 (125)-B, L, D Final for Closure of Exercise.  * Final for Closure of Exercise.				
11a. SIGNATURE CPT John Doe		11b. RANK COMMANDER		11c. DATE (YYYYMMDD) 20181030

DA FORM 5913 MAR 2006

DA FORM 5913, JUL 2002, IS OBSOLETE.

APD V 1.01ES



APPENDIX B-4  
Class I Letter of Intent

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**EXAMPLE**

DEPARTMENT OF THE ARMY  
HHC GOOD ARMY  
1ST BDE, XX AIRBORNE DIVISION  
FORT BRAGG, NC 28310-5000

ASCx-xxx

MEMORANDUM FOR Subsistence Supply Management Office (SSMO)

SUBJECT: Letter of Intent Field Feeding Request

1. Request a Class I account be established to conduct a field training exercise 18-20 Jul 16. The first meal will be breakfast on 18 Jul 16 and the last meal will be dinner on 20 Jul 16. The headcount throughout the exercise will be 100 soldiers. The requested meal cycle is broken down below.

2. Unit DODAAC is W3xxxx. UIC: xxxx

3. The ration cycle is as follows:

DATE	H/C	BRK	LUN	DIN
18 Jul	100	UGR-H&S	MRE	UGR-H&S
19 Jul	100	UGR-A	MRE	UGR-A
20 Jul	100	UGR-A	MRE	UGR-A

4. Breakdown of SIK/FAO is as follows:

- a. Number of Meal Card Holders (SIK) 25
- b. Number of field meal card holders (FAO) 75
- c. Total: 100

5. Request Warming & Cooling beverage allotment be granted in accordance with installation policy.

6. This memorandum requires certification from the supporting PAC that BAS recoupment and/or payroll deduction (Officers) has been/will be submitted for personnel participating in field training. This form does not delete the requirement that the DA Form 5913 (Strength and Feeding Report) to be submitted to SSMO.

7. The undersigned on this memorandum is responsible for the accountability and disposition of the above rations and ensures

**EXAMPLE #1**



**APPENDIX B-5**  
**DA Form 3161**

[illegible]

**APPENDIX C**  
**Field Feeding Company METL**

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## **Field Feeding Company METL**

The following is the approved Mission Essential Task List (METL) for the FFC. Effective date 28 March 2018; published 30 December 2020. (Army Sustainment Resource Portal)

### **Conduct Field Feeding Company Operations (10-CO-4500)**

- Plan Field Feeding Support (10-CO-4501)
- Maintain Class I Accountability (10-CO-4502)
- Provide Field Feeding Support (10-CO-0056)
- Provide Logistics Package (LOGPAC) Remote Field Feeding Support (10-CO-0057)
- Conduct Troop Leading Procedures (71-CO-5100)

### **Manage Field Feeding Platoon Operations (10-PLT-4500)**

- Conduct Field Feeding Team Operations (10-TM-4500)
- Maintain Field Feeding Safety and Sanitation (10-PLT-4501)
- Coordinate Class I Retrograde (10-PLT-4502)
- Conduct Troop Leading Procedures (71-CO-5100)

### **Conduct Unit Defense (63-CO-0727)**

- Camouflage Equipment (05-PLT-3003)
- Treat Casualties (08-CO-0003)
- Evacuate Casualties (08-CO-0004)
- Conduct Troop Leading Procedures (71-CO-5100)

### **Conduct Expeditionary Deployment Operations (55-CO-4830)**

- Perform Pre-deployment Supply Activities (10-CO-4804)
- Perform Pre-deployment Maintenance Activities (43-CO-4805)
- Perform Pre-deployment Training Activities (55-CO-4803)
- Prepare Equipment for Deployment (55-CO-4806)
- Plan Unit Deployment Activities Upon Receipt of a Warning Order (55-CO-4828)
- Prepare Personnel for Deployment for Companies (71-CO-0004)
- Conduct Troop Leading Procedures (71-CO-5100)

**APPENDIX D**  
**Company-Level CDDP Responsibilities**

Number	Deployment Readiness Tasks	Measure
	<b>Commander</b>	
1	Implemented Command Deployment Discipline Program (CDDP).	Yes/No/NA
2	Appoint in writing, an officer or noncommissioned officer (NCO; E-6 or above) as a unit movement officer (UMO) and an alternate (E-5 or above).	Yes/No/NA
3	UMO and alternate have attended or currently scheduled to attend a proponent-approved UMO Deployment Planning Course as outlined in Chapter 3 of this handbook.	Yes/No/NA
4	UMO has at least one year retainability in the unit.	Yes/No/NA
5	UMO has at least a SECRET security clearance.	Yes/No/NA
6	Appoint in writing, hazardous cargo certifying officials that meet Department of Defense (DOD) requirements.	Yes/No/NA
7	Appoint a container control officer (CCO) in writing.	Yes/No/NA
8	CCOs in compliance with submitting container inventory updates.	Yes/No/NA
9	Established and trained unit loading teams:	
a	Rail	Yes/No/NA
b	Air	Yes/No/NA
	<b>Unit Movement Officer</b>	
10	Prepares and maintains unit movement plan. Active component units develop deployment movement plans from home station/ installation to ports of embarkation (POEs). Reserve component units develop deployment movement plans from home station/installation to mobilization station to POEs.	Yes/No/NA
11	Maintains movement binders or continuity books that include appointment orders, training certificates, recall rosters, organization equipment list (OEL), transportation requests, and blocking, bracing, packing, crating, and tiedown (BBPCT) requirements.	Yes/No/NA
12	Maintains complete load plans for each loaded vehicle, trailer, container, and 463L pallet.	Yes/No/NA

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13	Submit updated OEL through their chain of command to the installation transportation office (ITO) unit movement coordinator (UMC) semi-annually and as significant changes occur.	Yes/No/NA
14	Have a valid TC-AIMS II user identification, password, and access to their unit identification code (UIC).	Yes/No/NA
15	Can demonstrate the knowledge to make a movement plan for air and surface movement by building segments and legs in TC-AIMS II.	Yes/No/NA
16	Has a convoy standard operating procedure (SOP) for movement to the POE.	Yes/No/NA
17	Understands local procedures to request commercial and military transportation to support movement to the POE.	Yes/No/NA
18	Understands local procedures to prepare special hauling requests.	Yes/No/NA
19	Understands local procedures to request BBPCT materials from the UMC or other designated source.	Yes/No/NA
20	Understands local procedures to request and receive 463L pallets and containers.	Yes/No/NA
21	Understands local procedures to coordinate material handling equipment (MHE) requirements between units and MHE sources (commercial or military).	Yes/No/NA
22	Maintains updated copy of AR 525-93, FM 3-35, Army command/Army service component command deployment regulations and local movement directives as appropriate.	Yes/No/NA

**Table A-1 Notes:**

When Table A-1 is used for inspection purposes a pass or fail grading systems is used. An organization must receive a “yes” in at least 18 of the 22 listed measures to receive a passing grade. The exception to receiving a passing grade (at least 18 tasks marked as “yes”) is if any one of the following tasks receives a “no” in the assessment for:

**Task 1.** Has the commander implemented the Command Deployment Discipline Program (CDDP) for subordinate units?

**Task 2.** Appoint in writing, an officer or NCO (E6 or above) as a UMO and an alternate (E5 or above).

**Task 3.** UMO has attended, or is currently scheduled to attend, an approved school.

**Task 11.** Maintains movement binders or continuity books that include appointment orders, training certificates, recall rosters, organization equipment list (OEL), transportation requests, and BBPCT requirements.

**Task 13.** Submit updated OEL through their chain of command to the installation unit movement coordinator (UMC) semi-annually and as significant changes occur.

**Task 14.** Have a valid TC-AIMS II user identification, password, and access to their unit’s UIC.

Tasks 1, 2, 3, 11, 13, and 14 are extremely critical to the long-term success of a unit’s deployment readiness and if any one of these tasks are assessed as a “no,” the unit will receive a failing grade until the appropriate deficiencies are corrected.

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Number	Deployment Execution Tasks	Measure
	<b>Containers</b>	
1	Unit submitted updated unit deployment list (UDL) to UMC/ITO to reflect actual weights, sensitive equipment, HAZMAT, and any special hauling requirements identified utilizing the correct codes.	Yes/No/NA
2	Containers swept clean and free of any dirt and debris; old military shipping labels (MSLs) are removed.	Yes/No/NA
3	Unit maximized container utilization (75-percent fill) to minimize container requirements; no metal-to-metal contact IAW ATP 4-12.	Yes/No/NA
4	Unit utilized blocking, bracing, packing, crating, and tie-down (BBPCT) material IAW FM 38-701 and MIL-STD-1186.	Yes/No/NA
5	Unit placed a container packing list (DD 1750) or shipment packing list (DA 5748) in a weatherproof envelope on the inside and outside door of each packed container; UMO obtained a copy of each packing list for records IAW ATP 4-12.	Yes/No/NA
6	Unit placed HAZMAT placards on container containing HAZMAT; dangerous goods declaration and certificate placed on the inside and outside door of container IAW DOD 4500.9-R DTR Part II, 49 CFR, and TM 38250; HAZMAT containers are segregated and consolidated for inspection and movement to POE.	Yes/No/NA
7	Unit placed serial number seals/bolts on the doors of the containers; unit annotated serial number seals/bolts for records IAW ATP 4-12 and SDDC Customer Advisory.	Yes/No/NA
8	MILVAN, TRICON, QUADCON have current convention for safe containers (CSC) inspection sticker on data plate IAW MILHDBK-138A and ATP 4-12.	Yes/No/NA
9	UIC and SUN numbers were stenciled on all four upper left sides of container.	Yes/No/NA
10	Applied MSLs and RFID Tags using TCAIMS II and ensure proper placement on container IAW MIL-STD-129P.	Yes/No/NA
	<b>463L Pallets</b>	
11	Unit submitted updated UDL to UMC/ITO to reflect actual weight of loaded pallet, sensitive equipment, HAZMAT and any special hauling requirements identified utilizing the correct codes.	Yes/No/NA
12	Applied MSLs and RFID Tags using TC-AIMS II and ensure proper placement on pallet IAW MIL-STD-129P.	Yes/No/NA
	<b>Vehicles</b>	

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13	Unit submitted updated UDL to UMC/ ITO to reflect actual weights, sensitive equipment, HAZMAT and any special hauling requirements identified utilizing the correct codes.	Yes/No/NA
14	Vehicles are clean; old MSLs are removed; loose items (BII, drip pan, chock blocks, fuel cans, weapon mounts, bows, tarps, antennas, tire hoist, etc.) are removed and secured.	Yes/No/NA
15	All equipment is marked front and rear with correct UIC, Bumper and SUN number.	Yes/No/NA
16	All vehicles equipped with proper and serviceable lifting devices, shackles or built-in tide down points front and rear.	Yes/No/NA
17	All vehicle fuel tanks met requirements IAW port call message for POE loading.	Yes/No/NA
18	Applied MSLs and RFID tags using TC-AIMS II and ensure proper placement on vehicles IAW MIL-STD-129P.	Yes/No/NA
19	Executed unit load plans for secondary loads and reduced vehicles to proper configuration.	Yes/No/NA
	<b>Passengers</b>	
20	Identify personnel by force packages (advance party, main body, etc.) and chalks; ensure passenger manifests at aerial port of embarkation (APOE) reflect same data.	Yes/No/NA
21	Identify to accompany troops (TAT) requirements.	Yes/No/NA
22	Identify supercargoes.	Yes/No/NA
23	Ensure personnel know the unit line number (ULN) corresponding to their movement.	Yes/No/NA
24	Transportation requests are prepared/submitted to move personnel and baggage to APOE.	Yes/No/NA

**APPENDIX E**  
**Command Food Service Discipline Checklist**

INSPECTION POINTS and QUESTIONS	S - Sustain I - Improve	RECOMMENDATIONS AND COMMENTS
<b>A. TASK:</b> 1. Conduct an evaluation of performance within this functional area utilizing all questions listed below to ensure compliance with established Department of the Army, local and unit policies and procedural standards. 2. Rate questions either Sustain (meets or exceeds the standard) or Improve (does not meet the published standard). 3. Deviation below the standard should result in exploration of whether the deviation is the result of training deficiencies or imperfectly understood requirements. 4. Train soldiers in all areas receiving an improve rating caused by training deficiencies or imperfectly understood requirements.  <b>B. CONDITION:</b> In the workplace, individually or as a section, given technical references listed in the below questions, perform tasks to standards.  <b>C. STANDARDS:</b> Rate each of the following questions, receive a "Sustain" rating and maintain functional area compliance as outlined in the listed reference		
<b>Food Service Publications</b>		
(A)(B)(C) 1. As a minimum, does the unit have the following publications per ATP 4-41, References (with changes) on hand or accessible via the internet?		
a. AR 15-6, <i>Procedures for Investigating Officers and Boards of Officers</i> , 2 October 2006.		
b. AR 25-400-2, <i>The Army Records Information Management System (ARIMS)</i> , 2 October 2007		
c. AR 30-22, <i>The Army Food Program</i> , 17 July 2019		
d. AR 40-25, <i>Nutrition Standards and Education</i> , 15 June 2001.		
e. AR 40-656, <i>Veterinary Surveillance Inspection of Subsistence</i> , 28 August 2006		
f. AR 40-657, <i>Veterinary/Medical Food Safety, Quality Assurance, and Laboratory Service</i> , 21 January 2005		
g. AR 525-13, <i>Antiterrorism</i> , 11 September 2008		
h. AR 600-38, <i>Meal Card Management System</i> , 11 March 1988.		
i. AR 700-137, <i>Logistics Civil Augmentation Program (LOGCAP)</i> 28 December 2012		
j. AR 715-9, <i>Contractors Accompanying the Force</i> , 9 June 2010		
k. AR 735-5, <i>Policies and Procedures for Property Accountability</i> , 28 February 2005		
l. FM 1, <i>The Army</i> , 14 June 2005.		

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INSPECTION POINTS and QUESTIONS	S - Sustain I - Improve	RECOMMENDATIONS AND COMMENTS
m. FM 4-02.7, <i>Multiservice Tactics, Techniques, and Procedures for Health Service Support in a Chemical, Biological, Radiological, and Nuclear Environment</i> , 15 July 2009		
n. FM 4-02.56, <i>Army Medical Field Feeding Operations</i> , 29 April 2003.		
o. FM 4-25.12, <i>Unit Field Sanitation Team</i> , 25 January 2002.		
p. FM 5-19, <i>Composite Risk Management</i> , 21 August 2006		
q. FM 10-23-2, <i>Tactics, Techniques, and Procedures for Garrison Food Preparation and Class I Operations Management</i> , 30 September 1993		
r. FM 10-52, <i>Water Supply in Theater of Operations</i> , 11 July 1990.		
s. FM 20-3, <i>Camouflage, Concealment, and Decoys</i> , 30 August 1999		
t. FM 21-10, <i>Field Hygiene and Sanitation</i> , 21 June 2002		
u. TB MED 530, <i>Tri-Service Food Code</i> , 30 April 2014		
v. TB MED 577, <i>Sanitary Control and Surveillance of Field Water Supplies</i> , 15 June 2010		
w. TM 9-6115-642-10, <i>Operator's Manual for Generator Set Skid Mounted, Tactical Quiet 10 KW, 60 and 400HZ MEP-803A (60 HZ) (NSN 6115-01-275-5061), MEP-813A (400 HZ) (6115-01-274-7392)</i> , 15 September 2010		
x. TM 9-6115-673-13&P, <i>Operator's, Unit and Direct Support Maintenance Manual Including Repair Parts and Special Tools List for 2 KW Military Tactical Generator Sets 120 VAC, 60 HZ</i> , 30 June 2010.		
y. TM 10-4500-200-13, <i>Operator, Organizational and Direct Support Maintenance Manual, Including Repair Parts and Special Tools List for Heaters, Space Radiant-Type, Portable (Type I, Model 1941, Solid Fuel)</i> , 10 December 1969.		
z. TM 10-7310-281-13&P, <i>Operator's, Unit and Direct Support Maintenance Manual Including Repair Parts and Special Tools List (RPSTL) for Modern Burner Unit (MBU) (NSN 7310-01-452-8137), Modern Burner Unit (MBU-V3) (NSN 7310-01-507-9310)</i> , 17 May 2010.		
aa. TM 10-7360-204-13&P, <i>Operator, Organizational and Direct Support Maintenance Manual Including Repair Parts and Special Tools List for Range, Outfit, Field, Gasoline, Model M59 (NSN 7360-00-082-2153); Model M2A (7310-01-017-1285); Model M2A w/Safety Device (7310-01-113-9172), Accessory Outfit, Gasoline, Range w/Baking Rack (7360-00-187-4757)</i> , 8 July 1983.		



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INSPECTION POINTS and QUESTIONS	S - Sustain I - Improve	RECOMMENDATIONS AND COMMENTS
bb. TM 10-7360-206-13, <i>Operator's, Organizational and Direct Support Maintenance Manual for Kitchen, Field Trailer Mounted MKT-75 (NSN 7360-00-138-7782) (EIC: YBC); MKT-75A (7360-01-092-0470) (EIC: YBL), MKT-82 (7360-01-155-6020) (EIC: YBM); MKT-85 (7360-01-214-1176) (EIC: YBT); MKT-85S (7360-01-246-4646) (Air Force Only); MKT-90 (7360-01-313-2238) (EIC: YCF, MKT-95 (7360-01-417-4635) (EIC: YCG), MKT-99 (7360-01-483-8617), 31 March 2002</i>		
cc. TM 10-7360-206-23P, <i>Unit and Direct Support Maintenance Repair Parts and Special Tools List for Kitchen, Field Trailer Mounted MKT-75 (NSN 7360-00-138-7782) (EIC: YBC), MKT-75A (7360-01-092-0470) (EIC: YBL), MKT-82 (7360-01-155-6020) (EIC: YBM), MKT-85 (7360-01-214-1176) (EIC: YBT), MKT-85S (7360-01-246-4646) (Air Force Only), MKT-90 (7360-01-313-2238) (EIC: YCF), MKT-95 (7360-01-417-4635) (EIC: YCG), MKT-99 (7360-01-313-2238) (EIC: N/A), 29 April 2005.</i>		
dd. TM 10-7360-208-13&P, <i>Operator's, Unit and Direct Support Maintenance Manual Including Repair Parts and Special Tools List For Modular Field Kitchen (MFK) (NSN 7360-01-276-9817) (EIC: YCD), 9 September 1991.</i>		
ee. TM 10-7360-209-13&P, <i>Operator, Organizational, and Direct Support Maintenance Manual Including Repair Parts and Special Tools List For Kitchen, Company, Level Field Feeding (KCLFF)(NSN 7360-01-200-9828) (EIC: YBN), Kitchen, Company Level Field Feeding-Enhanced (KCLFF-E) (7360-01-347-1980) (EIC: YCH), 10 April 1987.</i>		
ff. TM 10-7360-211-13&P, <i>Operator's, Unit and Direct Support Maintenance Manual Including Repair Parts and Special Tools List for Food Sanitation Center (FSC), Model FSC-90 (NSN 7360-01-277-2558), Model FSC-2 (7360-01-496-2112), 3 August 2006.</i>		
gg. TM 10-7360-226-13&P, <i>Operator's Unit, and Direct Support maintenance Manual (Including Repair Parts &amp; Special Tools List) for Containerized Kitchen (with Trailer) (NSN 7360-01-473-3408), 1 August 2001</i>		

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TRAINING / INSPECTION POINTS and QUESTIONS	S - Sustain I - Improve	RECOMMENDATIONS AND COMMENTS
<b>CFSDP Program</b>		
<b>(FORSCOM GENTEX Message 181943Z Nov11)</b> Each Commander will provide the personal interest and direction necessary to establish and ensure the success of his or her CFSDP.		
1. Does the Commander implement a CFSDP Policy letter? (FORSCOM GENTEX Message 181943Z Nov11)		
2. Has the Commander delegated responsibilities to his/her staff to exercise overall staff supervisory responsibility and authority of its CFSDP Program?		
3. Has the Commander implemented a Command Food Service Discipline Program (CFSDP) for subordinate units? ( <a href="#">AR 710-2</a> , para 1-10f)		
4. Has a CFSDP monitor been appointed in writing to assist the Commander with establishing and monitoring the CFSDP Program? ( <a href="#">AR 710-2</a> , para 1-10f(3)) ( <a href="#">AR 735-5</a> , para 11-4f(3))		
5. Does the G4 conduct CFSDP inspections of all subordinate units? (ATTP 4-41 Appendix D, Para 3a).		<b>LAST EVALUATIONS:</b>
6. Does the CFSDP checklist contain, at a minimum, requirements listed in ATTP 4-41, Appendix D?		
7. Has the G4 established a file for CFSDP evaluation results with corrective actions? (a minimum of four evaluations per organization) (ATTP 4-41 Appendix D, Para 3a).		
8. Do the evaluation results on file contain the following recorded information?		
a. Date of evaluation		
b. Organization evaluated		
c. Findings and associated suspense dates		
d. Repeat findings		
9. Does the G4 review the results of the last evaluation to determine if units have corrected past discrepancies? ( <a href="#">AR 710-2</a> , Appendix B-8d (5))		
10. Is the organization provided with a copy of the CFSDP results? Does the copy specify all non-compliance findings with the respective suspense dates (get-well-date) determined by the supervisor? ( <a href="#">AR 710-2</a> , para B-8d (8)) ( <a href="#">AR 735-5</a> , para 11-6c(3)(d))		
11. Has the G4 provided assistance to subordinate units by conducting or coordinating CFSDP training for personnel? Is the training documented and maintained (e.g., training schedules, attendance rosters)? ( <a href="#">AR 710-2</a> , para B-14		
12. Does CORPS/DIV/DRU verify through their checklist that COL and LTC-Level Commanders sign a statement acknowledging responsibility for all property within their respective command /organization upon assumption of command? (HQDA EXORD 259-10/FORSCOM GENTEX)		
13. Does CORPS/DIV/DRU verify through their checklist that approving authority for FLIPLs \$100,000 or greater or loss of a controlled item, to include sensitive item is the first General Officer or Senior Executive Service (SES) in the rating chain. <a href="#">AR 735-5</a>		

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TRAINING / INSPECTION POINTS and QUESTIONS	S - Sustain I - Improve	RECOMMENDATIONS AND COMMENTS
14. Are CFSDP evaluations used to determine candidates for the Philip A. Connelly Program?		
<b>Functional Files</b>		
<b>AR 25-400-2, Para 1-4e.</b> Heads of HQDA agencies and Commanders of major Army Commands (MACOMs), installations, activities, and units will (1) supervise and manage recordkeeping systems within their agencies and commands. <b>AR 25-400-2, Para 1-7b.</b> Records are identified according to the primary directive that prescribes those records be created, maintained, and used; Army directives are available on the Army Publishing Directorate's (APD) Web site ( <a href="http://www.apd.army.mil">http://www.apd.army.mil</a> ).		
1. Are files established and maintained IAW the Army Records Information Management System (ARIMS)? ( <a href="#">AR 25-400-2</a> , chapters 1, para 1-4e and 1-7b, 5 & 6)		
2. If Office Records Lists (ORL) are used, is the agency record officer reviewing it for accuracy and completeness and ensuring that they are kept current as record titles are added, changed or deleted? ( <a href="#">AR 25-400-2</a> , para 5-10b)		
3. Are guides being used to divide records and folders being used to consolidate, retrieve, and protect records? ( <a href="#">AR 25-400-2</a> , para 5-4a and 5-4b)		
4. Are folders marked or stamped with the proper classification? ( <a href="#">AR 380-5</a> , para 4-22) ( <a href="#">AR 25-400-2</a> , para 5-4c)		
5. Are all folders and containers used to store official records, including records in electronic form, properly labeled and numbered? ( <a href="#">AR 25-400-2</a> , para 6-2(a), fig 6-1)		
6. When there are several folders, drawers, or other containers under the same category, only the first folder, drawer, or container shows all of the required label information; the remaining folders, drawers, and containers show only the file name, number, and brief description of contents. ( <a href="#">AR 25-400-2</a> , Chapter 6, para 6-2c)		
<b>Brigade Level Evaluations</b>		
1. Does Brigade S4 conduct evaluations to ensure field kitchen equipment is 100 percent mission capable by periodically inspecting maintenance, serviceability and parts on order?		
2. Is equipment 100 percent serviceable, cleaned and free of rust IAW the unit recovery schedule after the termination of all exercises or training?		
3. Are all items of equipment on the supply hand receipt signed for properly by the FOS?		
4. Are records on-hand for equipment services before, during, and after field training exercises?		
5. Are food service personnel adequately trained in the proper use, care for and maintenance of field kitchen equipment IAW the required manuals?		
6. Are personnel licensed on the safe operation of all applicable fuel-fired cooking equipment (MBU, generators and lanterns)?		

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TRAINING / INSPECTION POINTS and QUESTIONS	S - Sustain I - Improve	RECOMMENDATIONS AND COMMENTS
7. Are all MTOE Field Kitchen Equipment during field training exercises Deploy as you would go to war, train in peacetime as you would go to war.		
8. Are DA Form 5988-E [ <i>Equipment Inspection Maintenance Worksheet (EGA)</i> (ULLS)] and DA Forms 2404 ( <i>Equipment Inspection and Maintenance Worksheet</i> ), 2408-14 ( <i>Uncorrected Fault Record</i> ) and DD Form 314 ( <i>Preventive Maintenance Schedule and Record</i> ) completed and maintained IAW most recent Maintenance Management Update?		
9. Does each equipment end item (Field Ranges M-59, Immersion Heaters M-67, Accessory Outfit (Field Range), Field Ice Chest (200 & 400 lb), Water Trailer, Food Sanitation Center (FSC), Kitchen Company Level Field Feeding-Enhanced (KCLFF-E), Mobile Kitchen Trailer (MKT) and Containerized Kitchen (CK) have DA Forms 5988-E/2404 indicating deficiencies found on the equipment?		
10. Are component deficiencies of each equipment end items (for example: food containers, beverage dispensers, modern burner units (MBU)) annotated on the end item's respective DA Forms 5988-E/2404?		
11. Are Containerized Kitchens inspected IAW PMCS listing TM 10-7360-226-13&P?		
12. Are Mobile Kitchen Trailers inspected IAW PMCS listings TM 10-7360-206-23P and TM 10-7360-204-13&P?		
13. Are Sanitation Centers inspected IAW PMCS listings TM 10-7360-211-13&P and TM 10-7360-204-13&P?		
14. Are Water Trailers inspected IAW PMCS listings TM 10-7360-211-13&P and is medical inspection checklists on-hand for each respective Water Trailer?		