

**DEPARTMENT OF THE ARMY**

**YOUR UNIT LETTERHEAD**

**STREET ADDRESS AND BUILDING**

**INSTALLATION NAME AND ZIP CODE**

REPLY TO

ATTENTION OF

IMNT-LGS DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Contracted Food Service Contingency Operations Plan

1. REFERENCES:
   1. AR 30-22, The Army Food Program, 24 July 2012
   2. DA Pam 30-22, Operating Procedures for the Army Food Program, 6 February 2007.
   3. TM 4-41.12, Food Program Operations, 23 April 2012
2. PURPOSE: To provide procedures for continued food service operations in the event of

emergencies including labor strikes, acts of God, terrorist incidents, civil disturbances, or contractor default that result in an interruption of contractor operated dining facilities.

1. SUMMARY: Food service operations will continue during emergencies that impact

contracted food service operations.

1. RESPONSIBILITIES:
   1. Food Program Management Office (FPMO):
      1. Request approval to initiate 24/7 operations, if needed.
      2. Determine the extent of the dining facilities’ ability to provide food service and

develop plans to continue or reestablish food service operations, *[FED]*including the availability and functionality of back-up generators at DFACs. *[QUAD]*Implement local plan for temporary use of operational rations if necessary, until DFAC feeding is restored.

* + 1. Coordinate with chain of command/leadership on status of facilities, rations, supplies, and other resources required to provide food service operations. Consider available options such as those outlined in TM 4-41.12, Para 3-18.

* + 1. Initiate contingency food service operations.
    2. Provide subsistence to authorized personnel and all others as designated by the Senior Mission or Garrison Commander.
  1. Command Food Advisors/Dining Facility Managers: Coordinate with the FPMO on status of personnel and resources required to perform food service operations.
  2. Contracting Officer ( KO) and Contracting Officer Representative (COR)~~:~~
     1. Confirm the status of contractor personnel and resources required to perform food service operations.
     2. Coordinate contractor status with the FPMO.
     3. Initiate the Contractor’s approved Contingency Plan as required.
  3. Subsistence Supply Management Office (SSMO):
     1. Coordinate with the FPMO on status/condition of rations on hand.
     2. Coordinate with the FPMO on SSMO equipment and resources required to support the plan, and to establish emergency ration requirements and delivery schedules.
     3. Coordinate with the Subsistence Prime Vendor/Defense Logistics Agency-Troop Support (DLA-TS) to establish emergency order requirements and delivery schedules.
  4. Veterinary Services:
     1. Advise FPMO/SSMO/Dining Facilities on food safety issues during emergencies.
     2. Inspect food preparation facilities as required.
  5. PM:
     1. Advise FPMO/SSMO/Dining Facilities on facility and personnel safety issues during emergencies.
     2. Provide review of facilities as required.
  6. Department of Public Works/Directorate Of Logistics:
     1. Advise FPMO/SSMO/Dining Facilities on facility and equipment issues during emergencies.
     2. Provide review of facilities as required – water, power, and gas issues.

1. Questions concerning this SOP should be directed to the FPMO at (760) 380-3998.

NAME

DOL, FPMO

U.S. Army Garrison, Ft. Irwin CA

DISTRIBUTION:

SSM

Command Food Advisors

Contracting Specialist, FFS & DFA Contract

Contract Project Manager

Dining Facility Managers

Veterinary Services

Preventive Medicine

**Food Service Contingency Planning**

Step 1: Determine the extent of the dining facilities ability to provide food service

No Operations

Reduced Operations

Full Operations

The DFACs can conduct full food service.

Indicated by minimal damage/issues to facility, equipment, rations, and staffing availability

The DFACs can provide reduced food service.

Indicated by loss of power, facilities, equipment, and/or reduced staffing availability

The DFACs cannot provide food service.

Indicated by catastrophic management / personnel loss, or contractor default and/or labor strike

Step 2: Continue or develop plan to reestablish food service operations

Subsistence

Personnel

Facilities, Equipment, Supplies, Services

*Source: Fort Irwin FPMO Contingency Operations Plan 18 NOV 2011*

|  |  |
| --- | --- |
| 1. | Contractor Staffing Availability |
| 1a | Contractor contingency plan is activated |
| 1b | Effectiveness of the Contractor’s contingency plan |
| 1c | Additional contract personnel needed – Contact KO |
| 1d | 92G Availability |
| 1e | Emergency Temp/Term hires - Contact RMO\*-Human Resources |
| 1f | FPMO Personnel Augmentation |
| 1g | Soldier Detail for DFA |

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| --- | --- | --- |
| 1 | Establish overall installation feeding plan | |
| 1a | Need to Consolidate or Move Feeding Operations to Ensure Coverage | |
| 1b | Need to Assign Personnel to Dine in Certain DFACs | |
| 1c | Need to Extend Feeding Periods | |
| 1d | Need to Modify Current Ration Cycle or Menu Selections | |
|  |  |  |
| 2 | Civilian/Contractor Personnel Feeding | |
| 2a | Senior Mission/Garrison CDR approval | |
| 2b | Headcount Requirement Procedures | |
| 2c | Cash Collection | |
| 2d | Signature Headcount | |
| 2e | Reimbursement to Government | |
|  | |  |
| 3 | Establish New Feeding Areas (Gyms, etc.) | |
| 3a | Fire Safety Approved | |
| 3b | Equipment Needed | |
| 3c | Equipment Moved, Hooked Up | |
| 3d | PREVMED Inspected | |
| 3e | Potable Water Available | |
| 3f | Trash/Grease/Recyclables (see below) | |
|  | |  |
| 4 | Expendable Supplies (cleaning, paperware | |
|  | |  |
| 5 | Trash/Grease/Recyclables | |
| 5a | Additional Containers Needed | |
| 5b | Containers Moved to Needed Locations | |
| 5c | Increased Frequency of Pickup | |

|  |  |
| --- | --- |
| 1 | Increased Requirement for Rations |
| 1a | SPV Notification |
| 1b | Establish Issue Frequency Schedule |
| 1c | Need for Additional Subsistence Storage Space |
| 1d | Need for Operational Rations |

*Reference: TM 4-41.12, Appendix A*