

## **Submission of Meal Kits for Review and Approval (ACES QUAD)**

To utilize MPA funds for purchase, Meal Kits must follow required guidelines. Meal Kit requirements are published and posted on the JCCoE Web Site( [meal-kit-standard-02282023.pdf \(army.mil\)](#)). Army Meal Kit Standards dated January 2022 provides the standard for components and nutrition for all meal kits used.

Meal kits may be submitted at any time for review. The official listing will be updated two times yearly at a minimum

Procedures for submission require:

**Submission of each individual kit's list of items and the nutrient analysis** to include those listed in the standards with thresholds and requirements. The submitted document should be complete and contain all information required. Excel spreadsheets are acceptable as are word documents.

**Name the kits** They can also be named and numbered. Title and description should include the Vendor Name, what type of meal kit is (shelf stable, fresh, heater etc.) what meal it represents (Breakfast, Lunch/Dinner) and a brief title description (BBQ Chicken, Cereal – XYZ Flakes etc.)

Example: *Vendor ABC Meal Kit #1 Shelf Stable Breakfast Cold Cereal XYZ Flakes*

Note: Components must match the required component parts. Do not ask for exceptions. Slight percentage variance margins are considered.

- All items must be Berry Amendment compliant.
- Submit your information to the dietitian in ACES QUAD.
- Feedback will be provided by ACES QUAD
- When kits have received approval for their nutrient composition and components, sample kits will be requested by ACES QAUD Dietitian. The kits will be evaluated and reviewed.

Three kits of each type to be mailed to:

Attn: Dietitian  
Quality Assurance Division  
ACES  
1831 A Avenue  
Building 4225, Room 303B (third floor)  
Fort Lee, VA 23801

- Every item in the kit requires a NF label that includes allergen information and weight.
- Each Kit needs a label that lists the contents.

- Kits require a 12-month shelf life. When kits are received by the ordering party there would be a minimum of 8 months shelf life remaining.

Once the kits have been evaluated and accepted the following must be completed and sent to ACES QUAD RD.

For all kits: Each kit should be organized with required information in a separate email and labeled accordingly i.e. Name of Company – Name of Meal Kit - FINAL

- These items should be organized in a digital file by kit (one file for each kit).
- A list of the kit contents
- NF labels for each item in the kit (with ingredients and allergens along with the weight of each product. (If pretzels are in 6 of your kits, the NF label needs to be included in all six kit files).
- A case label. To include the weight.
- Pay special attention to the weights of items/weights of kits and case weights/ these weights must be congruent.
- A SKU if you have one for your kits.
- The number of kits in a case
- NAPA allowance: if there is one and how much it is.
- For variety kits: how many kits in the case, the varieties included, and how many of each kit.

Documents: pdf's, word, and jpegs are acceptable if they are legible.

Once all the requested documents and information has been received and reviewed and is complete, it will be forwarded to DLA for review and assignment of LSN's/NSN's

When stock numbers are issued, vendor and DLA are informed that kits are approved, and these kits are added by the QUAD dietitian to the approved list added to the approved list.

Kits are added to the document on the JCCoE Web page as an approved kit, and are eligible for programs to order

[https://quartermaster.army.mil/jccoe/Operations\\_Directorate/QUAD/nutrition/Approved%20Meal%20Kits%20UPDATE%20APR%202024.pdf](https://quartermaster.army.mil/jccoe/Operations_Directorate/QUAD/nutrition/Approved%20Meal%20Kits%20UPDATE%20APR%202024.pdf)

