

Subsistence Receipt and Storage

The routine nature of the delivery of both prime vendor and local vendor deliveries of subsistence can lead to complacency and boredom in the receipt process. Be advised that vendor delivery personnel are perceptive and are the first to know which facilities are conducting a complete check for quality and quantity and which facilities are not.

Apathy in the receipt process in some cases results in dining facilities receiving products that are date stressed, refrozen, incorrect products, short counts, inaccurate weights, or products considered less than wholesome. Errors made during a poor receipt process are generally revealed after the fact, when the cooks inform dining facility or TISA management that the bread products delivered yesterday appear to be moldy or the pork chops ordered for lunch tomorrow have just been “discovered” by the ration man to be pork roast. Management stressing the importance of the receipt process can avoid these errors by ensuring that the dining facility staff authorized to receipt subsistence are checking all subsistence items received for condition and quantity, every time subsistence is delivered to the dining facility or SSMO.

Subsistence Supply Managers, Food Operations Sergeants, Contractors, and Dining Facility Managers, should ensure that detailed receipt procedures focusing on the inspection and receipt of subsistence delivered to either the TISA or dining facility are in place, understood by receiving personnel, and updated as required to include new vendor product information.

DA PAM 30-22, paragraph 3-18 provides guidance and information regarding the receipt process for subsistence received at the dining facility. Paragraph 3-19 reinforces management responsibilities for safeguarding subsistence, however the general common sense guidance contained in the DA Pam 30-22 requires reinforcement at the local garrison or training area level to include any pertinent information that addresses local vendor deliveries; soda, bread products, dairy, FF&V, bread codes, etc.

The specific receiving information contained in DA PAM 30-22 should be the basis for the development of an up- to- date Standard Operating Procedure (SOP) that incorporates specific procedures that include your local Subsistence Prime Vendor (SPV) and Market- Ready Vendors delivering subsistence products to your garrison dining facilities.

The food program manager or subsistence supply manager may have developed as part of their food program, a local SOP for receipt procedures for implementation at garrison dining facilities and the TISA. If you are newly assigned to an installation dining facility management position and not sure, check! Subsistence receipt procedures not only focus on product quantity and product condition, but also address subsistence security. Subsistence receipt and security are usually also part of the installation FPCON plan.

Managers should discuss the key functional subsistence management areas below with authorized receiving staff:

Product – Ensure that authorized dining facility receiving staffs perform a complete quality, condition, and quantity inspection of subsistence delivered to your facility. As part of the inspection process, they must ensure that products being delivered are actually those products ordered, and adjust quantity or reject suspect or incorrect products on the delivery documents at the time of delivery.

Personnel – Mandate in-house supervision of any personnel doing repair work in your dining facility or anyone making vendor deliveries. Under no circumstances should your staff allow vendors or maintenance workers into any of your subsistence storage areas unescorted or unsupervised.

Property – Increase barriers (Lock them) to your subsistence storage areas and strictly limit access to ration storage areas to “Authorized Ration Personnel Only”. Physical security of the facility is a management responsibility to include restricting the access of vendors or visitors to food preparation and storage areas. Food preparation and storage areas are restricted to “Authorized Personnel Only”.