

# ARNG Food Operations A-Rations

RCSS

Dining Facility Accounting



# Objective

- Identify the accounting procedures for the Reserve Component Subsistence System (RCSS) for:
  - Duty Training (IDT)
  - Annual Training (AT) not performed at an Active Army Installation

# Menu Revision

- The ARNG States and U.S. Army Reserve develops their own menus within the constraints of the BDFA
  - **AR 30-22, para 3-53**

# The RCSS Accounting System

RCSS Forms used to account for A-Rations

- DA Form 5913 (Strength and Feeder Report)
- DA Form 3953 (Purchase Request & Commitment)\*
- DA Form 3294 (Automated Ration Request and Issue)  
DOL/USPFO identified requisitioning document
- DA Form 3034 (Production Schedule)
- DA Form 5914 (Ration Control Sheet)
- DA Form 3234 (Inventory Record)

Continued.....

# The RCSS Accounting System

RCSS Forms used to account for A-Rations continued.....

- \*DA Form 7458 (Risk Management Data Log –Cooking)
- \*DA Form 7459 (Risk Management Data Log – Hot or Cold Holding/Storage)
- Monthly Work Plan for Food Service Section

# DA Form 5913 Strength and Feeder Report (Request)

DA Form 5913 has a dual use:

- Request to indicate the number of enlisted SIK soldiers anticipated to attend the training period, plus other DA Forms 5913 request for support from supporting units.
- Only the responsible unit commander is authorized to sign the initiating request
- This duty will not be delegated

AR 30-22, para 3-30

# DA Form 5913 Strength and Feeder Report (Report)

- Report or consumption report to indicate number of SIK personnel present for duty as shown on the DA Form 1379 and supported units (DA Form 5914) SIK plus number of meals sold for cash (DD Form 1544)
- Form filled out by FOS, but signed by commander  
DA Pam 30-22, Appendix F

# DA Form 5913 Request/Report

- Completion of form is shown in Figures F-1 and F-2, DA Pam 30-22
  - TO block - Enter DOL/USPFO
  - Personnel Present for Duty by Service Component block
    - Number of enlisted (SIK) personnel anticipated to attend drill each day plus DA Forms 5913 from supported units and cash meals
  - Grand Total block - Total for each day

# DA Form 5913 - Request

- Remarks block- Information that will assist the unit in accomplishing it's mission (Special Instructions)
- Signed by unit commander
- Forwarded to FOS for submission to the requisitioning source

DA Pam 30-22, Figure F-1

# DA Form 5913

## Completion Instructions

- The completed form is used to request subsistence
- Submit to DOL/USPFO on the approved schedule
- The number of rations requested may not match the strength figure shown on the request report.
- Use anticipated present for duty strength figures

<b>STRENGTH AND FEEDER REPORT</b> For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.															
1. UNIT/ORGANIZATION HHC, 734 <sup>th</sup> CHEM BN		2. TO DOL/USPFO		3. DATE (YYYYMMDD) 20100105											
4. REPORT DATES (YYYYMMDD)			5. <input checked="" type="checkbox"/> REQUEST <input type="checkbox"/> REPORT												
Dates of Training meals required → 20100306      20100307															
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT															
U.S. ARMY (Active)				Request must be dated and completed at least 60 days prior to training											
U.S. AIR FORCE (Active)															
U.S. NAVY (Active)															
U.S. MARINES (Active)															
ARNG	125	125		Soldier authorized SIK are entered here											
USAR															
7. SUPPORTED UNITS															
				Estimated meals to be paid for. (AGR and Officers are entered here)											
8. MEALS SOLD FOR CASH	2	1													
9. GRAND TOTAL	127	126													
10. REMARKS															
IDT MUTA 4, 6-7 March 2010 0730-1700hrs  <table border="0"> <tr> <td style="vertical-align: top;">               Type (AT, IDT, MOB), date and hours of training entered in remarks             </td> <td style="vertical-align: top;"> <table border="0"> <tr> <td style="text-align: center;"><u>07 Mar</u></td> <td style="text-align: center;"><u>08 Mar</u></td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">B</td> </tr> <tr> <td style="text-align: center;">L 127 A-Ration</td> <td style="text-align: center;">L 127 A-Ration</td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> </tr> </table> </td> <td style="vertical-align: top;">               Date meals required, type, and number             </td> </tr> </table>					Type (AT, IDT, MOB), date and hours of training entered in remarks	<table border="0"> <tr> <td style="text-align: center;"><u>07 Mar</u></td> <td style="text-align: center;"><u>08 Mar</u></td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">B</td> </tr> <tr> <td style="text-align: center;">L 127 A-Ration</td> <td style="text-align: center;">L 127 A-Ration</td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> </tr> </table>	<u>07 Mar</u>	<u>08 Mar</u>	B	B	L 127 A-Ration	L 127 A-Ration	D	D	Date meals required, type, and number
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<u>07 Mar</u>	<u>08 Mar</u>														
B	B														
L 127 A-Ration	L 127 A-Ration														
D	D														
11a SIGNATURE Richard N. Anderson		11b RANK MAJ		11c. DATE (YYYYMMDD) 20100105											

DA FORM 5913, Mar 2006      DA FORM 5913, July 2002, IS OBSOLETE  
**Figure F-1 Sample DA Form 5913 (Strength and Feeder Report) used as a Request for a single unit**



# DA Form 5913 - Report

- For completion of form see DA Pam 30-22, Figures F-7 and F-8
  - TO block - DOL/USPFO
  - Personnel Present for Duty by Service Component block
    - Number of enlisted (SIK) soldiers present for duty plus number of meals sold for cash
  - Grand Total - Total of SIK personnel and number of meals sold for cash for each day

# DA Form 5913 - Report

- Remarks block - Information that will explain the difference between number of meals received and number of personnel supported
- Only the responsible commander is authorized to sign the end of training report
- This duty will not be delegated  
AR 30-22, para 3-30a(8)

STRENGTH AND FEEDER REPORT				
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.				
1. UNIT/ORGANIZATION HHC, 734 <sup>th</sup> CHEM BN		2. TO DOL/USPFO		3. DATE (YYYYMMDD) 20100307
4. REPORT DATES (YYYYMMDD)		20100306	20100307	5. <input type="checkbox"/> REQUEST <input checked="" type="checkbox"/> REPORT
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY ( <i>Active</i> )				
U.S. AIR FORCE ( <i>Active</i> )				
U.S. NAVY ( <i>Active</i> )				
U.S. MARINES ( <i>Active</i> )				
ARNG	125	123		
USAR				
7. SUPPORTED UNITS				
8. MEALS SOLD FOR CASH	2	1		
9. GRAND TOTAL	127	124		
10. REMARKS				
* 7Mar, 2 Meals discarded				
The number of meals ordered less the number of meals served should equal the number of meals discarded or served as seconds.				
11a SIGNATURE Richard N. Anderson		11b RANK MAJ		11c. DATE (YYYYMMDD) 20100307

Dates of Training meals required

Number of Soldiers authorized SIK that were present for duty on the DA 1379 (Enlisted coded P)

AGR and Officers, Meals sold for cash.

<b>STRENGTH AND FEEDER REPORT</b> For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.														
1. UNIT/ORGANIZATION HHC, 734 <sup>th</sup> CHEM BN		2. TO DOL/USPFO		3. DATE (YYYYMMDD) 20100307										
4. REPORT DATES (YYYYMMDD)		20100306	20100307	5. <input type="checkbox"/> REQUEST <input checked="" type="checkbox"/> REPORT										
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT														
U.S. ARMY (Active)														
U.S. AIR FORCE (Active)														
U.S. NAVY (Active)														
U.S. MARINES (Active)														
ARNG	125	125												
USAR														
7. SUPPORTED UNITS														
CO A, 734th Chem	75	75												
CO B, 734th Chem	60	60												
CO C, 734th Chem	40	40												
8. MEALS SOLD FOR CASH	6	14												
9. GRAND TOTAL	306	314												
10. REMARKS														
<p>* 07 Mar, 6 cash meals failed to eat, discard 6 meals</p> <p>* 08 Mar, Unanticipated cash meals sold</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="2" style="text-align: center;">Meals sold for cash</td> </tr> <tr> <td style="text-align: center;">07 Mar 06</td> <td style="text-align: center;">08 Mar 06</td> </tr> <tr> <td style="text-align: center;">B 2</td> <td style="text-align: center;">B 14</td> </tr> <tr> <td style="text-align: center;">L 1</td> <td style="text-align: center;">L 0</td> </tr> <tr> <td style="text-align: center;">D 3</td> <td style="text-align: center;">D 3</td> </tr> </table>					Meals sold for cash		07 Mar 06	08 Mar 06	B 2	B 14	L 1	L 0	D 3	D 3
Meals sold for cash														
07 Mar 06	08 Mar 06													
B 2	B 14													
L 1	L 0													
D 3	D 3													
11a SIGNATURE Richard N. Anderson			11b RANK MAJ	11c. DATE (YYYYMMDD) 20100307										

Dates of Training meals required

Number of Soldiers authorized SIK that were present for duty on the DA 1379 (Enlisted coded P)

AGR and Officers, Meals sold for cash.

The number of meals ordered less the number of meals serviced should equal the number of meals discarded or served as seconds.

# Production Schedule (DA Form 3034)

- Reference AR 30-22, Para 3-30, a production schedule is required for disposition of all subsistence prepared
- Will be used for preparation of A rations or for enhancements to UGRs, the instructions are identical to figure 4-2, DA Pam 30-22

# Production Schedule (DA Form 3034)

- Portions to Prepare - For all subsistence items enter quantity received (by unit of issue)
  - For semi-perishable enter amount required



# Ration Control Sheet (DA Form 5914)

- Used to record the receipt and disposition of all rations used in the RCSS
- A separate form is used for each type of rations
- Serves as an audit trail for all rations along with DA Form 3294/Requisition Document
- For completion instructions see DA Pam 30-22, Figures F-4, F-5, and F-6

# Ration Control Sheet

## DA Form 5914

- Period - Enter the year and month of the IDT training period
- Separate document prepared for each IDT month
- Column I - SPECIAL NOTE: Commander signature only on all destroyed (Column h)
- Remarks - Enter all relevant information clarifying any transaction or actions that are not clear





**RATION CONTROL SHEET**

For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4

1. Page  1  OF  1

2. UNIT  
HHC 734 th CHEM BN

3. TYPE OF RATION

UGR-H&S     UGR-A     MRE     OTHER A-Rations (Breakfast)

4. PERIOD  
200603

a. DATE (YYYYMMDD)	b. MODULES DRAWN	c. MEALS DRAWN	d. MEALS RETURNED	e. MEALS ISSUED	f. CUM BAL MEALS ON HAND	g. HO. OF PERSONS SUPPORTED	h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO	i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL	j. ISSUED BY
20060306		621			621			SSG Lee FOS	
200607				312	309	131 (-6)	HHC 734 Chem Bn	1 <sup>st</sup> SGT Jones	
20060307						75	CO A 734 Chem Bn	1 <sup>st</sup> SGT Williams	
20060307						60	CO B 734 Chem Bn	SFC Anderson	
20060307						40	CO C 734 Chem Bn	SFC Coon	
20060308					309				SSG Lee FOS
20060308				309		139 (+5)	HHC 734 Chem Bn	1 <sup>st</sup> SGT Jones	
20060308						75	CO A 734 <sup>th</sup> Chem Bn	1 <sup>st</sup> SGT Williams	
20060308						60	CO B 734 <sup>th</sup> Chem Bn	SFC Anderson	
20060308						40	CO C 734 <sup>th</sup> Chem Bn	SFC Coon	
20060308					0				

5. RE3MARKS  
\* 07 Mar, 6 cash meal failed to eat, discard 6 meals  
\* 08 Mar, 5 unanticipated cash meals sold

6a REVIEWED BY  
LT Lawson FSO  
6b DATE (YYYYMMDD)  
20060308

**Figure F-6 Sample DA Form 5914 (Ration Control Sheet) multiple units**

# Ration Request/Issue/Turn-In DA Form 3294

- There are no policies to use the DA Form 3294 while operating under the RCSS for IDT or home station AT, but may be an optional form
  - DA Pam 30-22, Appendix F para b(1)

**RATION REQUEST/ISSUE/TURN-IN SLIP**  
**FOR THE USE OF THIS FORM, SEE DAPAM 30-22**

DATE (YYYYMMDD)

TO: USPFO/DOL or RSC/DRC/DIV	Request	X	20060208
FROM: HHC, 236TH BN	Issue	X	20060306
Consumption date(s) 08-09 Mar 2006	Turn-in		
Number of meal(s) requested	Issue		

Items	UI	86			85			Total	Supply action	Unit price	Dollar valve
		B	L	D	B	L	D				
Ground Beef	LB		30					30	30	1.41	42.30
Beef Patties	LB					38		38	38	1.87	71.06
Bread, White loaf	LF		10					10	10	0.89	8.90
Buns, Hamburger, 8 pk	PK					12		12	12	1.48	17.76
Salad Oil, 1 LB	LB		5					5	5	2.25	11.25
Raisins, 1LB Box	BX		2					2	2	2.65	5.30
Eggs, shell, Fresh	DZ		4					4	4	0.78	3.12
Milk, White, 2%, 1/2 Pt	CO		65			65		130	130	0.38	49.40
Milk, Choc, 2%, 1/2 Pt	CO		20			20		40	40	0.48	19.20
Celery, Fresh	LB		1					1	1	0.77	0.77
Lettuce, Iceburg	LB		5			5		10	10	0.96	9.60
Onions, Dry	LB		1			7		8	8	0.87	6.96
Potatoes, Fr Fries, Frz	LB		40			40		80	80	0.93	62.40
Cauliflower, Frz	LB		16					16	16	0.95	15.20

Requested by: <b>John Morris, SFC (FOS)</b>	Issued by: <b>(Supply Sergeant)</b>	Issue by:	Total dollar <b>\$323.22</b>
Received by: <b>(Supply Sergeant)</b>	Received by: <b>(FOS)</b>	Received by:	Control no.

Page no. 1	No of pages 1	Remarks:
---------------	------------------	----------

# Ration Request

- The FOS will prepare the appropriate requisitioning documents or procedures as identified by the DOL/USPFO for ARNG
- Subsistence items requested should be adjusted by items contained in the inventory

DA Pam 30-22, Appendix F, para b

# Inventory Management & Excess

- Procedures will be in accordance with guidance provided by the State Food Service Officer, Advisor, or Technician
- State Competitive Food Contracts generate excess subsistence (Case lot issues)
- Must maintain accurate inventories at all times

# Inventory Management & Excess

- May use DA Form 3234 (Inventory Record), Figure 3-5, DA Pam 30-22
- Inventory should be checked prior to placing a subsistence order
- Food Service Technicians/ Supervisors must monitor

# Operational Ration/Box Lunch Control

- Box lunches from any source will be recorded on a separate DA Form 5914
- Box lunches are not accountable under RCSS as commercially prepared or catered meals

# Operational Ration/Box Lunch Control

- Box lunches made from unprepared rations will be a menu item on DA Form 3034
- Box lunches are not authorized for use during field training, deployment, or contingency operations

DA Pam 30- 22, para 3- 54

# RCSS Form Flow

- DA Form 5913 Strength and Feeder Report used as a Request Report
  - Form is prepared by the unit
  - Signed by the unit commander
  - Forward to FOS
  - Copy furnished DOL/USPFO, original retained  
DA PAM 30-22 -Appendix F
  - Check GKO for the current CLRT checklist

# RCSS Form Flow

- DA Form 5913 Strength and Feeder Report used as a report or consumption report
  - Form is prepared by the FOS
  - Signed by the unit commander
  - Copy furnished DOL/USPFO, copy retained  
DA PAM 30-22 -Appendix F

# RCSS Form Flow

- DA Form 5914 Ration Control Sheet is prepared and retained by the unit
- A separate form is used for each type of ration (A rations, UGRs, MREs) and one for each meal type (B, L/D)
- A separate form is maintained by the supply sergeant to account for each type of operational rations maintained in supply

# RCSS Form Flow

- The FOS will prepare the appropriate requisitioning documents or procedures as identified by the DOL/USPFO
- Completed by the unit
- Copy furnished to DOL/USPFO
- Completed copy retained by the unit
- An automated version may be used

# RCSS Form Flow

- DA Form 3034 Production Schedule
  - Prepared by FOS and retained by unit
  - Prepared for all A ration components
  - Specifies menu ingredients, preparation and serving times, portion sizes, and leftovers as well as special instructions
  - Can be used to cross train cooks by assigning them to prepare different items in different areas

# Reimbursement for Meals from Authorized Diners

- Non SIK personnel (AGR, Off, Civ, others) will reimburse the Government for meals
- Procedures for cash collection are stated in AR 30-22 and DA Pam 30-22
- A headcounter is still required for cash collection

# General Provisions of RCSS

- System is subject to internal control provisions of AR 11-2
- Files and disposition of all food service documents will be filed as specified by AR 25-400-2 (ARIMS)

# General Provisions of RCSS

- All forms requiring a signature of an officer will be signed by the Commander or FSO
- Other blocks will be signed by the designated individual (1SG, FOS, etc)
- AT records will be maintained separate from IDT records
- Subsistence cost should remain within the constraints of the BDFA

# Summary

- Background Information
- DA Form 5913 Strength and Feeder Report as a request report and as a consumption report
- DA Form 3953 (Purchase Request & Commitment)\*
- DA Form 3294 (Automated Ration Request and Issue)  
DOL/USPFO identified requisitioning document
- DA Form 3034 Production Schedule

# Summary

- \*DA Form 7458 (Risk Management Data Log – Cooking)
- \*DA Form 7459 (Risk Management Data Log – Hot or Cold Holding/Storage)
- DA Form 5914 Ration Control Sheet
- DA Form 3234 (Inventory Record)