Customer Requirements Request Form
(Food Service)

This Form needs to be completed and submitted to LRC NLT 60 days prior to unit training.

1. **Date Submitted:** **SRD Number** (*To be filled in by LRC*):
2. **Organization Name:** **Branch:** **Component:**
3. **Location of Units Origin:**
4. **Unit Identification Code** (*UIC Given by DA*)**:**
5. **Training Period:** Start: End:
6. **Type of Food Service Operations** (*Check on All that Apply*)**:**

☐ Conduct Field Food Service Operations

☐ Operate Gunfighter Dining Facility

• *If unit elects to operate Gunfighter DFAC at Butts Army Airfield, then unit must sign for building 9612, from the Food Program Manger Office. Units must also use the Army Field Feeding System (AFFS) and abide by all Army Regulations for DFAC operations.*

☐ Dining Facility Support

• *Dining Facility Support applies only to unit's ADVON and/or TORCH Party who will be eating in a DFAC until their unit's Food Service Operations are established.*

Check Meals: ☐ Breakfast ☐ Lunch ☐ Dinner Dates – Start: End:

Head Count:

• *DFAC Hours of Operation:*
Monday thru Friday – Breakfast: 0700–0900, Lunch: 1130–1300, and Dinner: 1700–1830;
Saturday thru Sunday and Holidays – Breakfast: 0730–0900, Lunch: 1130–1300, and Dinner: 1700–1830.

☐ SSMO Support

• *Requires submitting a DA Form 5913, DA Form 1687, Assumption of Command Orders, Meal Cycle and Installation Letter of Intent to Request Class I. See attached documents to this form.*
• *Meal cycles are U-M-U, U-M-M, M-M-U or M-M-M.*

7. **Points of Contact:**

Name & Rank: Name & Rank:

Work Phone: Cell Phone: Work Phone: Cell Phone:

Email: Email:

8. **CRRF Attachments:**

All attachments are "Read Only." Customers must save documents onto their computer in order to use and make changes. Attach all required documents to the email created when you click on the "Submit Form" button.

SSMO Required Documents:
a. Installation Letter of Intent to Request Class I (*Template Letter to request Class I thru the Installation Food Program Manager.*)
b. Example Assumption of Command Orders
c. DA Form 1687 "Notice of Delegation of Authority – Receipt for Supplies"
d. DA Form 5913 "Strength and Feeder Report"
e. MEAL CYCLE
Army Food Program Menu Guides:
f. Ki, LLC DOL TISA External SOP, 30 March 2013. (SOP outlines general procedures for the SSMO (TISA).)
g. UGRA Table-FY12 (*UGR-A Menu Guide for FY12.*)
h. FY 12 SHORT ORDER MENUS (*Short Order Menu Guide for FY12.*)
Army Food Program Ration Tools:
i. Field Frequency Schedule
j. Operational Rations Calculations
Army Food Program Guidelines:
k. Policy Guide on Use UGR-HS policy 19 Oct 11 (*United States Army Food Program Policy Guide for Army Field Feeding*)
l. Operational Readiness and the Family of Operational Rations (*The policy addresses Army readiness in Class I operations and supports its manufacturing industrial base.*)
m. UGR-SO Approval (*MEMO stating the Authority for Acquisition of Unitized Group Ration A (UGR-A) Short Order Modules.*)
n. Usage of Utilized Group Ration A (UGR-A) Short Order Modules (*Outlines the changes to the Army family of ration.*)
o. USARC BUDGET MESSAGE 11-046 (*States How Army Reserve and National Guard Components Requisition MREs.*)
p. Change to Army Policy for Field Feeding

Provide any and all supporting documentation which will assist with mission success.

LRC FCCO Form
Form Revised November 2013