

CONTRACT DINING FACILITY SOP

1. Units requiring prepared meals support at Camp Ripley should submit CDF Ration Request Memo (See attachment) to CRC-CDF, ATTN: COR, 15000 Hwy 115, Little Falls, MN 56345-4173, NLT 30 days prior to training dates. This memo identifies requirement requests for subsistence from the Contract Dining Facility (CDF). Prior to requesting support, units should have coordinated with their battalion S4 office to ensure support cannot be provided from another MSC unit. The CDF Rations Request Memo will identify a unit POC by name and phone number. The unit POC will contact the CDF Contracting Officer Representative (COR) 12 hours in advance of first meal to finalize request with last minute changes, determine actual serving times, and draw meal cards. All meal cards will have a period (dates of support) entered on them prior to issuance to the unit.

MEAL CARDS

2. Meal Cards for use During the Period of Support Requested. The Camp Ripley Contract Dining Facility COR will issue meal cards for meals to be provided based on requirements as identified on the submitted CDF Ration Request Memo. Meal cards will be issued upon arrival. The unit will enter the authorized diner's name in ink. The unit commander, or designated individual authorized to request rations, will authenticate the card by signature. Any cards not required upon receipt will be returned to the COR.

a. GOLD meal cards are issued to units authorized more than one meal per day.

b. BLUE meals cards are issued to units on IDT weekends. Normally, only one meal is authorized for each 8 hours of scheduled training. However, when circumstances warrant (reference AR 30-1) an additional meal for unit or individual(s) may be authorized.

c. GREEN Site Support meal cards are issued to those individuals working Code 124 Order in support of Camp Ripley operations.

d. All AGR and Officers will pay cash for their meals at CDF.

e. Subsistence In Kind meals will be furnished to enlisted personnel rather than money in lieu thereof.

f. Non-Subsistence In Kind soldiers will need to contact CWF Solutions, Ms. Schaefer, Bldg 7-131, 1500 Highway 115, Camp Ripley, Little Falls, MN 56345-4173 Phone: 320-616-4717, FAX: 320-616-4716.

3. Diner Control.

a. Procedures. Units training at Camp Ripley which do not have organic mess capability will request meal support by submission of a CDF Ration Request Memo to the CDF, identifying dates of meals to be supported and number of personnel to be

supported. In requesting meals, units should request meals only for enlisted personnel to be supported. The subsistence request should identify a "Unit Point of Contact" (POC) who will be the coordination for the support. The POC will coordinate with the CDF COR, phone number 320-616-3173 or DSN 871-3173 within 12 hours prior to the requested support to finalize the numbers of personnel to be supported, coordinate actual serving times, etc. CDF Dining Hours will be: B-0600-0730, L-1130-1300, D-1630-1830. Units will not coordinate with the CDF prior to submission of a CDF Ration Request Memo.

b. Diner Control. It will be the responsibility of the unit to place command emphasis on ensuring that maximum diner participation is accomplished based on meals requested. Units which have a diner participation of less than 90% of actual meals requested will be required to respond by formal endorsement through command channels addressing the difference in headcount requested for support versus the headcount served. The CDF headcount person will verify the diner's meal card for date of support as entered on the card and verification of the name on the ticket to correspond to the diner's Military Identification Card. This outlines diner policy for the CDF at Camp Ripley IAW AR 30-1.

c. The CDF is considered an open mess dining facility, for support of students attending the RTI school, and to support any unit training at Camp Ripley not having dining facility support for any or all of Their training period. The CDF will also support any individual on travel status to Camp Ripley outside of a 50-mile radius of Camp Ripley. Anyone traveling in a per diem status will pay the posted contract meal rate. Enlisted personnel authorized to travel within a 50-mile radius of Camp Ripley can subsist at "no cost".

d. Diner Meal Cards. Any unit needing support must identify on CDF Ration Request Memo in the number of enlisted SIK soldiers requiring support. The unit POC will ensure the meal cards are date stamped correctly. The unit POC will ensure the meal cards are filled out with the authorized diner's name and signed by the Commander or his designated representative prior to issuance to the unit member. Meal cards will be issued to the unit personnel prior to arrival at the CDF. The designated unit POC will be with the unit during the times of serving to coordinate support. If any problems arise during support, the unit POC will coordinate the issue/problem with the COR; if the COR is unavailable during the serving time, the unit POC may coordinate with the CDF person in charge at the time of serving.

e. Diner Pay Procedures. Officers and AGR enlisted personnel, whether in a per diem status or not, will be required to pay the Contract Meal Rate, unless under AR 600-38 procedures. Breakfast cost will be \$3.79, Lunch \$8.01, Dinner \$7.57. Extra's, such as, Coffee, Juice, Soup will cost an additional \$34.07 for 5 gallons. Cookies or Rolls will cost an additional \$7.00 for 5 dozen. Enlisted Personnel (Non-AGR) not in a Per Diem status will eat at no cost, i.e. "SIK, AGR during AT status will dine at no cost, since their separate rations or rations not available status should have been withdrawn, IAW AR 30-21.

Examples of authorized meals based upon an approved unit training schedule.

Training Meals	Assemble	Dismiss	
MUTA 2	0800	1700	1
MUTA 3	0800 SAT 0800 SUN	1700 SAT 1200 SUN	1 0
MUTA 4	0800 SAT 0800 SUN	1700 SAT 1700 SUN	1 1
MUTA 5	1700 FRI 0800 SAT 0800 SUN	2200 FRI 1700 SAT 1700 SUN	0 1 1
MUTA 3	0800 SAT thru	1200 SUN	3
MUTA 4	0800 SAT thru	1700 SUN	4
MUTA 5	1700 FRI thru	1700 SUN	6

Reference AR 30-1

EXAMPLE

MINNESOTA ARMY NATIONAL GUARD

Your unit name
Street No
City, State Zip

Office Symbol (30)

Date

MEMORANDUM FOR Office of the Post Commander, ATTN: JFMN-CRC-L (CDF),
15000 Hwy 115, Camp Ripley, Little Falls, MN 56345-4173

SUBJECT: Request for Contract Dining Facility Support

1. This unit is requesting Contract Dining Facility Support for the following dates:

DATE	BRKFST	LUNCH	DINNER	SIK	
15 May 00		20	14	8	X
16 May 00		8	9	15	X
17 May 00		20	0	8	X
18 May 00		20	0	0	X

STANDARD
DISCOUNT
SIK=Subsistence In Kind

2. Point of Contact for this unit is SFC John H. Doe at phone number 320-632-XXXX.

Encl
Alpha Roster

SIGNATURE BLOCK
XXXXX, XXXX, XXX
XXXXXXXXXX, XXXX