

MINNESOTA NATIONAL GUARD STANDARD OPERATING PROCEDURES FOR USE OF THE CONTRACT DINING FACILITY



**Dining Facility
15000 Hwy 115
Camp Ripley Bldg. 6-76
Little Falls MN 56345**

**Contracting Officer Representative
COM: 320-616-3173
DSN: 871-3173
FAX: 320-632-7080**

**Breakfast: 0600-0745
Lunch: 1130-1300
Dinner: 1630-1830**

**Contractor
COM: 320-632-7700**

Effective: 27 APRIL 2020

TABLE OF CONTENTS

	<u>Par</u>	<u>Page</u>
SECTION I – GENERAL		
Purpose	1-1	2
Reference	1-2	2
Scope	1-3	2
Dress Code	1-4	2
Effective Date	1-5	2
SECTION II – REQUEST PROCEDURES		
Establishment of Account	2-1	2
Submission of Requests	2-2	2
Meal cards	2-3	3
Headcount	2-4	4
Authorization Table	2-5	4
SECTION III – CDF SPECIAL SUPPORT PROCEDURES		
NON Military Agencies	3-1	5
SECTION IV – REMOTE SITE FEEDING (For Military Use Only)		
LOG PACS	4-1	5
Special Activity Meals (SAM)	4-2	5
Bag Lunches	4-3	5
SECTION V – Appendix A – CDF Admission Requirements		
SECTION VI – Appendix B – CDF Request Form		

SECTION I - GENERAL

1-1. PURPOSE: This Standing Operating Procedure (SOP) is to provide guidance for requesting support from the Contract Dining Facility (CDF) while training at Camp Ripley.

1-2. REFERENCE: The following are references that will be needed to help organizations/activities request support from the CDF: TB Med 530 TSFC, Food Service Sanitation, AR 30-22, Army Food Program, DA PAM 30-22 Operating Procedures for the Army Food Program, AR 600-38, Meal Card Management System, TM 4-41.11, Food Program Operations Policy 13-14.

1-3. SCOPE: This SOP has procedures outlined to give quick reference and define areas that are/are not covered in existing guidance. The CDF is an appropriated Dining Facility with the sole purpose of supporting Subsistence-In-Kind (SIK) meals. It is the responsibility of all organizations/activities supported by the Dining Facility to follow these procedures.

1-4. DRESS CODE: Appendix A

- a. To go boxes can be requested when mission requirements prevent an individual from meeting admission requirements.

1-5. EFFECTIVE DATE: 27 April 2020. This SOP supersedes all previous versions.

SECTION II – REQUEST PROCEDURES

2-1. ESTABLISHMENT OF ACCOUNT:

- a. Military organizations/activities prepare a DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) and submit an original copy along with Memorandum of Assumption of Command to the Dining Facility. These are updated upon Change of Command or authorities. Activity supervisors/Company Commanders may designate one or more individuals as authorized representatives to request/receipt meal cards from the Dining Facility.
- b. Civilian agencies will contact the contractor directly for requesting the use of the Dining Facility (see 3-1(a)).

2-2. SUBMISSION OF REQUESTS: Units requiring prepared meals support at Camp Ripley submit a CDF Request Form (Appendix B) to the CDF, ATTN: COR SFC Paula Christensen 15000 Hwy 115, Little Falls, MN 56345-4173, or email requests to the Contracting Officer Representative (COR) at paula.j.christensen2.mil@mail.mil and the Assistant COR CPT Steven Zander steven.l.zander3.mil@mail.mil.

- a. MNARNG UNITS:

(1) Units coordinate with their battalion S4 Office to ensure support cannot be provided from another MSC or FSC Culinary Section prior to requesting support. Units will submit requests to the CDF POC NLT **30 days** prior to training dates.

(2) The CDF Request Form identifies the requirement for subsistence from the CDF including the Unit, POC's name and phone numbers and will be returned if missing required information.

(3) The unit POC contacts the CDF COR **72 hours** in advance of the first meal to finalize total SIK to be supported.

(4) Request for extended meal times will be requested with a memorandum explaining your request.

(5) Organizations that fail to submit the CDF Request Form prior to the required **30 day** suspense may result in the CDF being unable to fulfill the request. Alternate subsistence support will be operational rations: TOTMs or MREs.

b. OTHER MILITARY AGENCIES:

(1) Units or organizations with a WBS (Work Breakdown Structure) in place with Camp Ripley submit the CDF request with the approved WBS NLT **45 days** prior to request support dates. Late submission is no guarantee of support.

(2) Government Purchase Card (GPC): reference 3-1(a) of this SOP.

2-3. MEAL CARDS FOR USE DURING THE PERIOD OF SUPPORT REQUESTED:

a. COR will issue the requested meal cards to the units POC at the CDF Office in Bldg. 6-76 room 160 between the hours of 0700-1830 unless other arrangements have been made. Meal cards will have the assigned unit number, period covered and meals authorized. The Unit Commander or designated individual authorized (annotated on a DA 1687) to receive rations will authenticate the card by signature. Any cards not required upon receipt will be returned to the COR.

b. MEAL CARDS AND ROSTERS:

(1) **GOLD MEAL CARDS** are issued to Units who are authorized more than one meal per day or if authorized meal(s) other than lunch. When circumstances warrant (reference table 2-5), an additional meal for Unit or individual(s) may be authorized.

(2) **BLUE MEAL CARDS** are issued to units on IDT weekends (lunch only) or are in a status where only one meal is authorized for each 8 hours of scheduled training.

(3) SIGN IN ROSTERS will be used for large groups requesting a single meal in lieu of a printed meal ticket.

- c. AGR, ADOS and Officers in IDT status, or on orders where meals are not directed at the dining facility, will pay cash for their meals at the CDF. AGR, ADOS and Officers in AT status and the unit is directed to eat at the Dining Facility will be included in the SIK on the CDF request form.

2-4. HEADCOUNT: It is the responsibility of the Unit to place command emphasis on ensuring that maximum diner participation is accomplished based on meals requested. Units with a diner participation of less than 85% of meals requested will be required to respond, by formal memorandum, to the COR and DSLOG Supply Management Specialist and explain the difference in headcount requested for support versus the head count served. The CDF headcount person will verify the diner's meal card for date of support as entered on the card. This policy for the CDF at Camp Ripley is IAW AR 30-22.

- a. Units will receive MREs or TOTMs as support until submission of the memorandum.
- b. If any problems arise during CDF support, the unit POC will coordinate the issue/problem with the COR; if the COR is unavailable during the serving time contact the Contract Manager.
- c. The Unit POC notifies the CDF COR of changes to the original requested meal support requirements NLT **24 hours** prior to request meal.

(1) Meal costs are based on current vendor contract; Breakfast \$6.00, Lunch \$7.00, Dinner \$8.00, Bag Lunch \$6.00. Extra's such as coffee, soup, or other warming beverages are available for purchase at \$1.00 for 5 gallons.

2-5. EXAMPLES OF AUTHORIZED MEALS BASED UPON AN APPROVED UNIT TRAINING SCHEDULE (IAW AR 30-22 chap 3 General Table 3-1):

Training	Assemble	Dismiss	Meals Authorized
MUTA 2	0800	1700	1
MUTA 3	0800 SAT	1700 SAT	1
	0800 SUN	1200 SUN	0
MUTA 3 (overnight)	0800 SAT thru	1200 SUN	3
MUTA 4	0800 SAT	1700 SAT	1
	0800 SUN	1700 SUN	1
MUTA 4 (overnight)	0800 SAT thru	1700 SUN	4

MUTA 5	1800 FRI 0800 SAT 0800 SUN	2200 FRI 1700 SAT 1700 SUN	0 1 1
MUTA 5 (overnight)	1800 FRI thru	1700 SUN	5

SECTION III – CDF SPECIAL SUPPORT PROCEDURES

3-1. NON MILITARY AGENCIES (CIVILIAN): Meals requested for Civilian Agencies or Military Units utilizing Government Purchase Card, credit cards, or cash will need to be coordinated through the Contractor, 3 Chefs Downtown, Inc. The rate for Civilian Agencies is \$8.10 per person per meal. The rate for all Military is based on the current vendor contract: Breakfast \$6.00, Lunch \$7.00, Dinner \$8.00, Bag Lunch \$6.00. Contact can be made directly with the dining facility manager. Email: workat3chefs@gmail.com Phone: 320-632-7700.

SECTION IV – REMOTE SITE FEEDING (For Military Use Only)

4-1. LOG PACS: Requests for LOG PACS will be annotated in the Special Requests block of the CDF Request Form or at a minimum of **24 hours** prior to the requested meal, meals can be cancelled up to 2 hours prior to scheduled pick up time, coordination will be made with COR or the Contractors Manager. Units will drop their insulated food containers off at the Dining Facility the day prior to the meal requested.

4-2. SPECIAL ACTIVITY MEALS (SAM): Requests for the SAM will be annotated in the Special Requests block of the CDF Request Form. The SAM consists of Hamburger or Brat, Baked Beans, Potato Salad, and Juice. All food will be prepared prior to leaving the Dining Facility. Insulated food containers are required when requesting the SAM. Units will drop their insulated food containers off at the Dining Facility the day prior to the meal requested.

4-3. BAG LUNCHEs: Requests must be on a CDF Form. Request for 24 or less can be requested through the CDF. The bag lunch consists of sandwich, chips, fruit snack and a bottle of water. Requests for 25 or more will be requested through the J4 Food Program Managers Office, 320-616-2683 or 320-616-2684.

STEVEN L. ZANDER
CPT, LG, MNARNG
State Food Program Manager

PAULA J. CRISTENSEN
SFC, QM, MNARNG
Contracting Officer Representative

APPENDIX A



DEPARTMENT OF THE ARMY
OFFICE OF THE GARRISON COMMANDER
15500 HIGHWAY 115, CAMP RIPLEY
LITTLE FALLS, MN 56345-4173

NGMN-CRZ-C

28 April 2020

MEMORANDUM FOR RECORD

SUBJECT: Camp Ripley Contract Dining Facility (CDF) Admission Requirements

1. Purpose: To establish standards for admission and service in the Camp Ripley Contract Dining Facility (CDF), with the intent to sustain public health by providing and maintaining a clean and sanitary facility for safe food preparation, service, and consumption.
2. Applicability: This policy applies to all service members and civilian customers utilizing the Camp Ripley CDF.
3. General:
 - a. All clothing must be generally clean and in a serviceable condition.
 - b. No person with a communicable (or potentially communicable) disease or that is affected by an infestation, such as lice, shall be permitted in the CDF.
 - c. Certain clothing is expressly prohibited, this includes:
 - (1) Excessively sweaty, soiled, dirty, or grimy clothing. This specifically includes soiled and sweaty physical fitness uniforms and corresponding civilian workout clothing.
 - (2) Clothing designed as undergarments being worn as outer garments, or clearly visible undergarments.
 - (3) Revealing clothing which may include: muscle tank tops, halter tops, tube tops, tops that expose the midriff area, see-through clothing, swimming attire, or garments that reveal any portion of the buttocks.
 - (4) Open-toed shoes that allow any portion of the foot to touch the floor, or shower shoes.
 - (5) Clothing with obscene, vulgar, distasteful, slanderous, lewd words or images, or sexually suggestive language.
 - (6) Clothing that implies support of unlawful or subversive ideas or practices, or which makes disparaging comments concerning the military or United States of America, or which violates the personal conduct expectations of professional service members.

NGMN-CRZ-C

SUBJECT: Camp Ripley Contract Dining Facility (CDF) Admission Requirements

4. Commanders and supervisors of civilian organizations are responsible for ensuring patrons are dressed in accordance with the above guidelines and their applicable service requirements. While all service members are authorized to correct violations and to ask violators to leave the CDF, the CDF Contracting Officer's Representative (COR) and Food Service Facility Manager are specifically designated as enforcers of this policy. The COR or Food Service Facility Manager may prevent access to the CDF to individuals in violation of this policy, and may ask patron's to leave and change clothing in accordance with this policy, prior to admission to the CDF.

5. The POC for this memorandum is the Garrison Command Sergeant Major Marcus Erickson at 320-616-2705, or marcus.l.erickson4.mil@mail.mil.



JOSHUA M. SIMER
COL, IN, MNARNG
Garrison Commander

